

WELCOME TO OLOP

Welcoming
Achieving
Love & Kindness

.....we are always learning and aiming high



Our Lady of Peace
Early Learning and
Childcare Class



Welcome to Our Lady of Peace Early Learning and Childcare Class

We hope you will find this handbook interesting and helpful. The purpose of this handbook is to provide information on all aspects of the ELCC.

Throughout this handbook we have tried to give you an impression of life in our ELCC and the ways we cater for the individual needs of each child. If the answers to your questions are not here, please do not hesitate to ask.

We are committed to the wellbeing, learning and development of each individual child. All children are supported, nurtured and challenged in our learning spaces indoors and outdoors.

We are non-denominational. We respect and welcome children and families of all religions, faiths and beliefs. Our staff understand that every child has the right to a positive start in life. Our staff provide an exciting play-based curriculum that supports children's curiosity, inquiry and creativity.

We work in partnership with parents and carers to ensure that children are given the best possible learning experiences that match their interests and stage of development. We look forward to getting to know your family and we hope that you will soon feel welcomed and valued as a member of OLOP ELCC Family.

**Children are like tiny
flowers; they are
varied and need
care, but each is
beautiful alone and
glorious when seen
in the community
of peers.**

Friedrich Froebel

ELCC Information

Address: Erskinefauld Road
Linwood
PA3 3PR

Telephone number: 0300 300 0172

Email: ourladyofpeaceenquiries@renfrewshire.gov.uk

ELCC Roll: 56 Term Time Places

Age: 3 – 5 years

Head Teacher:

Lesley-Anne Dick

Depute Head Teacher (ELCC – P4):

Claire McLaren

Senior Early Learning and Childcare Officer:

Linda McGoldrick

Early Years Graduate:

Natalie Sommerville

Early Learning and Childcare Officers:

Pauline McCann

Emma Hagen

Rachel Owens

Caroline Evans

Deborah Sinclair

Wendy McKinnon

Sarah Jamieson

Kerry McDowall

Fiona McLaughlin

Gillian Rocks

Early Years Support Worker:

Kelly Meechan

Soft Facilities Officer:

Lawrence Black

Debbie Thomson

Senior Clerical Officer

Frances Lindsay

Fiona Inglis

Please follow our link to our [Meet the Team](#) information.

Vision, Values and Aims

We are a family at Our Lady of Peace ELCC. Our Vision is of an ELCC where children are welcomed, where they feel safe, where they are connected and are supported to learn and grow. We are Always Learning and Aiming High. We have a strong commitment to our values within Our Lady of Peace ELCC and they encompass all that we do.

Our ELCC Values are (WALK - Welcoming, Achieving, Love & Kindness)



Welcoming - You are welcome at Our Lady of Peace ELCC and accepted for who you are. We recognise how diverse our community is, and we celebrate that. We value the diversity of family structures and lifestyles. We welcome children and families from all social, cultural and religious backgrounds. Our high quality and inclusive environment promotes equality and diversity. We recognise that all children have the right to be listened to, respected and protected from all forms of discrimination. We put our children at the centre of everything that we do and the decisions we make.

Achieving - We are a team at Our Lady of Peace. We encourage everyone to 'do their best.' We support all our children's holistic development through play. We view every child as an individual and facilitate their interests and needs. We value the journey of our children's learning and the importance that play has on a child's social, emotional and cognitive development. We offer support and learning at all levels that gets it right for our children and their families.

Love & Kindness - Kindness helps us create an environment where we feel safe and valued. We think about the impact our words and behaviour have on each other. We respect and listen to each other. We recognise the diversity in our ELCC, and we celebrate it. We build strong positive relationships with all children and families.

Our Aims

We aim to:

- Promote effective partnerships with parents, children, and the community.
- Ensure a safe, relaxed, and happy environment in which children feel confident and secure, where children's rights are respected.
- Be an inclusive ELCC and value the views and experiences of all.
- Create a child centred environment where all children are encouraged and supported to achieve their full potential and celebrate success.

Opening Times:

We are open on a term time basis. Our ELCC provides places Mon- Fri from 9am – 3pm.

You can also apply for wraparound for your child from 8.15am – 9am or 3pm – 3.45pm, this would be at an additional cost.

Our Equal Opportunities Policy:

All pre-five services in Renfrewshire Council reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural, and recognise the rights of both men and women to work or to care for children. Renfrewshire Council Children Services is committed to ensuring equality and fairness for all. In accordance with the requirements set out by the Equalities and Human Rights Commission, we encourage that any concerns be raised with us. Everyone who is part of our ELCC should feel that they are fairly treated and equally valued. Bias, segregation, stereotyping or discrimination are completely unacceptable at OLOP ELCC. Provision takes into account the needs of children with additional support needs. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of our establishment.

Admissions Policy:

Renfrewshire Council has agreed that there are some family and geographical circumstances which will give children priority for admission. All nursery places are allocated in line with the council's admissions policy and the nursery staff will advise you how this policy operates when you apply for a place for your child. A leaflet detailing the council's policy is also available from our office and you can access this [here](#).

Our local admissions panel meet monthly to discuss and prioritise applications to early years centres within the area. A register of all applicants will be kept by the head of establishment. Please note that the length of time a child's name has been on the register will not affect the child's priority for admission. Parents can ask to see their application form at any time and update information if circumstances change. Parents/carers who wish to apply for a nursery place should contact the school which will arrange for an application form to be filled in. Parents/carers will be required to show proof of their child's date of birth and address prior to a nursery place being offered. The address given on the application form must be that of the parent/carer or legal guardian, and proof of address will be requested. Once you have submitted your application you will be given a receipt for it. Your application will then be banded at the admissions panel and you will be sent a letter telling you that your application has been considered and whether or not a place is available at that time. If you are unsuccessful in securing a place immediately, your application will be held on the register of applicants until a place does become available. If no place is available at your first choice nursery you may be offered an alternative placement locally. You will be informed by letter when a place is available.

Prior to Starting OLOP ELCC:

Once offered a place a member of the Senior Leadership Team and your child's key worker will visit you at home. It is important that your child makes the best possible start at nursery. The home visit allows you and your child to get to know the staff and ensures a familiar face on their first day at nursery. We try to make this experience as positive as we can and children are more relaxed when they are in their home environment. During this visit enrolment forms and parental consent forms will be completed and practical information regarding Our Lady of Peace ELCC will be shared; you will also be given your child's start date and placement information.

- Please do not go to any special lengths in preparation for our visit.
- If you need to cancel the visit, please telephone the nursery on 0300 300 0173 and leave a message. We will get back to you to rearrange.

Parents and children are invited and encouraged to visit the ELCC before your official first day.

***Due to Covid, this service has temporarily been cancelled and a member of staff will telephone you to discuss your child's details.**

Starting OLOP ELCC:

Each child will be allocated a key worker who will formally report to you about your child's progress. However, across our nursery all staff will engage with and build relationships with all children.

Please remember that the first few days at nursery will be a new experience for both you and your child. On day one, while the children visit their playroom, we ask the parents/carers to remain in the building. An individual settling-in programme will be discussed at this time. Some children do take longer than some to settle and we will plan to meet each child's needs.

During the settling period you will be asked alongside the keyworker to complete information regarding your child's developmental stage and "All About Me" information. This information will enable the key worker to gauge your child's stage of development and to plan individual learning opportunities.

Regular attendance is always encouraged and you should phone the nursery when your child is absent.

Parents/carers of children attending the nursery must provide, where possible, names, addresses and telephone numbers of two relatives/friends who may be contacted in the case of an emergency. It is essential that these people have been informed and are willing to collect your child should the need arise. Please inform the nursery of any changes in this information.

***Due to Covid, all new children must be settled outdoors**

Suitable Clothing

Children have the best fun when they are doing messy work! Children enjoy taking part in 'messy' activities and although every effort is made to see that they wear the aprons provided, accidents do happen. We encourage every child to become independent in self-help skills such as going to the toilet on their own.

- Outdoor learning is an important part of our curriculum we go out to play all year round. To allow this the children should be suitably dressed for the weather e.g. warm jacket, hat, gloves etc.
- Wellies and/or a puddle suit would also be a great help.
- We ask that every child has a pair of soft shoes for some indoor activities - preferably with easy fastening as this encourages your child to become independent.
- Please name all clothing and footwear as this will make it much easier to track your child's belongings.
- Please bring a supply of spare clothes, nappies and wipes, if your child requires them. You will be advised when the nappies/wipes are running low or your child requires additional spare clothing.

All children will have their special peg in the cloakroom where you can leave a change of clothes.

We have a nursery sweatshirt and polo shirt which have the nursery logo. These are not essential but can be popular. They are available at most local school wear clothing shops.



Funds:

We ask for a donation of £3.00 per week. This enables us to provide snacks, baking ingredients, arrange small outings and trips, supports us with children's parties and special treats. Monies should be paid directly into your Parent Pay Account. We thank you in advance. Accounts can be seen on request.

OLOP ELCC Security/ Arrival and Collection of Children:

It is expected that a responsible adult will bring your child to and from the nursery. This person must be over the age of 16. You will be asked to complete a section on the enrolment form listing names of adults who are allowed to collect your child from the nursery, to comply with GDPR, please ensure that this person has given their permission to be added for this purpose. In the interests of your child's safety, you should make a point of telling the staff if your child is to be collected by someone not known to the nursery staff. This avoids difficult situations when a child will not be allowed to leave with an adult who is a stranger to the staff. For additional security we ask for a password, to be completed in your child's care plan.

It is crucial that you inform us immediately of changes to your personal details, including change of mobile numbers and change of address. You will understand the importance of being able to contact parents in the event of an emergency.

Many children are brought to nursery by car. Car parking facilities are very limited in this area. Please be mindful of pedestrians when parking your car.

Absence Procedure:

Regular attendance is always encouraged and if your child is unable to attend, please contact the ELCC either in advance (if planned) or by telephone on the first day of absence. We care about you and your child so we monitor attendance carefully.

Emergency Closure Arrangements:

The nursery will be open during the times outlined, but on some occasions circumstances may arise which means the nursery has to close. Establishments may be affected by, for example, severe weather, transport problems, power failures, or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening. We may keep in touch by text, telephone, social media, our website, in the press or on local radio. Renfrewshire Council's website will also provide up to date information through their Twitter feed.

Medical Information:

If your child is in need of medication during ELCC hours, you must discuss details with Senior Leadership Team. Only prescribed medication will be given at the ELCC. You will need to fill in a form which authorises nursery staff to administer medication. If your child suffers from any condition which is likely to require emergency treatment, parents/carers must inform staff of likely triggers and what emergency treatment is required. Please note that we must be informed and kept up-to-date of any medical conditions your child suffers from. In the event of your child being prescribed antibiotics, it is recommended that the child must be treated for at least 48 hours prior to returning to nursery.

Illness

Please let us know if your child is unable to attend nursery – a telephone call will do. If your child becomes unwell while at nursery, we will make the child as comfortable as possible and then contact either yourself or one of the emergency contacts. Please let us know immediately of any change of address or telephone number. If the illness is of a serious nature and hospital treatment is required, your child will be taken to the local Accident and Emergency unit. You will be contacted and advised to join your child there.

If your child is unwell prior to coming to nursery, it is important that you keep him/her at home. This will ensure a speedier recovery and prevent other children or staff becoming infected.

If your child has been sick or had diarrhoea please do not return to nursery until:

Sickness – 48 hours have passed

Diarrhoea – 48 hours have passed.

For more information regarding exclusion criteria for childhood illnesses see:

www.hps.scot.nhs.uk/haic/ic/guidelinedet

Accidents and Incidents

Minor accidents will be dealt with in the ELCC by staff and/or our trained First Aider (Linda McGoldrick). Accidents are recorded in our Accident Book. The parent/carer or person collecting the child will be informed and you will be asked to sign this when you collect your child.

In Our Lady of Peace ELCC we promote positive relationships and have a nurturing approach. You can access our Positive Relationships Policy [here](#). Our staff are trained to deal with children who are leaving their parents for the first time and are, perhaps, mixing with other children for the first time, outside their home situation. We have many strategies at hand to encourage children to co-operate with staff and each other. Through our positive relationships strategy we promote our values of 'Welcoming, Achieving, Love and Kindness' and we support children to develop an understanding of positive behaviour. Any behaviours or incidents which impact on children's rights will be discussed with you and we will ask you to sign an incident form. We will work together with you to support your child in developing positive relationships with others and demonstrating positive behaviour.

Health Promoting:

Snack Time- if we are asking children to be active learners then it is important that we promote their energy levels accordingly. We take guidance from NHS Scotland's [Setting the Table](#). We offer milk or water to drink and provide a variety of healthy snacks for children to choose from such as fruit, toast or cereal, oatcakes etc. **Please inform us if your child has any allergies or if there are any foods your child doesn't like. OLOP ELCC is a nut free zone. Please do not give your child any nut-based products.**

From time to time, we will have special snacks to learn about celebrations and festivals, we also give the children opportunities to take part in baking and cooking activities

We endeavour to encourage children to adopt a healthy lifestyle and to see the benefits in choosing healthy options. We encourage children to eat the lunches that are provided. If parents choose to send a packed lunch, we encourage parents to provide healthy packed lunches.

We encourage fitness by offering daily opportunities to engage in energetic physical play both indoors and out. We actively promote oral hygiene, each child has their own toothbrush and participates in supervised brushing every day as part of the Childsmile Programme. If you do not wish for your child to be part of the [Childsmile Programme](#), you can opt out of this at any time.

***Due to Covid guidance toothbrushing is not taking place at this time in the ELCC**

Swedish Approach to Dining

At Our Lady of Peace Early Learning and Childcare Class we provide a homely environment with a calm relaxing atmosphere in which the children feel safe and secure. Mealtimes play a vital role in supporting our children's learning and development. Mealtimes encourage children's participation, communication and language development. Our approach ensures children are receiving a high-quality and positive dining experience. This model embraces our nurturing approach and we endeavour to deliver a nurturing experience to children in a more home like environment. Children are encouraged to develop their independence, self-help skills, confidence and social skills. We do this by supporting children to help set the table for lunch, serve themselves their food and help others. Serving themselves their lunch ensures children make healthy choices, discuss food and develop their conversational skills with others. The atmosphere of the lunchtime approach is very relaxed and at a pace suited to the individual needs of the children.

Lunchtime

All children in receipt of 1140 hours will be provided with the choice of a 2- course hot meal for lunch. There are 3 options available, and the meals offered are nutritionally balanced with menus meeting the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020. Food is chosen by children in the morning and ordered by practitioners via an online service and is delivered to Our Lady of Peace ELCC to be served to the children. The most current menu can be found on Renfrewshire Council website however we will also provide updates on any menu changes. This free hot lunch option means that you as parents and carers do not have to provide a packed lunch for your child. If you still feel the need to provide your child with a packed lunch, this should not contain anything with nut products and should promote a health diet.



Family Engagement

Family engagement is the heart of Our Lady of Peace Early Learning and Childcare Class, we value parents as the child's first and most important educator and encourage this active role throughout a child's learning journey with us. We recognise the importance of families and practitioners working together, this connection is a key component to support a child's learning and development. Through a shared partnership, we can support all children to have the best start in life.

We offer PEEP sessions for parents and children throughout the year led by our Early Years Graduate, who is a trained practitioner. This helps to support parents to build a strong parent-child relationship and support their child's learning and play in day-to-day life. It is a shared session with both practitioner and parents supporting their children's personal, social and emotional development, communication and language development, and early literacy and maths skills. Please let us know if you would be interested in taking part.

We invite our families to join our Social Media accounts: Facebook & Microsoft Teams where updates are shared. You can also find useful information on our website. It is important to us that children's achievements both within and outwith the nursery are celebrated and shared.

Facebook: <https://www.facebook.com/OLOPEarlyLearningandChildcareClass>

Website: <https://blogs.glowscotland.org.uk/re/ourlady/>

We will provide you with log in information and user-friendly guidance for Microsoft Teams.

We pride ourselves on having excellent relationships with our parents. If you are worried or anxious about any matter concerning your child please speak to your child's key worker or a member of the Senior Leadership Team, we will do all we can to work alongside you to achieve a positive outcome.

To help us improve our service, we will seek your views in a variety of ways, including questionnaires and consultations. We value the opinions of all our stakeholders and rely on feedback in order to maintain the high standard we provide and ensure continuous improvement.

Our Curriculum

At OLOP ELCC we value and understand that children are unique individuals and active participants in all that happens around them. Children's views and attitudes are shaped from a very early age and being part of a family and community helps to determine individual values and beliefs. When planning for our children's learning and development, we have high aspirations and ambitions for them. Our curriculum is planned around the initiatives outlined within [A Curriculum for Excellence](#). We take guidance from the national documents [Building the Ambition](#) and [Realising the Ambition](#). This helps us to take into account what children need from adults and environments at different stages of their learning and development.

In order to support our children, we:

- Have a key focus on Literacy, Numeracy, Health & Wellbeing
- Have a nurturing approach
- Provide a curriculum that promotes a sense of curiosity, creativity and inquiry
- Encourage children to enhance skills for life, learning and work
- Focus on individual children's needs and interests
- Encourage child-led learning and responsive planning based on children's interests
- Ensure children are offered outdoor physical activities on a daily basis
- Work in partnership with parents and share learning experiences both in nursery and at home
- Work alongside partner organisations in the community and beyond

Assessment and Reporting:

Initially, the best way of getting to know your child is by using the information only you can give us. You know so much about your child and we want to learn from you while you are getting to know us. One way we do this is through an individual Care Plan which you will be invited to complete twice each year. There will also be times set aside to discuss your child's progress and achievements, but we are very keen to build up a relationship where you feel happy to discuss and share information in an ongoing manner.

Staff observe children at nursery on a daily basis. Notes from these observations are used to build up a profile of your child's learning. This profile will be used to record milestones on your child's learning across the Early Level and track your child's progress. Your child's Keyworker will also complete a "Transfer of Information" which will give feeder primary schools a broad picture of your child's development. This will only be sent with your permission and signature.

The purpose of assessment at OLOP ELCC is to:-

- Recognise each child's achievements
- Obtain information for possible lines of development
- Collate information for reporting to parents, colleagues and other professionals

[Our Environment](#)

We support children's holistic development through play, within a safe, secure and positive environment.

The imaginative zone provides our children with the opportunity to be curious, creative, and innovative as they investigate and discover a world where they can explore their thoughts, feelings and ideas through play.

The social zone provides children with opportunities to develop skills for learning, life, and work. Children take part in various experiences such as baking, planting and growing. These experiences offer vast learning opportunities for children and form a connection to real life experiences.

The discovery zone provides our children with the opportunity to plan and assess their play. Children can develop their risk assessing skills and coordination and imagination through the use of the discovery area.

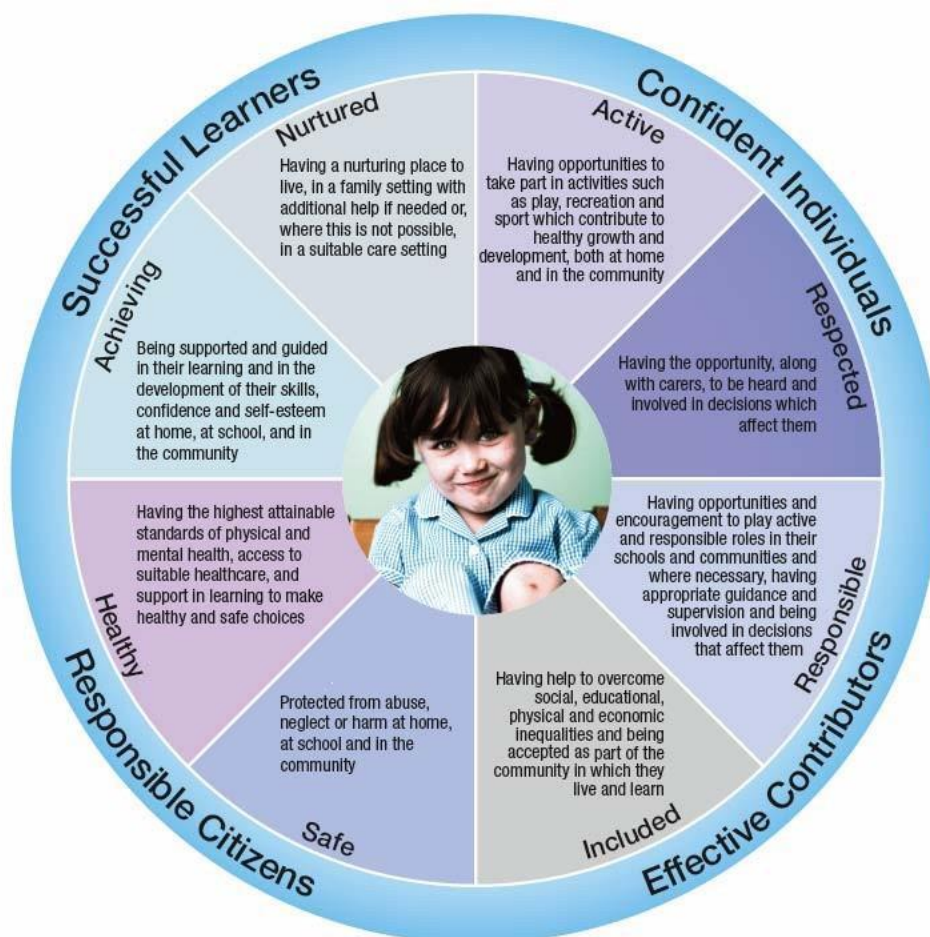
Our environment allows children to continue their imaginative play outdoors enhancing rich learning opportunities. Children investigate and explore the natural environment and their curiosity grows naturally. Our free flow play allows children to choose to move between indoors and outdoors, this enables children to fully embrace the environment. Our outdoor environment encourages children to be enthusiastic, adventurous and provides opportunities for risk-taking. Children are able to explore freely and safely; however, they are given the opportunity to manage risk and make their own choices.

Have a look at our environment [here](#).

[Individual Learning Journey:](#)

Children's individual progress is observed and recorded within journals. Evidence of photographs, learning conversations, children's voice and learning observations are included. Your children's achievements are important, and we encourage you to share them with us so that we can CELEBRATE your child's ACHIEVEMENTS together. We also document this within your child's learning journey and encourage all parents to support us through commenting and contributing to your child's Learning Journal. Look out for our information regarding our formal viewing of your child's Learning Journal, this is also available for you to view at any time. For more information speak to your child's key worker.

Getting it Right for Every Child (GIRFEC)



The best way of getting to know your child is by using information only you can give to us.

- Information from the home visit – GIRFEC Framework and developmental tracker will give a starting point for planning under the headings SAFE, HEALTHY, ACHIEVING, NURTURED, ACTIVE, RESPECTED, RESPONSIBLE AND INCLUDED.
- Personal Learning Goals will be decided by parents and key workers – taking into consideration individual needs, interests and stage of development.
- Learning and development will be implemented through planned purposeful play and responsive play and through a mix of adult led and child-led experiences
- Children's Learning Journals will reflect both learning and events, from home and within the ELCC.

Support & Challenge

Through our GIRFEC and Tracking meetings we may identify children as requiring challenge or support. Following discussions, we will develop and create targets to support children to achieve their potential. Where a child requires a little help with an area of development, staff will work with parents to find ways of giving support. Occasionally, it is necessary to call on the expertise of others to advise on children's needs. We have very close links with Health Visitors, Speech and Language Therapists, Educational Psychologists, Families First etc. Contact with outside agencies would only be made after discussion with parents. It may be necessary to arrange TAC (Team Around the Child) Meetings. This is a multi-agency approach to ensure that the intervention/support given suits the individual needs of both the child and the family. The nursery can offer a variety of support with the help of various agencies. Children requiring specific strategies will be given a Wellbeing Plan. This individual plan will be specific and solution focused and will be shared with parents and reviewed on a termly basis, usually as part of our TAC Meetings. Please let us know if you require any further information.

Transitions

In our setting, practitioners carefully support children and families to make successful transitions when they first start, and as they move to another stage of learning or to a new setting. We understand the importance of building relationships and developing secure attachments. Transitions are handled sensitively and are a positive experience for children and their families. Effective arrangements are in place to involve families in carefully planning personalised approaches for those requiring additional time and support. We have clear, shared processes in place to allow for the exchange of relevant information between ELCC and Primary School about children's care and support needs, skills, learning and achievements across the curriculum.

Policy and Procedures

OLOP ELCC has policies in place to ensure that staff, parents and visitors are clear on our work practices and standards. Our policies are written in line with local and national guidelines including How Good is our Early Learning and Childcare, Health and Social Care Standards. Our policies and procedures support our children and are documents we use to plan, monitor and evaluate our work. The policies are available on request from our ELCC Office. Policies are monitored and reviewed regularly by our staff, parents, children and partners, reflecting our commitment to continuous improvement.

Child Protection

At OLOP ELCC follow Renfrewshire Council's Children's Services Child Protection Guidance. All Renfrewshire Children's Services staff and those working at Our Lady of Peace ELCC must be:

- Aware of arrangements for protecting children
- Alert to children's needs
- Clear about their own role in ensuring the safety and wellbeing of all children

All staff in Children Services have a statutory and professional responsibility to take action if we have reason to believe a child is suffering or is at risk. All of our staff complete child protection training annually. The Child Protection Co-ordinator for the ELCC is our **Depute Head Teacher, Claire McLaren**. If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment to see Claire McLaren. If you have any concerns that a child may be at risk please speak to a member of our Senior Leadership Team or contact Johnstone Social Work on 0300 300 1199.

Continuous Improvement

To help us improve our service, we will seek your views in a variety of ways, including questionnaires and consultations. We value the opinions of all our stakeholders and rely on feedback in order to maintain the high standard we provide and ensure continuous improvement. We also include the children in our consultations as they have the right to be involved in making decisions which affect them. Each year we evaluate the quality of our service using the quality indicators from How Good is our Early Learning and Childcare and the Health and Social Care Standards, we share this with everyone through our Standards and Qualities report. We identify what has gone well and what our next steps will be. The next steps are then taken forward in our improvement plan. You can find both of these documents on our website. Our inspection reports from the Care Inspectorate are also available.

Suggestions and Complaints

Any suggestions or comments from parents are always welcome. Please share your thoughts and ideas with staff and other parents by contributing to our termly newsletter, or through discussion with a staff member.

If you are upset by any incident, which has happened at the ELCC there are several courses of action open to you, discuss it with a member of staff or discuss it with the Depute Head Teacher of School (**Claire McLaren**) or Senior ELCCO (**Linda McGoldrick**). If you feel that any query or concern has not been dealt with effectively by the Depute Head Teacher then you can contact the Head Teacher (**Lesley-Anne Dick**). If you feel your complaint has not been satisfactorily resolved with the Head Teacher, please contact our Education Manager (Julie Colquhoun), or the Care Inspectorate, who can be contacted at the following addresses/telephone numbers:

Renfrewshire Council:

Children's Services
Renfrewshire House
Cotton Street
Paisley
PA1 1LE
0300 300 0330

Care Inspectorate

Compass House
11 Riverside Drive
Dundee
DD1 4NY
0345 600 9527

Please note: Although the information in this handbook is correct at the time of development, there could be changes affecting the details, either before your child's placement begins or during the course of their placement. The ELCC will tell you of any important changes to the information.