



# Welcome to Cart Mill Family Centre

## Information for our families



We would like to take the opportunity to welcome you to our Cart Mill family and share some hints and tips on how to get the best out of your child's nursery sessions.

Your child will be in a room with 3 or 4 key workers, although they will have a dedicated member of staff within this group. We find that the large group means during times of staff annual leave, your children still have a familiar face to go to for support. You will be told your child's group name and their key person at your home visit or on their first day at Cart Mill. Staff work on a shift pattern so you might not always see your child's keyworker at pick up times, instead it will be one of the other key workers in the group.

### Our Leadership Team

A member of our leadership team will always be on hand to answer any questions you may have and can be contacted at the centre.

Angela Kerr—Head Teacher

Val MacLean—Depute Head of Centre

Helen Brown—Nursery Teacher

Sarah-Jane Mitchell/Fiona Hannah — Senior Child Development Officer

### Absences

If your child is going to be absent from nursery, please telephone to let us know.

**If your child has been sick or has diarrhoea they should stay away from nursery for at least 48 hours after their last bout.**

### What should I bring?

If your child is still in nappies, we ask that you bring a supply of nappies and wipes. We will let you know when supplies are running low.

We love messy play in Cart Mill so a few changes of clothing are also useful. Your child will have a peg where they can hang a bag—**we ask that you avoid draw string and plastic bags**. Please make sure your child's name is clearly marked on all items coming in to nursery.

For outdoor play your child will need wellies and a puddle suit which can stay in our nursery. We also ask that you send your child wearing sun cream during summer and a supply of sun cream which we can use to top up throughout the day. Please also supply a wide brimmed hat. In winter warm hats and gloves should be brought in, again, clearly labelled.

## The nursery day

We have a number of different start beginning at 8.00am, if you need clarification of your session time, please just ask. Sessions vary between 48 weeks and term time. A member of staff will welcome your child at the front door at their start time. If you arrive early, we will ask you to wait until your child's start time to ensure we have the correct adult to child ratios. We ask that you try and arrive as close after your child's start time as possible but understand that things happen and you might choose to come later on in the day. Children can bring breakfast in to have in the centre between 8.00am and 8.45am.

You are welcome to pick your child up any time before their session ends but they must be collected before their finish time to ensure ratios continue to be met. We ask, where possible, to try and arrive 5-10 minutes before your session ends. This allows staff to take the time to update you on your child's day.

## Lunches

Children attending their 3-5 year old session or any funded two year olds are entitled to a hot lunch. The menu is available on East Renfrewshire Council's website as well as our own. We run a rolling lunch session in the centre, children can choose when they come for lunch although there is always a member of staff on hand to give children a gentle reminder if they are going home early. Children leaving before 12.10pm will not have time for lunch. Children arriving **after** 1.20pm will unfortunately not be able to have lunch in the centre. Two year olds who attend a paying session should bring a healthy packed lunch or choose to buy a hot lunch. Any two year olds who attend in the afternoon only and are having a packed lunch should have lunch before coming to nursery.

**\*PLEASE NOTE: We are a nut and kiwi free**

## Snack

We encourage children to be independent and make their own snack, which we provide. Snack takes place in the morning and again in the afternoon. Children are offered milk or water and a selection of seasonal fruits.

## Information Sharing

Every Friday we send out our Cart Mill Chat via email. This is a weekly newsletter keeping you up-to-date with all that is happening in the centre and the local community.

We also share a blog on our website with activities the children have taken part in during the day.

### Medication

If your child requires medication whether it is on a regular basis or periodically, please ask your doctor to prescribe any medication that has to be administered in nursery and that it includes a pharmacy label with the dosage required. We will also ask you to complete a form when you bring the medication in.

### Learning Journals

Every child has a learning journal which records their learning and progress during their time in nursery. We will send your child's learning journal home when they first start and ask that your child decorates the front cover and you share information about your family on the first page or two. Your child's learning journal will be sent home twice a year but it is always available in the centre so please ask if you ever want to see it.

### Safety and Security

The doors of our centre are locked throughout the day. When you arrive to drop off or collect your child please press the button marked reception and a member of staff will bring your child in or open the door for you to enter reception. **Please do not open or hold the door open for others as staff need to record children entering and leaving the building.** There are white exit buttons beside the main doors that, when pressed, will release the locks and allow you to exit. Please do not encourage your child to press these buttons as the same buttons are used to secure the playrooms.

If someone else is collecting your child that is not part of your usual collection routine, please let us know so that we can arrange a secure collection.

Children should be dropped off and collected by a person over the age of 16.

Centre Telephone number:

0141 570 7560

Or email:

schoolmail@cartmill.e-renfrew.sch.uk

### Follow us

Please take a look at our website and follow our blog:

<https://blogs.glowscotland.org.uk/er/cartmill/>