

# Welcome to Auchenlodment Early Learning and Childcare Class



## A Guide to Starting Nursery

# Arriving at Nursery

## Session times:

Full Time (1140) – 8.50am – 2.50pm (Mon, Tues, Wed, Thurs, Fri)

- On your child's first day at nursery, he/she should be brought into nursery for 1 hour (either 10am or 1.30pm) and an adult should be available to stay. The adult will be asked to complete paperwork. The nursery sessions will be phased as appropriate to each child. Depending on how your child settles they may benefit from a continued phased start to nursery or may be ready to attend full sessions. This will be discussed at the end of their induction session.
- To allow your child to fully benefit from his/her nursery education please ensure he/she arrives promptly to start the session.
- The doors operate on a buzzer system and a member of staff will welcome and dismiss your child at the end of the session. This ensures that parents have the opportunity to communicate with their child's keyworker when dropping off/ picking up. This helps to keep the lines of communication with families open and is also in line with our open-door policy. Parents should sign their child in at the beginning of each session and sign them out when collecting them again.
- You will be asked to identify adults (16 years +) who will be responsible for dropping off and collecting your child. If for any reason these arrangements should change a parent should notify a member of staff or by phoning 0300 300 0145.
- If your child is going to be absent from nursery, please telephone 0300 300 0145. We ask that you explain the reason for his/her absence and the expected duration they will be off for. **If your child has suffered sickness or diarrhea, we would ask that you follow Scotland's Health Board Guidelines and keep your child off for 48 hours after his/her last episode of sickness/diarrhea.**
- If your child is absent for a prolonged period of time, we will contact you to find out about your child's wellbeing.
- If taking your child on holiday during term time, please notify a member of staff about the dates and length of your holiday.



# Helping to Prepare Your Child for Nursery

- **Fostering Independence** – Provide opportunities to encourage your child to make decisions for themselves. This can include selecting/preparing snacks, communicating needs and choosing activities. When at nursery children are encouraged to select activities and lead their own learning. Please provide opportunities for creative, independent play at home.
- **Toileting** – Begin to develop your child's ability to go to the toilet with some independence. This can include removing clothes and redressing, wiping, flushing and washing their hands. Please ensure staff are aware of your child's level of independence with toileting at the initial induction session.
- **Dressing/Undressing** – Please ensure your child is wearing comfortable clothes/shoes to nursery. This will foster independence in their ability to dress and undress as well as assisting with toileting. Children should be encouraged to put on and take off their shoes and jacket independently on arrival to nursery.
- **Eating/Preparing Snacks** – Please encourage your child to pour their own drinks and prepare small snacks.
- **Develop Fine Motor Skills** – Your child will be encouraged to develop his/her fine motor skills through using scissors, pencils, pens, cutlery, and paintbrushes. Further reinforcement will help them to develop this further.



# Staff Members

Head Teacher:	Mrs Lorna Brown
Depute Head Teacher:	Mrs Tracy Scott
Principal Teacher:	Mrs Cassandra Niven
Senior Early Learning and Childcare Officer:	Ms Karen Speirs
Early Learning and Childcare Graduate:	Mrs Andrea McCue
Early Learning and Childcare Officers:	Mrs Michelle Adamson Mrs Lauren Barr Mrs Jennifer Campbell Mrs Siobhan Cowie Miss Tania Harrison Mrs Kanchan Kandpal Mrs Donna Lindsay Mrs Laura Critchel Miss Karen McGoldrick Mrs Janet Perry Mrs Michelle McElwaine
Support Worker:	Ms Nicola McManus Mrs Sandra Devine Ms Hazel Munton

Mrs Brown has the overall responsibility for Auchenlodment Primary and Early Learning Childcare Class. Mrs Scott is responsible for the management of the nursery. Ms Speirs is responsible for the day to day running of the nursery and is supported by the wider nursery team. Ms McCue has responsibility of the learning experiences, children's progress and development.

All children are allocated to an Early Learning and Childcare Officer although, all staff members work with all children and contribute to their learning, care and assessment.

In Auchenlodment Early Education and Childcare Class we want to ensure all children are Active Positive, Respectful, Kind and Successful. The nursery provides a stimulating and secure environment in which your child can thrive and reach their full potential. At Auchenlodment we are committed to working in partnership with families. Our staff team are always available to discuss your child's progress and development. Should you have any questions, concerns or suggestions please do not hesitate to discuss these with a member of staff. This can be addressed when dropping off, picking your child up or alternatively you can make an appointment with your child's key worker, Miss Speirs, Mrs McCue or Mrs Scott.

# A Typical Day at Nursery

- **Arrival** – On arrival each day your child will enter through the main nursery door into the cloakroom. Here your child will hang their belongings on their personal assigned peg, your child should wash their hands and then enter the playroom. Your child will be greeted by their own keyworker and signed in by the person dropping them off at nursery.
- **Free Play** – Our playrooms are set up with a wide range of free flow learning areas as well as adult led, structured activities. It is important that children have the opportunity to play every day. Play is important for the early stages of brain development and can help build relationships for later life, as well as skills for learning, life and work. The UN Convention on the Rights of the Child states (in Article 31) that every child should have: **“The right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.”** *United Nations Convention on the Rights of the Child.*

- **Snack** – In line with “Setting the Table” Care Inspectorate Guidelines Auchenlodment Early Education and Childcare Class promotes the importance of good nutrition in the early years. As such snack will be on offer and will include a range of healthy snacks and drinks. All children will be given opportunities to taste and prepare a range of foods which will help shape their current and future eating patterns.



- **Group times** – At Auchenlodment we promote free flow learning, children choose the experiences they wish to take part in, this could include small adult led group experiences such as Bookbug sessions.
- **Care and Welfare** – In addition to providing learning opportunities all Early Learning and Childcare Officers are responsible for ensuring the good welfare of all children through Getting it Right for Every Child Policy. This is done through delivering an effective Health and Wellbeing Programme, completion of Care Plans and pastoral care meetings.
- **Outdoor Play** – Children have the opportunity to choose to play indoors or outdoors during their time at nursery, we have an open-door policy where children can free flow in and out as they desire.



# Nursery Uniform

Auchenlodment ELCC has a uniform which can be purchased at:

- Schoolwear Made Easy- 28 Wallneuk Road, Paisley, PA3 4BT - 0141 889 7206
- Set School Wear, Paisley – 10 Broomlands Street, Paisley, PA1 2LR – 0141 889 0467

Alternatively, uniforms can be purchased through the nursery (ask staff for order form.)

The purchase of nursery uniform is **optional**.

It would be appreciated if you could provide your child with the following:

- Soft, indoor shoes for your child to wear in the nursery. Your child should be able to remove these and put them on independently, please avoid laces.
- A labelled bag which includes a full change of clothes and underwear (incase of accidents). Children feel more comfortable in their own clothes. This should be kept on your child's peg in the cloakroom.
- As children learn indoors and outdoors in all weathers, it would be greatly appreciated if children could come to nursery suitably dressed e.g wearing sun cream and a sun hat when it is hot and warm. Auchenlodment ELCC have waterproof jackets and trousers for each child to use when playing outdoors, it would be much appreciated if your child could bring their own wellington boots to nursery as we don't have enough for each child to borrow.
- The nursery class have weekly timetabled slots in the school gym hall. To ensure the safety and comfort of all children they should be dressed appropriate for activities in the gym (soft shoes/trainers, jogging bottoms/tracksuit, **No jewellery**)

Please ensure **ALL** children's clothing and footwear are fully **labelled**.



# Additional Information

**Medicines** – If your child requires regular medication throughout their time at nursery please ensure your child's key worker knows this and is fully detailed in your child's Care Plan. In addition, should medicine be required at any point throughout your child's time at nursery medical paperwork needs to be completed and medication stored securely, please speak to your child's keyworker to arrange this.

**Sun cream** – Learning takes place both indoors and outdoors. During periods of sunny weather please ensure your child arrives at nursery with sun cream already applied. Please ensure your child has their own bottle of sun cream within nursery with their name on it.

**Toys** – Auchenlodment ELCC is very well resourced therefore please do not allow your child to bring his/her own toys to nursery. It can cause upset if favourite toys get damaged or lost.

**Nursery Donations** – A weekly donation helps the ELCC to purchase baking materials, resources, and many other extras to enhance nursery provision. As guidance, for those wishing to donate, a weekly contribution of £2.50 helps support providing resources. As Auchenlodment is a cashless Nursery and School this is payable through Parent Pay. You will receive your activation letter once your child has started nursery.

