



Dear Parents/Carers,

We are delighted to welcome our returning children back after the summer break and our new starts into the setting. We hope you have all enjoyed some of the lovely sunshine we have been having, and we hope it will continue into this term!

Please take time to read the below information to support you and your child throughout this term.

What to bring

As our cloakroom is situated in the middle of the setting, the children have access to their bags at all times. We find that some children take a lot of items in their bags which can include small toys and snacks, and take these out throughout the day which is very difficult for staff to oversee. We don't want to see children's items being lost or damaged and some food items can pose a risk to children in the setting who have allergies or dietary intolerances. We therefore ask that you keep the items in your child's bag to a minimum, items we advise include:

- A spare change of clothes (Top, trousers, underwear, socks)
- Personal care items if necessary (Nappies/Pull ups, wipes, creams)
- Suncream

We understand that some children benefit from having a transitional item such as a teddy/soother etc with them which they are more than welcome to bring.

A reminder that water bottles are not necessary as we do have a water station available for the children at all times throughout the day. If your child does bring a water bottle we kindly ask that you take this home to at the end of every day.

Stay and Play

As part of our commitment to working together with our families we offer Stay and Play sessions throughout the year. These sessions allow you to spend some time in the setting with your child, seeing firsthand how they learn and develop through play. We will make sign-up sheets available later in the term for you to choose a stay and play date and time that suits you. The visit will also include a Bookbug session at the end, led by our Senior Practitioner, Judith, for you and your child to enjoy.



Blog

We are excited to share that we will soon be launching a Blog for the setting. The blog will be a safe and secure space where we can share updates regarding learning, upcoming events and ideas for supporting learning at home. We hope you will find it helpful and enjoyable to see more of what your children are experiencing in the setting, and we will be keen to seek your feedback. We will share more information soon on ways you can access the blog.



Focused Observations

Some children will receive a focused observation this term and some will receive one next term, depending on how often they attend the setting. This gives an overview of how your child is getting on in the setting, an insight into what experiences they are offered, what their current interests are and how we are supporting this. It also gives you the opportunity to comment and feedback and to share any news or learning from home to help us to build a holistic picture of each child individually. Further information about the focused observations is detailed in the Welcome Booklet.

Personal Plans

As detailed in our handbook, every child in ELC must have a personal plan as this is a requirement set out by the Care Inspectorate. This details information about your child and include their personal details, contact and medical information, interests and preferences. These are developed in partnership with parents/carers so we will soon be sharing these with you to review and sign.

Sign of the Week

As you will see displayed on the front door is our 'Sign of the Week'. Introducing sign language to young children enhances their ability to communicate. It also helps to promote inclusivity and understanding towards those who might rely on sign language as their primary form of communication.

We discuss it at story time and use them during our daily routines and conversations.

Each sign will be displayed on our front door for your information alongside our 'Story of the Week' as your child may be keen to share these with you at home.

Placement patterns

We kindly ask for your cooperation in ensuring that you adhere to your child's allocated daily times. Timely drop-off and pick-up is crucial for maintaining a smooth daily routine so that all children receive the care and attention they need. Adhering to these times also helps us manage our staffing effectively. Any changes to your child's pattern should be made through emailing the ELC central team at elc@shetland.gov.uk. If you are unsure of your child's pattern, please check with a member of staff. Please also note the increase to additional hours which is now £5.30 per hour. Additional hours can now only be charged per 30 minutes or per hour.

Many thanks,

Lerwick ELC