

**WEST LOTHIAN COUNCIL  
EDUCATION AND CULTURAL SERVICES  
Bathgate Early Years Centre,**

*Our door is open to share achievements and good news as well as worries  
Good news!*

*Tell us about good things going on in your child's life. We can make sure your child gets recognition for progress or achievement. Please share with us any achievements or milestones which your child has reached so that this can be displayed on our Achievement Board*

*Worried about your child?*

*We are here to make sure your child gets the most out of nursery. Please let us know if there is anything about your child that is worrying you. We are here to help.*

*Other worries*

*We all have times in our life when things don't go well. You can share your worries with us. It will be treated in confidence. It will allow us to understand why your child may behave differently.*

*A quiet word*

*Generally good news does not need to be shared in private but there may be times when it does. Worries on the other hand are often better discussed in private. If you need a word in private, speak to your key worker who will arrange a time to meet.*

*But it's urgent!*

*If it is urgent, make sure we know that it is. It can be difficult to fit things in immediately during the nursery day but we will handle urgent matters immediately.*

*Nobody's available?*

*It is urgent and your key worker is not available, speak to Mvairi Lynch.*

**REMEMBER**

*A happy child will blossom. Anything we can do to make your child's life a happy one, helps us do our job to prepare your child for the rest of his or her life.*

**Implemented March 2015**