**Uphall Early Learning Centre**

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We would like to warmly welcome all the children that have returned to Uphall ELC this year as well as to all of our new children and families that have joined us. We look forward to working in partnership with you and we are confident that your child will have a happy and successful time at Uphall Primary School and Early Years Centre. As ever we are looking forward to this new session and the various opportunities and challenges that will shape the children’s experiences as we move through the school year.

I would like to extend this welcome to our new staff Mrs Ward & Mrs McLeod who have joined our ELC team. The children have already made relationships with our new staff and are having lots of fun together.

**Outdoor Clothing**

As you will be aware we make daily use of our outdoor area in all weathers. This helps to further the children’s learning and development in line with early years guidance. As we are starting to see autumn approaching please make sure your child comes to ELC wearing a warm waterproof jacket and appropriate footwear for outdoor weather (wellies). You may also wish to provide your child with a pair of waterproof trousers to wear during outdoor play.

**Planning**

We take a child centred approach to our planning by extending what our children show an interested in. Our planning at the moment is all about settling into nursery, building friendships and learning to share and care with each other.

We will share planning with you on our Blog to allow you to support your child’s learning and be aware of the general activities taking place. Additionally we will post information to parents on the Blog therefore look out for information.

To visit our Blog please go to: <https://blogs.glowscotland.org.uk/wl/uphallprimary/> and select nursery on the right hand side of the screen.

**Learning Journals**

If your child has recently joined Uphall ELC you will receive an email inviting you to set up login details for your child’s journal. This is where we record children’s developments, post observations, photographs and we can communicate through the messaging function.

You can login to your child’s journal at home and share the information on with your child or family. The ELC will use the learning journals to communicate with you and you can also send non urgent messages to your child’s keyworker through the learning journals.

**Garden**

We are developing our garden area with the children and would like to ask if you have any donations that you could bring in? We are looking for stones, bulbs, cuttings of plants and logs.

**Childsmile**

Childsmile has cancelled tooth brushing in the nursery until next term.

**EE2 Forms**

We will be organising some fun outings for the children to experience. To do this we require your permission, therefore please could you kindly **complete an EE2** from and return it to us.

**Suncream**

To protect your child from the sun please provide sun cream for your child. Please kindly put your child’s name on the cream and **complete a ‘non prescribed medication form’** and return it to us.

**Labelling**

Please ensure that your child belongings are labelled. For example jacket, hat, bag, shoes, lunch items, tops and wellie boots.

**Snacks and lunch time**

We supply breakfast for your child in the morning session therefore please let a member of staff know if your child requires breakfast on arrival.

A snack is provided during your child’s session and the menu will be displayed at the gate.

If your child attends the morning you can provide a lunch for them or have lunch at home. Please kindly hand your lunch bag to a member of staff on arrival. It would be greatly appreciated if you could put a freezer pack in the lunch bag to keep it cold.

**Please do not put any nut products** (including chocolate spread) in your child’s lunch box due to allergies.

**Staff**

We will introduce our staff through a sway on our blog is week. This will give you some information regarding our staffs experience and background.

**Personal Plans**

Many thanks for completing the Personal Plan for your child. We use this information to compile a plan to help settle your child into nursery and to care for your child at time goes on. Please inform us if there are any changes in your child’s life to allow us to support appropriately; for example ‘a new baby’, ‘moving house’, ‘toilet training’ or anything you feel is relevant for us to know.

**Children Leaving Nursery**

We open the doors from 12:30 – 12:45 pm therefore please do not arrive too early to collect your child. Many thanks for calling us when you are collecting your child ***please note that this is not necessary any more for the morning session.***

***If you have any questions or requests please feel free to call us for help.***

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