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## **WELCOME TO BRAEHEAD EARLY LEARNING AND CHILD CARE CENTRE**

We have a large open plan Early Learning and Child Care Centre which can accommodate 2 classes each of 40 children in the morning and the afternoon.

At present we are operating with 1 class of 40 in the morning and 40 in the afternoon.

The Early Learning and Child Care Centre has its own entrance and secure outdoor area, but we also use the grounds in and around the school.

We can also take advantage of the many facilities within the school e.g. the Gym Hall, Music Room and the Astro-turf outside.

### **EARLY LEARNING AND CHILD CARE CENTRE & SCHOOL STAFF**

Listed below are some of the people you will come across during your time at Early Learning and Child Care Centre.

Early Learning and Child Care Centre Teacher	Miss Sally Michie
Senior Early Years Practitioner	Mrs Denise Burrows
Early Years Practitioner	Miss Lynsey Young
Early Years Practitioner	Mrs Angela Douglas
Early Years Practitioner	Miss Lucy Burnett
Early Year Practitioner	Miss Jan Sheldrick
Acting Head Teacher	Mrs Lesley Gardner
Depute Head Teacher	Ms Paula Baxter
School Administrator	Mrs Alison Edwards
School Janitor	Mr Mark Simpson

**Remember if you have any concerns about anything, however small, come and speak things over with a member of staff.**

### **STUDENTS**

We have various students on placement with us during the year. Early Years Practitioner Students and teaching students are with us at various times throughout the year. The names of students and period of time they will be with us are displayed on the notice board.

## EARLY LEARNING AND CHILD CARE CENTRE HOURS



- Morning Session* This session begins with a welcome at 8.40 a.m. The children can arrive between 8.40 a.m. and 8.55 a.m. but we encourage the children to arrive as promptly as possible. This session ends at 11.50 a.m. (All children should be collected by this time but children can be collected from 11.30 a.m. onwards.)
- Afternoon Session* This session begins with a welcome at 12.30 p.m. The children can arrive between 12.30 and 12.45 p.m. but we encourage the children to arrive as promptly as possible. This session ends at 3.40 p.m. (All children should be collected by this time but children can be collected from 3.15 p.m. onwards.)

For security, our doors are centrally locked from (8.55am, 11.50am, 12.45pm and 3.40pm). If you arrive after these times you will have to enter the school through the main reception area.

When bringing or picking up your child please observe the following points.

- *All children must be brought to and collected from the Early Learning and Child Care Centre by an adult i.e. someone who is over sixteen years of age.*
- *Please let the Early Years and Child Care Centre Team know if someone other than yourself is collecting your child. The Early Learning and Child Care Centre staff will not allow your child to be picked up by any one other than the named adult. Please follow sign in procedures.*
- *Please remember not to park in the pick up/drop off zone in front of the Early Learning and Child Care Centre. Car parking is available in the car park.*

**PLEASE NOTE THAT THESE POINTS ARE IN PLACE PURELY FOR SECURITY & SAFETY REASONS**

## EARLY LEARNING AND CHILD CARE CENTRE UNIFORM

We have introduced a Early Learning and Child Care Centre uniform, which we hope all will wear with pride - it helps to keep children's "good clothes" clean and safe from all the Early Learning and Child Care Centre activities we get up to! Yellow polo shirts are available at the cost of £8.50 and purple sweatshirts at the cost of £10.00 - both garments bear the Early Learning and Child Care Centre name and emblem. Although our uniform is optional, it has proved very popular over the past few years. All orders should be made at the school office.



## ATTENDANCE

In order to benefit from all that the Early Learning and Child Care Centre provides children should try to attend regularly and arrive and be picked up punctually.

Please remember to pick me up from the Nursery on time. I can sometimes get upset if I see my friends being picked up and I get left behind because my mum is late.



## ILLNESS

If your child is feeling unwell, please keep him/her at home. If your child has sickness or diarrhoea we have a 48 hour rule where your child must stay off for this time. It is essential that you give us the home address and number of someone who can be contacted in an emergency if you are unavailable yourself.

The school doctor, nurse and speech therapist visit the school regularly and we can refer to them any concerns we might have concerning your child's health. If you have any worries about your child's health or development please mention it to us and we may be able to advise you on whom to contact.

## ABSENCES

It is appreciated if parents notify the Early Learning and Child Care Centre if their child is likely to be absent. If possible, please phone before 9.00 a.m. to tell us your child will not be attending Early Learning and Child Care Centre.



## WHAT DOES YOUR CHILD NEED FOR EARLY LEARNING AND CHILD CARE CENTRE?

At all times we encourage the children to be independent when dressing and undressing. Clothes should be comfortable, and easily managed by your child. Old clothes are best for Early Learning and Child Care Centre, as activities which are fun are often messy too! Plastic overalls are provided for painting and water play. To make all-year outdoor activities possible, please ensure that your child always has warm clothing and outdoor shoes with him/her. We have all-in-one waterproofs which we can use when playing outside.

Please **LABEL** all your child's belongings. When you come into the Early Learning and Child Care Centre please help your child put on his/her indoor shoes and show him/her where to find their name.

### EACH CHILD SHOULD BRING...



- Indoor Footwear. Please name clearly.
- A change of clothes which should be kept in your child's bag in the Early Learning and Child Care Centre in case of accidents.
- A packet of baby wipes and a box of tissues (at the beginning of the session).

### JEWELLERY

Children sometimes lose items of jewellery worn to Early Learning and Child Care Centre and we would advise you to keep precious rings, bracelets and earrings safely at home.

### EARLY LEARNING AND CHILD CARE CENTRE PIGGY



Parents are asked to donate 50p per week to the Early Learning and Child Care Centre "piggy bank" savings which will help buy books or equipment and can help towards outings for your child. The Piggy bank savings is optional.

## WHAT WILL YOUR CHILD DO IN THE EARLY LEARNING AND CHILD CARE CENTRE?

The aims of Early Learning and Child Care Centre are to build upon the learning which has taken place at home and to lay the foundation for the educational experiences which will be provided in Primary One.

There will be a secure and happy environment where your child will learn through play. We value 'play' in the Early Learning and Child Care Centre as it is a very important part of child development. We provide a balance of free and structured play activities which are planned with the children to stimulate curiosity, encourage language development and to develop a wide range of skills.

Outdoor play is an important part of the Early Learning and Child Care Centre curriculum. We see the outdoors as an extension of the Early Learning and Child Care Centre and children can move freely between the areas. We will go outdoors rain or shine! Activities are also planned to enable the children to explore the local environment around the school. Outings and visits are a means of stimulating children's natural curiosity and widening their knowledge and understanding of the world. Children will be supervised on all outings outside the school grounds with a minimum ratio of one adult to five children.



## EARLY LEARNING AND CHILD CARE CENTRE AIMS AND GUIDELINES

### So that the children can become successful learners we aim

- to provide high quality learning experiences that sustain enthusiasm, maintain motivation and focus on ensuring continued development.
- to promote the welfare of children by giving them the opportunity to take part in new experiences.
- to provide equal opportunities for all children to access the early year's curriculum successfully, meeting the needs of each child.

### So that the children can become confident individuals we aim

- to provide a stimulating environment for learning where children know that they are valued and can feel happy and secure.
- to support and challenge children, using strategies that promote physical, mental and emotional wellbeing.

### So that the children can become responsible citizens we aim

- to ensure that different social, linguistic, religious and cultural experiences the children and their families bring are valued.
- to build and maintain effective partnerships between the school, parents, other agencies and the wider community.

### So that the children can become effective contributors we aim

- to give children the opportunity to make choices, plans and decisions.
- to consult with children at all stages of learning.
- to develop confidence, independence and resilience.



## INDUCTION

The children will start Early Learning and Child Care Centre in small groups during the first few weeks of term and the length of each session will be dependent on how settled and happy he/she is. The full session lasts for 3.10 hours. Your child is welcome to stay for the whole session on their first day. You can decide to take them home before the end of their first day's session if you feel it is too much for your child. He/she may settle immediately and stay for the full session. For some children it may take a few days or even weeks to settle completely.

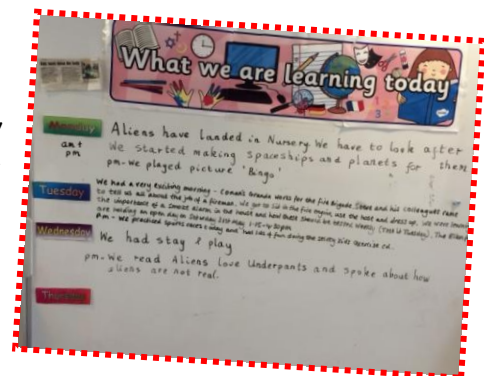
## COMMUNICATION WITH PARENTS



We firmly believe that close co-operation and communication with parents has a positive effect on the service we can offer. We realise that parents make the most significant contribution to a child's education. Our daily contact with parents is very important and staff are on hand at both the beginning and end of each session. There are also other opportunities through the year to discuss each child's progress with parents. In October and April we have Parent Interview Evenings and Open Days during the year. We also have

Stay and Play days where you can stay and play with your child and join in the activities. Reports are written for all children in March/April and parents are given individual appointments to discuss these reports with the Early Years Team.

We have a noticeboard which displays news items, photographs, and requests for helpers, diary dates, snack menu and activities for the week. We also display what activities/learning has taken place that week. A copy of the weekly planning is displayed on the Information Board.



We also have a suggestions box, which is there for parents to add any comments they feel appropriate. On occasion, letters to parents are also sent home for suggestions etc. We send out our termly Early Learning and Child Care Centre Newsletters which have lots of information about what is going on in the Early Learning and Child Care Centre. Our Early Learning and Child Care Centre Policy Folder is available to view at the Early Learning and Child Care Centre reception area. We also have 'Policy of the Month' where parents can add their views and comments about the policies.



## THE CURRICULUM IN EARLY LEARNING AND CHILD CARE CENTRE

At Braehead we believe that children develop skills and knowledge most effectively through active learning. This is learning which engages and challenges children's thinking using real-life and imaginary situations. We develop opportunities for learning through:

- spontaneous play
- planned, purposeful play
- investigating and exploring
- events and life experiences
- focused learning and teaching

We are implementing the Curriculum for Excellence which aims to develop: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. These are known as the Four Capacities.

We plan activities to develop the main areas of the curriculum.

Language & Literacy  
Mathematics  
Expressive Arts

Health & Wellbeing  
Science, Social Studies, Technologies  
Religious & Moral Education

### LANGUAGE & LITERACY

In the Early Learning and Child Care Centre the children will have opportunities to develop their listening and talking skills in a variety of situations.

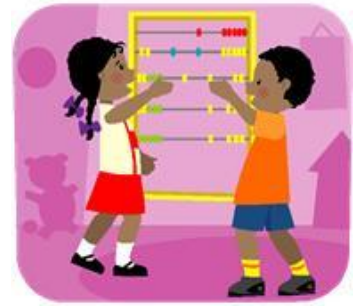


We discuss things and encourage the children to ask lots of questions. We listen to the sounds of rhyme of words in stories, songs and rhymes. We want to foster an interest and enjoyment in books, so we read stories and encourage the children to discuss and look at books and pictures. In school there is a lending library and each week your child can choose

a book to take home to read and enjoy with you. The children also visit the school library and Scotstown Library.

## NUMERACY AND MATHEMATICS

Children's experience of early mathematics begins at home. In and around the home children are involved in a variety of early mathematical activities and their awareness of number and its importance is developed through everyday activities such as shopping, setting the table or cooking.



Through play activities in Early Learning and Child Care Centre children develop skills which are essential for mathematical thinking.

e.g. they will be able to:

- recognise patterns, shape and colour
- become aware of daily time sequence
- describe measurement
- count, recognise numbers
- collect, organise, display and interpret (simple graph work)



The Early Learning and Child Care Centre engages in the Little Big Maths programme. Little Big Maths ensures there is a press on progression within the context of the child's play, self-discovery and personal learning journey. This framework is known as CLIC (Counting, Learn Its, It's Nothing New and Calculation) and is characterised by accurate steps of progression (known as Progress Drives) that make new learning easy and obvious to children. It provides a seamless transition into the Big Maths programme which is used in P1 to P7.



## EXPRESSIVE ARTS



The children are given opportunities to express ideas and feelings through paintings, drawings and modelling. The role play areas provide settings for the children to act out situations and engage in role play. The role play areas have different themes to link with the children's interests. The children learn new songs and rhymes. They have access to musical instruments in the Early Learning and Child Care Centre area. The Early Learning and Child Care Centre also use the music room to encourage the children to sing, make music and take part in music and movement.

## HEALTH & WELLBEING

We believe that it is important to lay the foundations for a healthy lifestyle at an early age. On a daily basis the children are given the opportunities for physical exercise. Children are also given the opportunity to play on large and small equipment in the gym. In addition to this, time is also spent in smaller groups developing skills like running, climbing, throwing, catching and playing games together. The children also have access to the Astro Turf area which is situated in our school playground. In the Early Learning and Child Care Centre, activities are provided to help the children make delicate movements with fingers and hands e.g. doing a jigsaw, fastening zips and using small tools. The children will go outdoors whenever possible and regular use will be made of the local area.



## SCIENCE, SOCIAL STUDIES, TECHNOLOGIES

Outings and visits are used to widen children's knowledge and understanding of the world and to stimulate their natural curiosity. Every opportunity is taken to build upon and develop the spontaneous interests of the children. Early Learning and Child Care Centre activities stem from the children's own experiences and interests and are planned in a way to kindle these interests and give continuity to the various experiences. These investigations vary from session to session but can range from Colours, Weather/Seasons or Families. Aspects of the Early Learning and Child Care Centre are planned around themes which stem from the interests of the children and give continuity to their experiences. At all times the children are encouraged to observe and question, using their five senses to develop their curiosities. As much as possible we use our grounds and local environment to explore and play.



## RELIGIOUS & MORAL EDUCATION

During their time at Early Learning and Child Care Centre the children will begin to learn about Christianity and other world religions.

Through play they will develop an understanding of fairness, caring and sharing. We have regular visits from our local church, St Columbus. The staff visit fortnightly to work with the children through stories and songs. We also visit the church for special occasions.



## ASSESSMENT



During the Early Learning and Child Care Centre year the Early Learning and Child Care Centre team will take time to observe children at play and will record children's progress. This will form the basis of a report of your child in the final term. There will be opportunities for you to discuss with the Early Learning and Child Care Centre team how your child is progressing in the Early Learning and Child Care Centre throughout the year. Your child will also take part in a computer based assessment called ASPECTS (Assessment Profile on Entry for Children and Toddlers). The assessment covers these areas:

- **Language** - concepts of reading and print; letters, words and sentence identification
- **Maths** - concepts of maths (bigger/smaller, taller/shorter), number recognition, counting and simple sums
- **Phonological awareness** - repeating unusual words.

The computer assessment is carried out in their first term of starting Early Learning and Child Care Centre and at the end of the Early Learning and Child Care Centre year.

Each child has a 'Learning Journey' which is added to by the children and staff. We encourage parents and carers to view their child's Learning Journey and add any comments to it. It shows how your child is developing through the curriculum and can be viewed at any time. Please remember you are always welcome to come and talk with a member of staff about any concerns you may have.

## PRAISE & DISCIPLINE



In the Early Learning and Child Care Centre children are treated fairly and with respect. Staff will deal with your child in a kind and caring manner. The children are similarly encouraged to treat each other and adults with respect and to be kind and caring. We give children encouragement and focus on positive behaviour. Children respond well to praise as it enhances their self esteem and gives them confidence.

## SNACK

Each day the children in the Early Learning and Child Care Centre are offered a small healthy snack. Snack is amongst the most important social learning situations in the Early Learning and Child Care Centre. The children enjoy being involved in the preparation of food, including laying and clearing the table, trying new foods. The children are involved in planning the weekly snacks.



At Early Learning and Child Care Centre we provide the children with a healthy balanced nutritional diet, observing any special dietary needs of individual children. The content of snack is planned and varies daily, taking into account ongoing themes and seasonal availability of food. The children are encouraged to make suitable snack suggestions. Children's birthdays may be celebrated by having a birthday cake provided by parents (must be shop bought/boxed not homemade in line with Health & Safety Guidelines). Fruit or vegetables and milk or water is always served. The menu for the week is displayed on the Early Learning and Child Care Centre noticeboard.

A snack tag system operates to ensure that each child participates in snack. The children are not forced to eat but are encouraged to take a small bit to taste then either eat it or leave it as they wish.

We promote proper kitchen hygiene and eating habits. e.g. hand washing before food handling/eating and after the toilet, use of tissues/covering mouth when coughing etc.

As a result of new guidelines all food in the Early Learning and Child Care Centre must be prepared by a member of staff who has completed a Food and Hygiene Elementary Course. Unfortunately food prepared at home or 'homebakes' are no longer permitted in the Early Learning and Child Care Centre - this includes birthday cakes.

Snack Money is payable every Monday and is £2.50 per week. A more favourable option to pay for the whole term is available. The cost of this will be displayed on the Early Learning and Child Care Centre notice board or can be obtained from staff.

## TOOTH BRUSHING

In Early Learning and Child Care Centre, the children are given help to clean their teeth in accordance with the National Teeth Cleaning Guidelines. For more information on teeth brushing please see [www.childsmile.org.uk](http://www.childsmile.org.uk)



## **PARTNERSHIPS WITH PARENTS/CARERS**

Parents/Carers are the biggest influence on a child's development, particularly in the early years. Staff and parents sharing information is key to the best possible start for children. We encourage parents/carers to share their skills/talents with the Early Learning and Child Care Centre, e.g. baking with small group of children, offering to help out on trips etc. We value good partnerships with staff, parents and carers.



## **HEALTH AND SAFETY**



We operate a simple but effective security system within the Early Learning and Child Care Centre. Parents and Carers are asked to sign in their child and write down the name of the adult who will collect their child. This person signs the child out on collection. The named person **MUST** be the person who collects the child unless staff at the Early Learning and Child Care Centre have been notified. We will not allow a child to leave the Early Learning and Child Care Centre with someone who has not been identified to us by the Parent/Carer. Early Learning and Child Care Centre doors are opened by a security system, this means that if Parents require entry into the Early Learning and Child Care Centre during the session they will enter through the school's main door.

Prams or buggies must be left in between the two sets of Early Learning and Child Care Centre doors. Entrances must be left clear for emergency purposes.

Dogs are not permitted in the playground or Early Learning and Child Care Centre.

## **CAR PARKING**

If dropping your child off by car, please park in the designated places. The Drop Off zones are only for pick and drop off only. If you need to come out of your car, please park in the designated car park spaces. Thank you.

## **EMERGENCY PROCEDURES**

We take emergency contact information when a child enrolls with us. We need the name, address and telephone number of a relative or friend living in the area whom the Early Learning and Child Care Centre can contact in an emergency, if the parent is unavailable. If your details change please inform the school office.

In the event of a bump to the head, we will notify the parent or emergency contact by phone if serious and by precautionary letter at other times. The Early Learning and Child Care Centre staff will tell parents verbally of any other minor bumps or incidents. More serious accidents or incidents will be recorded in the Accident / Incident Folder and passed on to the Head Teacher.



## **ADMINISTRATION OF MEDICINES**

In order for the Head Teacher or nominated representative to administer any medication to the child, full details must be given in advance and the written permission authorised on a Medical Permissions Form, signed by the parent. Medication will be kept safely on the school premises.

## **HEAD LICE PROCEDURE**

Parents are asked to inform the Early Learning and Child Care Centre if their child is found to have head lice, although it is now known that head lice are rarely spread at Early Learning and Child Care Centre or School.

## **COMPLAINTS PROCEDURE**

Should you have any complaints about the service we provide and feel you cannot approach the Early Learning and Child Care Centre Team, you are welcome to contact our regulatory body "The Care Inspectorate" at the following address, fax or telephone number.

Thank you.

Care Inspectorate  
North Region  
Johnstone House  
Rose Street  
ABERDEEN  
AB10 1UD  
Tel. 01224 793870



## **EQUAL OPPORTUNITIES AND INCLUSION**

We make every effort to provide care and opportunities to everyone enabling them to maximise their potential irrespective of race, ability or disability, gender or religion. Amongst our equipment we maintain a range of resources and toys which give the children an understanding of the multicultural and multiethnic society of today. We will endeavour to be sympathetic to cultural and religious customs. We have adopted Aberdeen City Council's policy to promote race equality in our Early Learning and Child Care Centre.