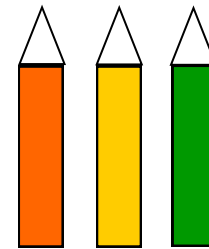


Ralston Primary School

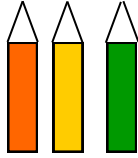
Early Learning and  
Childcare Class

Handbook



Handbook 2020-2021

Ralston Early Learning and Childcare Class  
School Road  
Paisley  
PA1 3AT



Phone : 0300 300 0175

Dear Parent/Carer

Welcome to Ralston Early Learning and Childcare Class.

This handbook has been prepared, after consultation with a group of parents, who identified what a new parent would wish to know when their child started Early Learning and Childcare Class. We hope you will find the information useful and informative.

In Ralston Early Learning and Childcare Class we want children to learn in a happy, stimulating and secure environment. We are committed to working in partnership with you and you are welcome to visit the Early Learning and Childcare Class and share in your child's learning experiences.

Staff are always happy to talk to you about your child's development and progress.

We look forward to getting to know you and your child.

Yours sincerely,

*Jillian McGown*

Jillian S. McGown  
Head Teacher

## Useful Addresses

Director of Children's Services  
Steven Quinn  
Renfrewshire House  
Education & Leisure Services  
Cotton Street  
Paisley.  
PA1 1LE.

Please note although the information in this handbook is correct at the time of printing, it should not be assumed that there will be no change affecting any of the matters dealt with in this document

- before the commencement or during the course of the school year in question.
- in relation to subsequent school years.

The Head of Establishment will tell you of any important changes to this information.



Dear Parent/Carer

Each year Early Learning and Childcare Classes issue copies of their handbooks which outline the current policies and practices of the Council and of the Early Learning and Childcare Class. Renfrewshire Council Children's Services is committed to the quality of service that is provided. This commitment is reflected in our vision and values which were developed after extensive consultation. Our vision is a learning Renfrewshire which empowers individuals to fulfil their potential and contributes to the economic, social, cultural and environmental development of communities.

Our values are those of the Council. Our service will:

- involve and empower
- listen and communicate
- aim to be the best
- treat our customers well
- value our employees
- tackle inequalities
- work in partnership
- represent the community

I commend the Early Learning and Childcare Classes handbook to you as a source of helpful information, not only on day to day matters of Early Learning and Childcare Class procedure, but as an interesting insight into the Early Learning and Childcare Class itself.

Yours sincerely

Steven Quinn  
Director of Children's Services

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## SECTION SEVEN : OTHER INFORMATION

### Suggestions and Complaints

We are always anxious to maintain and improve our service. If you have any suggestions to make about the nursery, please contact Miss Montgomery. If you have any concerns at all there are several things you can do. The first person to speak to is your child's key worker. If she cannot solve your problem contact : Miss Montgomery or Miss McGown.

If you are still not satisfied, put your complaint in writing to:

Director of Children's Services  
Steven Quinn  
Renfrewshire Council  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1UJ

or

The Care Inspectorate  
1 Smithhills Street  
Paisley  
PA1 1EB

The Social Care and Social Work Improvement Scotland regulates the service under the Regulation of Care (Scotland) Act 2001.

## One Way System

Due to traffic congestion in School Road at school times we recommend that parents comply with a voluntary one-way system when travelling along School Road.

Note: Residents and other drivers are not necessarily aware of this voluntary system.

The system going to the nursery is as follows:

- travel along Glasgow Road, turn left/right into Buchlyvie Road travel along Buchlyvie Road and turn left

In conjunction with the Safer Routes to School Campaign there is a speed limit of 20mph on Buchlyvie Road and School Road. The police also request that drivers show consideration for pupils and other road users and residents by not stopping on zig zags and entrances to school, over residents driveways, lollipop stances or on pavements.

Members of the local community have also requested that consideration is given to not parking across driveways or on pavements and requested a reduction in air pollution by cutting engines when parked for any length of time.

## Ralston Early Learning and Childcare Class Holiday Arrangements 2020/2021

In Service Day	Monday 10 August 2020
In Service Day	Tuesday 11 August 2020
ELCC re-opens	Wednesday 12 August 2020
Local Holiday	Friday 25 September 2020
Local Holiday	Monday 28 September 2020
ELCC re-opens	Tuesday 29 September 2020
Mid Term Week	Monday 12 - Friday 16 October 2020
In Service Day	Friday 19 October 2020
ELCC re-opens	Tuesday 20 October 2020
St. Andrews Day	Monday 30 November 2020
ELCC re-opens	Tuesday 01 December 2020
Christmas	Friday 18 December 2020
ELCC re-opens	Wednesday 06 January 2021
Mid Term Break	Monday 08 & Tuesday 09 February 2021
In Service Day	Wednesday 10 February 2021
ELCC re-opens	Thursday 11 February 2021
Spring Holiday	Friday 02 April - Friday 16 April 2021
ELCC re-opens	Monday 19 April 2021
Local Holiday	Monday 03 May 2021
In Service Day	Tuesday 04 May 2021
ELCC re-opens	Wednesday 05 May 2021
Local Holiday	Monday 31 May 2021
ELCC re-opens	Tuesday 01 June 2021
Last day of term	Friday 25 June 2021

## STAFF

- Head Teacher : Miss Jillian McGown
- Acting Depute HT : Miss Kerry Montgomery
- Senior ELCO Officers : Mrs Lynne Taylor  
(Job Share) : Ms Gillian Howie
- ELCC Officer : Mrs Morag Leitch
- ELCC Officer : Mrs Mary Durkin
- ELCC Officer : Miss Lesley Carr
- ELCC Officer : Ms Angela Klar
- ELCC Officer : Mrs Amanda Lenihan
- ELCC Officer : Ms Vickie Martin
- ELCC Support Worker : Mrs Claire Attwood
- ELCC Support Worker : Mrs Angela Gallacher
- ELCC Support Worker : Mrs Hilary Farmer
- Clerical Assistant : Ms Lorraine Paterson
- Janitor (temp) : Mr Charlie Fox

## ELCC Information

Ralston Early Learning and Childcare Class  
School Road  
Ralston  
Paisley  
PA1 3AT

ELCC Telephone: 0300 300 0175

- [www.ralston.renfrewshire.sch.uk](http://www.ralston.renfrewshire.sch.uk)

## School Information

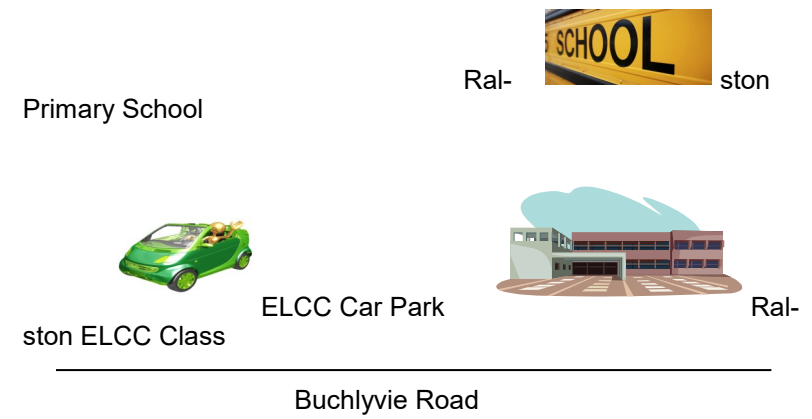
- Telephone No: 0300 300 0175
- [www.ralstonenquiries@renfrewshire.gov.uk](mailto:www.ralstonenquiries@renfrewshire.gov.uk)

Primary staff will visit the nursery in the spring and summer term to share the children's profiles with them and to work with them in the ELCC.

The Nursery staff will complete a Transfer of Information pupil profile annually in May for children entering primary school the following August. This form provides an assessment of each child's significant progress and development needs. The form will be completed by your child's key worker and will be passed on to your child's Primary 1 teacher

These links help to make the transition from ELCC to Primary school easier for parents, children and teacher.

## ELCC Parking



## ELCC Car Park

Children should remain beside an adult at all times. Please respect spaces set aside for Disabled Drivers. Please display blue badge when using these.

Please note that, as the ELCC car park is locked every afternoon at 3.50 p.m, we would request that it is vacated by 3.45 p.m.

## SECTION SIX : THE WIDER COMMUNITY

Ralston Early Learning and Childcare Class has already established close links with other agencies in the community.

These include:

- all pre-five establishments including voluntary partnership and private sectors.
- health services e.g. health visitors, clinics, speech therapist and psychologists.
- local shops, Ralston Library etc.

### Links with Primary School

The staff and children work closely with the local Primary Schools throughout the year with the aim of providing quality transition from ELCC to Primary School.

Children who attend Ralston Early Learning and Childcare Class are not automatically entitled to a place in Ralston Primary School. A placing request may have to be made, however may not be successful. Primary 1 classes have a maximum of 25 pupils.

In the Summer term the pre-school children will attend induction days at their chosen school.

## SECTION ONE : AIMS

In Ralston Early Learning and Childcare Class we aim to offer the highest quality service.

We will seek to:

- provide a safe and stimulating environment in which children can feel happy and secure and encourage each individual to reach their full potential.
- equip our children with the skills to become successful learners, confident individuals, responsible citizens and effective contributors in society.
- provide a variety of stimulating and challenging active learning experiences.
- work in partnership with parents, schools, outside agencies and the community, supporting children's development and learning.
- maintain an environment which will give equal opportunities respecting and valuing all members of the nursery.
- provide high quality resources which encourage children to make responsible choices towards having a healthy and active lifestyle.
- celebrate success and achievement.



### **Non-Denominational Policy of the ELCC**

The ELCC is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs. Provision takes into account the needs of children with additional support needs. These principles are reflected in the criteria used to admit children to ELCC and the curriculum of all establishments.

### **Equal Opportunities**

All pre-five services should reflect the Council's Equal Opportunities policies and be anti-racist, anti-sexist, multicultural and recognise the rights of both men and women to work or to care for children. Provision takes into account the needs of children with additional support needs. These principles are reflected in the criteria used to admit children to ELCC and in the curriculum of all establishments

## **SECTION TWO : GENERAL INFORMATION**

### **Admissions Policy**

Renfrewshire Council has agreed that there are some family and geographical circumstances which will give children priority for admission. All ELCC places are allocated in line with the council's admissions policy and the ELCC 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 all establishments and you should receive a copy of this.

Ralston Early Learning and Childcare Fundraising Committee consists of parents and staff who work together throughout the year to raise funds for the children. If you would like to join the committee, please see Miss Montgomery.

We ask for a voluntary contribution of £2.50 per week. This provides snacks, baking materials, Christmas gifts and lots of extras that add to the quality of the children's ELCC experience.

### **Educational Outings/Trips - Photographing of Children**

The children are taken on varied outings and trips to enhance what we teach them in ELCC. As we cannot be sure that they will not be photographed either by accident or deliberately by someone while on these trips our consent form incorporates this fact and asks you to give permission. We will issue consent forms as early as possible to ensure we have your permission. It is always open for a parent not to give consent for a particular outing and, in these circumstances, your child will be unable to attend that particular session.





### **How staff respond to particular situations**

- If a child is displaying inappropriate behaviour, staff will discuss the matter with the child and give them the opportunity to behave in a more acceptable manner.
- In a situation of conflict between children, staff if required, will intervene and will support children in resolving the situation.
- If a child becomes violent or displays aggressive behaviour, the staff will react in a professional manner and will support and reassure the child in an attempt to calm them.
- If a child's behaviour is putting themselves or others at risk then he/she may be removed to a quieter area within the playroom (book corner or jigsaw table) or, if a child is particularly upset, to the staffroom.

An adult would be present with the child at all times

### **Fundraising**

Parents are invited to form a Fundraising Committee and are encouraged to support the ELCC through fundraising and social events.

Fundraising is an essential part of the ELCC year. It provides all the extras that make the children's experience of ELCC so special and so much fun.

### **Admissions**

An admissions panel will meet at regular intervals throughout the year to discuss and band your application and to decide how ELCC places will be allocated. The panel will consist of all heads of pre 5 establishments in the area, and representatives of other agencies involved in supporting children and their families e.g. Social Work Department, Health Board.

### **Enrolment Procedures**

Once your child has reached the age of two years you can complete an application and place their name on our list of children wishing a place in the ELCC. You will be notified in the month of May if a place is available. All children are admitted to the ELCC in accordance with Renfrewshire Council's Admission Policy.

An enrolment form must be completed once your child has been allocated a place at the nursery as this will provide vital information such as emergency contacts, dietary requirements etc. This form will usually be completed at the Information Meeting or in the ELCC if a place has been allocated during the session.



## Register of Applicants

A register of applicants will be kept in the ELCC. 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

If circumstances change which will affect your application, you should notify Miss Montgomery.

### ELCC Roll

- Morning : 56 children
- Afternoon : 56 children

### ELCC Hours

- Morning : 8.50 a.m. - 11.50 a.m.
- Afternoon : 12.30 p.m. - 3.30 p.m.
- 1140 : 8.50 a.m.—2.50 p.m.

## Grouping of Children

Renfrewshire Council operates a policy that there must be a balance of 3 and 4 year olds attending each session.

Children are allocated a key worker. Groupings may be composed of both 3 and 4 year olds.

The key worker and group formation may not be the same for a child's second year in ELCC.

## What We Do to Encourage Good Behaviour

- Value co-operation and a caring attitude.
- Nursery staff model good behaviour expected from children e.g. being polite, not shouting, etc.
- Physically challenging, emotionally satisfying and rewarding activities are provided to enable children to 'let off steam' and feel good about themselves.
- Praise is given for good behaviour rather than attention for negative behaviour.
- Staff use appropriate language e.g. 'stand nicely' rather than 'don't push in the line'.
- Provide activities which encourage children to explore their feelings, the feelings of others and how these are affected by different events in their lives.
- Circle time activities are used to discuss right and wrong, nursery rules and explore feeling.
- Clear, consistent rules are established according to the children's level of understanding and children are encouraged to follow them.
- Parents who are having difficulty handling their child's behaviour at home are encouraged to share their concerns with their child's key worker and/or Depute Head Teacher. The Depute Head Teacher will be able to advise, support and reassure the parent.



The starting point for this partnership is the pre-entry visit to the ELCC. As well as welcoming and familiarising the children and parents with the new setting, this provides an opportunity to involve parents and children in discussion about their child's achievements to date. Continuing a two-way communication is important to a successful partnership.

### **Working With You**

We welcome the opportunity to talk to you and share knowledge about your child so that we can find ways to use that knowledge to benefit your child's education. Please tell us as much as you can.

### **Promoting Positive Behaviour**

We promote a positive approach to discipline, encouraging our children to consider the needs of others and to develop self discipline.

All staff adopt a consistent and positive approach to the management of children's behaviour and high expectations are met through positive management and appropriate praise of good behaviour.



### **Settling In**

At all times children are provided with learning opportunities suitable to their individual needs and abilities and in relation to their age.

A ratio of 1 adult to 10 children is maintained within the ELCC building at all times.

Prior to starting, new ELCC children are invited to attend a pre-entry session in the ELCC with their parents. This helps the child gain a little familiarity with the new surroundings and gives a taste of what is available before starting ELCC.

Your child's first day at ELCC will be fairly short (approximately one hour) and a parent or adult well known to your child will be expected to stay with him/her. This will allow you to get to know the staff who will be working with your child and them to get to know you. From past experiences, we know that this will help your child feel more secure and become more confident to stay on their own. Children start on a staggered basis and parents will be notified of dates at enrolment.

All children are different - some settle very quickly, others take longer and prefer Mum or Dad to stay for several days. We wish your child to feel safe and secure within the ELCC so will not hurry you away.

### **Arrival and Collection of Children**

It is expected that a responsible adult will bring your child to and from the ELCC.



When the children are settled into the routines of the ELCC, the following are helpful to staff:

- children should change shoes/clothes in the play room as the cloakroom area is very narrow.
- children should wear soft indoor shoes to keep the floor areas clean for playing and for their safety on the climbing apparatus. (no slippers please)
- please be punctual when you collect your child as it can be distressing for your child to worry that they have been forgotten.

If the person who normally brings or collects your child is to be changed, you must inform the staff. Where an unforeseen emergency arises making it impossible for the child to be collected by the usual person the staff should be notified by telephone. It is not our policy to allow any child to be collected by a 'stranger' or anyone under the age of sixteen.

### **Attendance**

Regular attendance will ensure your child gains maximum benefit from the ELCC.

### **Transport**

Transport is not normally provided for children attending pre-five establishments. The council may however provide transport to and from nursery for children with additional support needs who may require to travel some distance to take up their placement. A few establishments have their own transport but this is exceptional and generally parents should make their own arrangements.

Written Transfer of Information reports will be shared with both parents and Primary 1 staff. They are used to ensure continuity and progression of learning in the transition from ELCC to Primary School.

### **Additional Support Needs**

The stepped intervention process will identify children whose needs cannot be met through personal planning. A Wellbeing Plan may be required and, where there are significant additional support needs, a Co-ordinated Support Plan may be required. Regular review meetings are held with staff to monitor the progress and needs of all children in the ELCC.

Staff may develop individual support plans to support learning needs. Parents are always involved in this type of planning and where appropriate, other agency professionals are involved in supporting the children.

## **SECTION FIVE : PARENTAL PARTNERSHIP**

### **Working Together with Home and Families**

Parents are children's prime educators in their earliest years and they continue to play a major role in their young children's learning when they come to nursery. The staff at Ralston Early Learning and Childcare Class value the role of parents in their children's learning and they will work hard to create a genuine partnership with parents.

## **Your Child's Progress**

There will be lots of opportunities for you to discuss your child's progress with the ELCC staff as children are brought to and from nursery. If at any time you have concerns about how your child is progressing, or if you have an important matter you wish to discuss, then please do not hesitate to contact the nursery to make an appointment to speak to your child's key worker or Mrs Matheis.

In addition, you will be invited to attend an ELCC Parents' Meeting twice yearly to discuss your child's progress in more detail. These meetings will usually take place in November and May. There will also be further opportunities provided for parents to visit the ELCC. On such occasions parents will be able to look at their child's record of achievement folders and they will have an individual opportunity to speak to their child's key worker.

## **Transfer to Primary School.**

As the time for moving onto primary school draws near, visits by primary staff to the ELCC and by the children to their primary schools take place. You will be informed of these visits.

The nature and pattern of these visits depends on the ability of the primaries to accommodate the children during the normal school day - in terms of staff and accommodation availability.



## **Clothing**

Learning should be fun and children often have the best fun when they are doing messy work. We will always try to ensure they wear aprons but accidents do happen, so please dress your child in suitable clothes. Trousers should be easily manageable as this allows independence for toileting and thus avoids 'accidents' which can be upsetting to a child. Easily pulled up sleeves allow children freedom at water play, baking, art etc.

ELCC sweatshirt and polo shirt are available and can be ordered online from [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com). Their link can also be found on our school app. Alternatively their premises are at 28 Wallneuk Road, Paisley. PA3 4BT. Telephone: 0141 889 7206.

Please provide your child with a pair of soft shoes which they can keep in the shoe bag provided in the cloakroom

Please make sure that your child has suitable clothing as outdoor play is a daily activity. It is extremely important that children wear sun hats when the weather is hot. It is the responsibility of parents to ensure that sun protection cream is applied before coming to ELCC.

Please put your child's name on all clothes which will be taken off in ELCC; coats, shoes, wellington boots etc. as this makes matching clothes to owners much easier and prevents misunderstanding as to ownership.



### **Snack Time**

The ELCC promotes healthy eating as well as taking opportunities to provide new experiences for the children. Free fruit is provided twice weekly to the nursery. Often children will participate in the preparation of the snack. Milk is provided for all children and because water is essential in developing the brain this is available throughout the day.

### **Lunch time**

For those children attending full days, a healthy lunch and drink (non fizzy) should be brought to nursery and given to staff. This will be stored in a fridge until lunchtime. Unfortunately we are unable to heat foods at lunchtime. Staff adhere to the 'setting the table' guidelines ensuring that lunchtime is a quality time and a sociable occasion.

### **Insurance**

Sometimes children like to bring something special or new to ELCC for their key workers and friends to see. However, parents should be aware that the council cannot accept responsibility for personal belongings left in ELCC.

### **Emergency Closure Arrangements**

The ELCC will be open at the times already outlined but, on some occasions, circumstances may arise which mean the nursery has to close.

Establishments may be affected by severe weather, transport problems, power failure 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 telephone, notices in local shops and community centres, announcements in local churches, in the press and on local radio.

Assessment of children's learning is based on a day-to-day observation and high quality interactions. Assessment practices which will be used by all nursery staff will be based on thoughtful questions, careful listening and reflective responses to help the children to achieve their goals and to develop their learning and thinking skills. When staff interact with children, or take time to stand back and observe their play, they can gather important information about each child's development and learning. The purpose of assessment through observation and interaction is therefore to build up a knowledge and understanding of your child.

Children's individual needs are observed and discussed on a daily basis as this enables nursery staff to plan and evaluate activities effectively.



ELCC children will be encouraged to look at their work and make decisions about their own learning. Using our 'traffic light system', the children will be able to identify aspects of their learning that they find easy or difficult. Staff will encourage and support children in their next steps. Samples of children's work, photographs and brief records of their development are recorded as this provides us with evidence of progress made. All of our records are available to parents at their request, and will be used as a focus for discussion at parents' meetings. Parents will be kept informed of what their child will be learning at ELCC via newsletters and display of curriculum information in the cloakroom area.

### **ELCC Gym/Outdoor Play**

Outdoor play is an important part of the curriculum and a programme for outdoor play has been developed to accommodate the changing seasons. The outdoor play area has a hard surface area for use with loose parts, bikes, prams and other wheeled toys. There is a separate play area with grass and a safe surface has been installed for the outdoor climbing equipment. The children will be encouraged to run, jump, climb and slide in the ELCC garden.

Parents, staff and children are working together to create a beautiful outdoor garden to enable our ELCC children to have the opportunity to experience the wonderful world of nature at first hand.

Children are timetabled to use the school gym hall each week. The children will participate in a range of physical activities throughout the session.

Children are encouraged to bring their bike/scooter to nursery where it can be parked in the play area. Renfrewshire Council cannot accept responsibility for damage or loss of your child's bike or scooter.

### **Observation and Assessment**

From a child's first day in ELCC, recognising achievement is an important part of learning and development. Assessment is an integral part of learning and teaching. Assessment is for Learning supports the purposes of Curriculum for Excellence.

### **ELCC Charges**

A funded part time place is available for all pre-school and ante pre-school children from the term after their third birthday up until March. Children with birthdays in April-June will start nursery in the August.

Please note that, if required, Renfrewshire Council has the right to introduce a charge for an ELCC place.

### **No Smoking Policy**

Renfrewshire Council operates a no smoking policy in all council establishments and their grounds which applies to all staff and visitors.

## **SECTION THREE : MEDICAL INFORMATION**

### **Medication**

If your child is in need of **prescribed** medication during his/her time at ELCC, you must discuss his/her requirements with the head of the ELCC. You will need to fill in a form which authorises ELCC staff to administer, prescribed drugs to your child. The head of establishment will give you the necessary form to complete.

If your child suffers from asthma you must tell a member of staff if there are any activities or specific circumstances which are likely to bring on an attack. If your child suffers from epileptic attacks you must tell a member of staff which emergency treatment to give.

Similarly, if your child suffers from any other condition which is aggravated by certain foods or involvement in particular activities, you must ensure that staff are fully informed. Please note that staff must be informed and kept up to date of any medical conditions your child suffers from.

### **If your child becomes ill**

The ELCC would welcome a telephone call if your child is not able to attend on any particular day. Occasionally, particular children can be adversely affected by catching seemingly minor illnesses such as chicken pox or rubella. We therefore ask parents to notify us immediately if their child should develop either of these.

Children who are ill should not attend ELCC as they risk spreading infection to others.



If your child has an upset stomach, please keep them at home until at least 48 hours after the symptoms have ceased.

### **Minor Accidents and Upsets**

Staff record minor accidents and will explain the cause and treatment to the adult collecting the child, asking them to sign the record.

### **Visits to the ELCC by Medical Staff**

We shall secure your written permission before any kind of screening is carried out by a member of the Health Service Staff.

All children in their pre-school year are seen by the Orthoptist. Parents will be asked to give their consent before testing is done.

All children have a right to be protected from harm, abuse

### **ELCC Language**

A variety of early literacy activities will also be included in the ELCC free play programmes. These activities will include:

- The development of listening and talking skills
- Daily nursery rhyme time and story time sessions
- Home readers
- Learning to Listen programme
- Travelling Ted

These activities are practical and fun and will contribute to the development of your child's early literacy skills.

### **Travelling Ted**





## **ELCC Maths**

Play is a powerful medium for learning and many of our nursery mathematical experiences will be developed through play. A range of activities, specifically developed for children aged 3 to 5 years will be introduced as part of our free play programmes.

The activities contained within these programmes have been designed to be used with children who are at a range of developmental stages. The activities have the potential for rich and varied mathematical experiences and will give the children a good start in their mathematical education.

We hope to encourage parents and children to spend time together and enjoy a variety of mathematical activities. Our maths programme involves the children bringing home a maths bag each week. Each bag your child brings home has been specifically selected to develop their mathematical knowledge, skills and understanding.



## **Child Protection**

All children have a right to be protected from harm, abuse and neglect. The vision of Renfrewshire Child Protection Committee is that 'It's everyone's job to make sure that children in Renfrewshire are safe'.

Renfrewshire Council has a child protection policy and guidelines are in place to make sure that all council staff are alert to the welfare of children they come into contact with. Our staff work closely with other agencies to protect children and keep them safe. All ELCC staff receive training each year and must report any concerns they have about the welfare of children. In every situation, the welfare of the child overrides other considerations.

## **SECTION FOUR : THE ELCC CURRICULUM**

### **Aims**

In 2004 the Scottish Government introduced a new single curriculum framework which will support all children and young people from 3 to 18 to develop as successful learners, confident individuals, responsible citizens and effective contributors.



The underlying design principles of Curriculum for Excellence are:

- Challenge and enjoyment
- Breadth
- Balance
- Depth
- Personalisation and choice
- Coherence
- Relevance

Nursery staff will work alongside children to plan activities and experiences which promote children's learning and development in eight key areas.

- Health and Wellbeing
- Languages
- Mathematics
- Social Studies
- Sciences
- Technologies
- Religious and Moral Education
- Expressive Arts



The active learning approaches which are used in ELCC will be extended into the early years of primary and beyond.

During your child's time at ELCC you will be invited to attend an information evening which will focus on the curriculum.

## The ELCC Day A Typical Session

Free play : Children may choose from a wide variety of activities i.e. books, computer, sand, water, creative activities, jigsaws, playdough, home corner, outdoor, loose parts and physical activities.

A snack bar is available to children during 'Free Play'. At this time, children select and enjoy their own snack in a small group setting.



### Together Time

Nursery rhymes, action songs, stories and physical activities will be introduced at this time.

### Home Time

**11.40- 11.50 a.m.**

**3.20 - 3.30 p.m.**

### Children attending full days

**2.40 - 2.50 p.m.**

**All children must be collected by 11.50 a.m. and 3.30 p.m. (or by 2.50 p.m. when attending for the full day)**