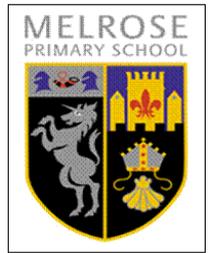


Melrose Primary School
Early Learning and Childcare (ELC)
Information



Early Learning and Childcare Staff

Mrs Patterson leads the Early Learning and Childcare (ELC) team as Early Years Officer.
Mrs Brown, Mrs Hall are Early Years practitioners.
Mrs Patterson, Mrs Hall, all work full days in the ELC.
Mrs Brown works full days Monday to Thursday and a Friday morning.

Curriculum for Excellence in Early Learning Childcare

The ELC team will be planning the learning environment around the children's interests, enquiries and observations of their play. This enables practitioners to be responsive to individual learning.

The ELC team would like to emphasise the importance placed on the information shared with us from parents/carers. This enables us to work together in partnership to plan responsively for the children, through sharing experiences, achievements and enquiries from home.

Parent involvement in Child's Learning

The ELC responsive floor plans are continuously on display on the wall next to the snack area. Parents/carers are welcome to come in and look at them at the beginning or end of a session.

The talking and thinking tree will display all interests, discussions, experiences and photos shared from home. ELC staff will then discuss and provide active opportunities to explore and extend these interests and enquiries within the ELC learning environment. Comment sheets will be available next to the talking and thinking tree for parents to take away to scribe or document children's enquiries etc.

The display boards within the ELC have been divided up so that each child has an interactive square where they can choose to display and share something special they have made or discovered with others. Any personal achievements from home will also be displayed in your child's gallery. The children will be encouraged to share their creativity and enquiries with you, so please make yourself familiar with your child's individual area and enjoy looking at your child's achievements with them.

The children's learning journey's (PLP) are located at the talking and thinking tree. The children interact with their learning journeys throughout the year by adding their achievements, experiences and learning, they add these with their keyworker during the ELC sessions. The Learning journeys go home three times a year, to give your child an opportunity to share their learning with you.

The floorbook is an interactive book where the adults write observations and add photos of the child led learning that takes place through discoveries, investigations and enquiries during their play. The children's floorbook is located at the talking and thinking tree, please have a look at the end or beginning of a session.

Parent/Carer Stay and Play

The ELC offer an open invitation throughout the year to parents/carers to stay and play with their child during the ELC session. This is an opportunity for you to explore the environment with your child, to look at the ways in which your child's learning is being developed and talk to your child about their ELC experiences.

The information board situated in the cloakroom area will feature a monthly calendar where we will add any additional experiences or visits the children will be involved in. If you would like to come and help please add your name to the calendar on that date. Alternatively if parent/carers find themselves with a free hour or a free morning/afternoon and would like to join us in ELC, please place your name up on the calendar.



If Parent/Carers have any special talents/skills that they are able to share with us e.g. playing a musical instrument, have a pet, baking or skills through your job such as a doctor, nurse, vet etc, please add your name to the list stating what you would like to share with the children. A member of staff will then organise a date that's suitable for you to attend the ELC.

ELC Permission Forms and Learning Journey's (PLP)

Please could you make sure that you hand back the children's learning journey, 'All about me' sheets and permission slips that were handed out on your child's settling in visits. We collate all the information which is used to support child led planning and experiences, helping us to make smooth transitions for every child in to our ELC setting. The permission form includes information needed with regards to taking photos, collection password and email addresses so that future newsletters and any information we need to pass on can be sent electronically. Please ask a member of staff if you need another copy of either form and they will be happy to provide you with one.

Letters and Information

All the letters and information for the children can be collected each day from their pocket on the hanger inside the ELC setting door.

Please keep checking for new information.

Future Newsletters

In line with our Eco School policy and for financial reasons, future newsletters will be sent out to parents electronically using the email addresses stated on each child's enrolment form. Please ensure you inform the school of any changes to email addresses during the year. A copy of the newsletter will be displayed in the entrance hall of the ELC setting and posted on the school website. Paper copies of our newsletter are available by request.

Communication

Melrose Primary School App:-

Keep in touch with events, news and receive important messages from us. To download the app visit the Apple or Google play stores and search for Melrose Primary School. Once downloaded you are able to select specific message groups within the messaging tab.

Twitter:-

Follow us on Twitter at [@melrose_ps](https://twitter.com/melrose_ps)

Melrose Primary School website – includes school calendar, parent tab, link to ELC and school uniform ordering etc.

Groupcall system (email and/or text):- this system is used by school and ELC to keep parents informed throughout the school day. The text system is mainly used in the event of emergency school closures e.g. resilient schools. It is essential that contact details are kept up to date i.e. mobile numbers and email addresses. Please inform the school office of any changes to details.

Opening and Pick Up Times

The ELC sessions are three hours and ten minutes. The **cloakroom door** opens **five minutes** before the session begins to allow the children to change shoes and be ready to come in. Please ensure your child arrives on time, late arrivals should go to the main school office where office staff will facilitate entrance to the ELC.

Morning sessions start at **8.30 am until 11.40 am**; doors will be closed and alarmed at **8.40 am**.
Afternoon sessions start at **12.30 pm until 3.40 pm**; doors will be closed and alarmed at **12.40 pm**.
The doors are opened at **11.35 am and 3.35 pm** to allow time for parents to pick up children.

Please come straight into the ELC when the doors are opened. We ask **parents/carers** to be **prompt** at **pick up times** due to staff being involved in team meetings at the end of each session.

If your child is being collected by anyone other than yourselves, please fill in the “**PickUp**” **sheet** which can be found on a clipboard in the **cloak-room area**. Should your child’s collection arrangements change during ELC session, please inform the school office. Please remember to inform the designated person of the password you have written on the collection policy, they will be asked for the password on arrival at ELC, it will be checked against the one the ELC hold on record to clarify they match before your child will be able to leave.

Clothing

Each child has been allocated a peg and a clothes bag. It is **essential** that there is a spare set of clothes kept in this bag at all times. Each child will also be given a box where they should keep their indoor/outdoor shoes.

The outdoors is regularly used for learning. Please ensure that your child has suitable clothes, a coat and outdoor shoes. On wet days please send your child to ELC with wellies. Children are encouraged to be independent and, where possible, should be sent with shoes they can fasten and unfasten independently.

Melrose ELC would like to offer parents/carers an opportunity to order an ELC jumper and t-shirt for the children to wear when they are busy learning through play. If you would like to place an order please ask a member of staff for details.

Snack Money

The children have snack every day through which healthy eating is promoted. In the cloakroom there is a snack menu for the week and a list of snack costs. Children are given the opportunity to suggest healthy snack ideas and try new foods. Snack is priced at £0.50 per day. You will be informed of the total cost of snack for your child each term (holidays and in-service days will be taken into account). Payment should be given to a member of staff. Cheques should be made payable to “Melrose Primary School” and cash in an envelope marked with the child’s name. A receipt will be written and placed in your child’s pocket.

‘Star Moments’

Achievements in Early Learning Childcare are celebrated in children’s Personal Learning Plans, and on their individual interactive wall gallery. As part of celebrating success out of ELC, we are sending home a ‘Star Moment’ sheet for you to fill in with your child.

Please share any successes your child has had, whether it be a certificate or award, or something they have learned to do that they couldn’t do before. These can be written on or have a photograph or drawing attached. When completed, hand the ‘Star Moment’ sheet to a member of staff to display in the child’s personal gallery in ELC. A pocket with blank ‘Star Moment’ sheets is in the entrance hall.

Parent Help

Melrose ELC are always looking to develop the learning environment and provide engaging experiences for the children. To enable us to achieve this goal we have a wish list of resources that we require, please could you take time to read the list on the information board in the cloakroom, any contributions would be much appreciated.

Sickness and Diarrhoea.

Children should NOT return to the ELC setting for 48 hours after the last bout of sickness and/or diarrhoea. Your support is appreciated in order to avoid the spread of infection.