



East Milton Primary Nursery Class

2026/2027



Our Vision & Values

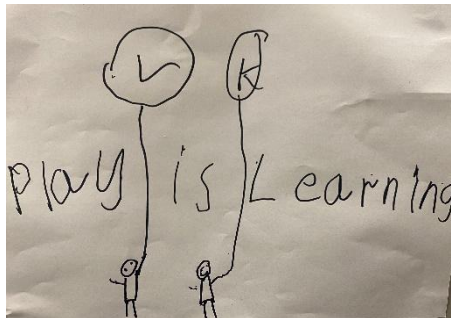
Play Is Learning

Partnerships

Life skills

Achieving

Your voice



Our Aims

- 1-To promote a safe, secure, nurturing environment where children have opportunities to be heard, included and respected.
- 2-To value and empower our children, staff, families & carers.
- 3-Provide stimulating learning experiences both indoors and out across all aspects of the curriculum.
- 4-To recognise our children as leaders of their own learning and respect their choices.



East Milton Nursery Class

Welcome to our Nursery class

We hope that your child will learn, grow and develop to their full potential during their time here at East Milton. A more detailed list of our aims and plans for improvement are displayed in the cloakroom. If English is not your first language and you require a translation of any information, please speak to a member of staff and we will arrange this for you.

We hope that both you and your child will enjoy coming to the Nursery and will be able to contribute to the school community here at East Milton Primary.



Our Information

We are a nursery class based within East Milton Primary School, we have 6 groups of up to 8 children. We have a large playroom with Jack and Jill accessible toilets and we are extremely fortunate to have 2 outdoor spaces. Our front garden has a small shed and soft ground. Our back garden has a climbing frame, 2 large storage containers and lots of space for loose parts.

Nursery address: East Milton Nursery Class, East Milton Primary School, Vancouver Dr, East Kilbride G75 8LG

School office telephone number: E/K 222346

Nursery direct line, phone number: E/K 579177

Email address: gw14whittersshellie@glow.sch.uk

Meet our team



Miss Lesley Simpson
Early years Practitioner



Mrs Shellie Whitters
Nursery Team Leader



Mrs Judy Harvey
Early Years Practitioner



Miss Lynsey Stamper
Early Years Practitioner



Mrs Michelle Dunsmore
Early Years Practitioner



Miss Stacey Kerr
Early Years Practitioner



Miss McGuigan
Early Years Support



Miss Robyn Clacher
Early Years Practitioner



Miss Hayley Wallace
Early Years Practitioner



Mrs Lesley Callaghan
Head Teacher

Our team has a wealth of knowledge in Early Years and have many years of experience between them. We are highly skilled and are all unique, just like our children. Each member of staff has a leadership role within our nursery ranging from Bookbug, BSL, Homelinks, Gardening, Outdoors, STEM and Numeracy and Creativity to name a few. Our team stay abreast of current and best practice to allow us to provide the best service possible for you and your children.

Session times

Our current session times are as follows:

Monday-Friday 9am-3pm (Children should arrive promptly to get the most out of their session and we ask that children are collected **by 3.00pm**. (anything above this is chargeable) In the morning, Parents are required to bring their child into the secure bubble and support them in changing their shoes. Children should then be signed in and their lunch chosen. They will then be welcomed into the playroom by a member of staff. At home time parents are welcomed into the playroom to collect their child. Children should be signed out at home time.

The Nursery entrance door has a secure "bubble" so that the inner door will not open if the outer door is open and vice versa.

Please do not allow your child to operate the green exit buttons to ensure the security of all children.

Please provide a member of staff with the name of who will be collecting your child. You can also do this by telephoning the Nursery. Should changes be required please contact us by phone as soon as possible. Please ensure that the person collecting your child has your chosen password. Staff can then check that the correct person has come to collect your child. If the person who is collecting your child is someone we do not recognise or does not have the correct password, we will not release your child to that person.

The person collecting your child must be over the age of 16.

Thank you for your co-operation in helping us to keep your children safe.

Mobile phones

South Lanarkshire operates a policy of no mobile phones in the playroom and we would respectfully ask Parents/Carers to comply with this as much as possible. Thank you.

Settling in Procedure

On receiving a place at our nursery you will have been allocated a start date and time, these are slightly different from the children who currently attend as this allows us to welcome them and their families into the nursery and get the children settled before any new children start. On the first day you come to nursery (start date will be on your letter) your child will stay for 1 hour. During this time, you will be asked to complete your child's Care Plan. Parents are asked to complete their child's Care plan and return this along with any permission slips as soon as possible to allow us to get to know your child from the people who know them best...You!

We will gradually extend the amount of time they have in nursery until they are in their full sessions. Every child is different and some may take longer to settle than others, this is done at your child's pace and will be a discussion between you and your child's keyworker.

Shoes and clothes

We ask that children come to nursery with a change of shoes for indoor play, these can be left at your child's peg or taken home daily. Sandshoes or trainers are best. Where possible please ensure your child has suitable clothing for wearing outdoors. This can be left in a bag on your child's peg. If this is difficult, we do have a set of waterproof suits, jackets, trousers and wellies. At nursery we can get messy or wet, so a full change in your child's bag is always helpful! (We have a very small supply of spare clothes that have previously been handed in)



During warmer weather please put sun cream on your child before coming to Nursery and make sure he/she has a hat/sunglasses if required, as we spend a lot of our time outdoors. If you are able to leave the sun cream at nursery, the staff will re-apply this at lunch time. Nursery will have a bottle of nursery cream for emergencies.

Activities in the nursery can sometimes be a bit messy, so we suggest that children wear older clothes when they attend.

It would also be really helpful to staff if **all** your child's belongings could be clearly labelled with your child's name to help prevent loss or confusion with another child's. Thank you.

Absence/illness

Please let us know if your child is ill, or will not be coming to nursery for any reason. You can do this by telephoning the Nursery. If we do not know why your child is absent, the school



office or Nursery staff may telephone you to make sure your child is safe, in accordance with the South Lanarkshire policy.

If your child has had sickness and/or diarrhoea your child **should not return to Nursery for 48 hours** after the symptoms have resolved to help prevent the spread of infection. Please see the Lanarkshire Health Board guidance which is on the Parents/Carers notice board for more information. Thank you for your co-operation in this matter.

It is essential that children do not attend nursery if unwell but instead should stay at home until they are better and no longer have a temperature.

If your child takes unwell in Nursery you will be contacted and asked to collect them.

Please ensure we have accurate contact details for you. This is why we require 2 emergency contacts for your child. (Who are not parents or guardians)

Thank you for your support with this.

Medical information/Allergies

Please ensure that we have all the relevant information about your child, particularly if he/she has allergies.

If your child requires medication in Nursery please see the guidelines below:

Parents/Carers should give at least 1 dose before it is given in nursery, this is to ensure there is no reaction/allergy.

Staff should read the information leaflet about the medicine.

Staff should be aware of what the medicine is required for, and only administer with a staff witness.

Medication which has to be given "when required" – judgement of staff and the reason for giving medicine should be recorded on child's file.

Dosage on label should be checked with Parent/Carer.

All medicine should be clearly labelled with the child's identity. This includes the box and its contents.

All medication should be in the original container.

Expiry dates and dispense dates are checked.

Expired medication should be returned to Parents/Carers.

Ongoing medication paperwork should be reviewed every term .

Staff training should be given for any long term/specific medication e.g. EpiPen, insulin injection, infection control for applying creams or eye drops.

Medication brought from home – should have a record sheet, giving full information about medication and what it is for: time of last dose, time next dose due; medication should be signed in by a Parent/Carer and signed out by a member of staff.

Parent's will be asked to complete Administration of medication paperwork when handing medication into nursery.

Refusal of medication – Parent/Carer will be informed immediately and recorded on child's sheet.

Storage of medicines – will be in individual plastic containers, clearly labelled and in a secure cupboard or fridge.

Snack

Children are offered a morning snack and milk/water. A rolling snack enables the children to choose when they come for their snack. We encourage the children to take milk, children also have unrestricted access to a water cooler in the playroom all day.

As set by Care Inspectorate, nursery will only be able to offer milk or water. On special occasions, such as parties we may have sugar free diluted juice.

If your child does not like milk, or anything else that may be provided for snack, it would be helpful if you could tell us.



Lunches

The children have lunch in the playroom from 11.20-12.00. Children are supported to self-serve and clear away.

Our children choose their lunch from a rotating seasonal menu, this will be issued to you when your child starts, a reminder is often sent via our Learning Journals.

If you would like to bring a packed lunch for your child, please ensure the following: -

Your child's lunch is in a bag or box clearly labelled with their name on it.

YOU MUST provide an **ice pack** in your child's bag/ box this is to stop any food going off. We do not have room in our fridge to store any packed lunches.

We are a health promoting nursery and always encourage healthy eating, here are some suggestions for your child's lunch: - a sandwich, wrap, bread sticks, fruit (cut up), yogurts or jelly.

Please try to avoid crisps, sweets or chocolate in your child's packed lunch.

We are a nut free nursery due to allergies so ask that no chocolate spreads are used in children's lunches.

Tooth brushing

We take part in South Lanarkshire Council's Tooth brushing programme to help encourage good oral hygiene from an early age. All children in the Nursery receive their own toothbrush and brush regularly in Nursery. All children are automatically enrolled in the tooth brushing programme, if you do not wish your child to participate in tooth brushing in nursery you must contact the Childsmile team, contact details are available from staff. We receive regular visits from an Oral Health Educator, who talks to the children about looking after their teeth and the importance of visiting the dentist.

Children should continue to brush at home to establish good routines.



Planning for learning and activities

Our planning is a mixture of responsive to the children's needs and interests and staff-initiated experiences. Staff observe and plan for children in their areas. We also welcome any ideas & suggestions from Parents/Carers. Please use your child's Learning Journal profile or the learning journey wall to communicate this.

Each member of staff will display the children's learning on the wall in our secure bubble. Parents will have the opportunity to have either a phone call with their child's key worker or in person conversation several times throughout the year to set care plan targets. These are discussed with you and your child. Each child will have at least 3 targets set each term, Literacy, Numeracy & Health & Wellbeing.

Physical Education - The children will have the opportunity to visit the school gym hall and MUGA pitch during their time at nursery.

Information, dates and events

Our main source of communication is through Learning Journals, you will receive email updates with important information and dates for the diary.

The notice board in the cloakroom area will keep you informed about what is happening in the nursery, with reminders of holidays and future events.

We regularly send out newsletters, which will also keep you up to date with everything that is happening in the Nursery. A copy of the newsletter is displayed on the notice board.

A yearly planner poster is displayed with important dates for the academic year.

Learning Journals

Along with many other local authority nurseries we use Learning Journals as our main home link. When your child starts you will be given a permission form to complete to set up your child's profile. You can have 2 log ins per child and this should not be shared with others. Your child's keyworker will upload one observation per week and photos will be put onto the gallery for you to view (Please note you will only receive a notification for an observation, to see gallery pictures you must go into the gallery). Please leave a like or comment on your child's observations!

Links with staff

All members of staff are eager to build positive relationships with our families. If you wish to talk to a member of staff, please do so by telephone. Staff are not always able to come off the floor as they are with the children, in this instance a call back can be arranged, and Mrs Whitters will be available to help. You can also contact the team leader on the email address provided.



Stay And Play Days

We have a Stay And Play Day when Parents/Carers have the opportunity to stay and play with their child. These occur a few times throughout the year. More information will be shared nearer the time.

Parents as Partners

At East Milton Nursery class, we work in partnership with our parents to share their talents. If you would like to share your skills such as baking, reading then please speak to Mrs Whitters.

Bookbug

Our Bookbug co-ordinators Miss Stamper and Miss Clacher host family Bookbug sessions once a month, if you would like to join us please keep an eye out for the sign-up sheets on the noticeboard.

Home Links

Our staff have developed Home Link bags for our children. We have Ellie & Milton bears-Our Rights Explorers. This is linked to the UNCRC Children's Rights, the children will be given tasks linked to the right of the month and will receive their 'Rights Explorer' certificate when this has been completed. Other home links offered to our children are bedtime bags, story sacks & STEM bags. These will be given out throughout the year.

UNCRC

Children's rights are promoted throughout our nursery, we strive to raise awareness of the UNCRC for our children, families and staff. We will have a right of the month which will be shared on our noticeboard. There will be lots of opportunities for family engagement with this. We hope that you will be able to join us.

Fundraising

We have held very successful fundraising events in the past which have enabled us to replenish resources and replace winter suits for the children. We hope to arrange these again. This enables us to plan parties & events for the children.

We hope you find this information helpful. If you have any other questions, please do not hesitate to ask any of the nursery staff.

Our Head Teacher Mrs Lesley Callaghan is also available to discuss any queries you may have about the Nursery or your child.

Complaints

In the first instance you should try to speak to the person concerned, a member of staff or a member of the senior management team.

You should receive a response within 5 working days of your complaint being received.

If your complaint requires an investigation, you will receive an acknowledgement within 3 working days and a decision after no more than 20 working days, unless there is good reason for a longer investigation, which you will be informed of.



Please see the information on the notice board for further details.

Further contacts are:

South Lanarkshire Council

Website : www.southlanarkshire.gov.uk

Email : customer.services@southlanarkshire.gov.uk

Early Education and Childcare Division

Scottish Executive

Victoria Quay

Edinburgh EH6 6QQ

Telephone: 0131 244 4433 or 0131 244 7466

Website : www.scotland.gov.uk

General Enquiries Email : ceu@scotland.gsi.gov.uk

The Care Inspectorate

Compass House,

11 Riverside Dr,

Dundee DD1 4NY

National enquiry line: 0845 600 9527

Website : www.careinspectorate.com

Email: enquiries@careinspectorate.com.

Reviewed June 2026