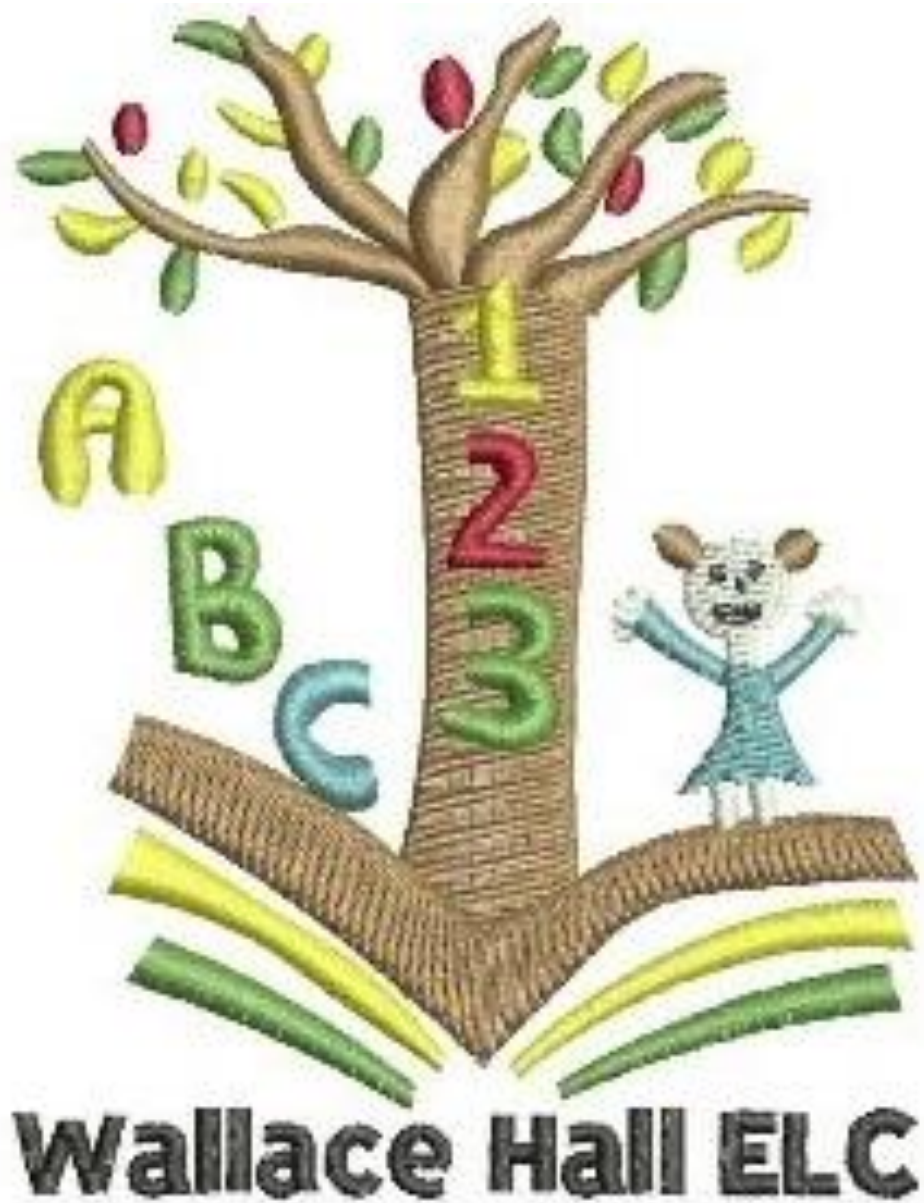


Wallace Hall ELC



Handbook 2024/25

Welcome to Wallace Hall ELC! We are looking forward to your child starting with us, and we hope this welcome pack provides you with all the information you should need.

Within this handbook you will find,

- ELC session times
- Daily routine
- Safety
- Snack and lunch
- Parking
- Illness/ unable to attend
- Communication with parents
- Clothing
- Children's work
- Other information

If you do have any queries, questions or concerns do not hesitate to get in touch with myself or a member of my team.

Many Thanks,

A handwritten signature in cursive script that reads "Judi Park".

Judi Park,

ELC Manager

ELC session times:

The ELC operates between 8am and 6pm. Your child is entitled to 30 hours per week, and you can use these hours however you wish, subject to the availability of the ELC. Wallace Hall ELC do not offer any additional hours.

There is a flexible drop off / pick up period as follows:

Morning/ all day drop off	Drop off between 8.50am and 9.10am
Lunch-time pick up	Pick up between 11.55am and 12.05am
Afternoon pick up	Pick up between 3pm and 3.15pm

A member of management will be on the door for morning/all day drop off, and at afternoon pick up. If you are dropping off/picking up out with these times, please ring the bell and a member of staff will come to let you in. Please ensure you have notified a member of staff if you will be joining us at a different time than usual.

Daily Routine

We offer a free flow environment, indoors and outdoors for all children in the ELC. The ELC is set up each morning based on the children's current interests, which are observed and recorded within our planning. We then provide learning opportunities through our resources to further and challenge each and every child.

With that in mind, we also incorporate intentional planning into our ELC to support children learn skills that may not come naturally. This ensures we are following the children's interests, while also exploring all curricular areas and important life skills.

Below is a guide on drop off and pick up,

- **Drop off**
 - Enter the ELC through the front door, where a member of management will welcome you in
 - Your child will have a designated shoe shelf and coat peg. This is where they hang their coat and bag, and then change into their indoor shoes.
 - Your child the signs in by finding their wooden disc, and posting it on the radiator through the first door on the left into the ELC playroom.
 - If your child is staying for lunch, they can find their name tags and choose lunch using the visual menu. We encourage parents to help their child pick lunch until they are used to the process.
 - Your child can then wash their hands and say goodbye, when you will then exit through the door into the cloakroom next to the snack area.

- **Pick up**

- At lunchtime pick up, we will have your child ready in the cloakroom. Please remember to check your child's pouch before leaving the ELC. A member of staff will let you in and pass on any information based on their morning in the ELC.
- At afternoon pick up, your child will be ready to go home in the main playroom.
- We ask that you line up as you wait for your child, and a member of staff will call their name to be collected.
- At busy times this may take a few minutes, so we kindly ask for your patience and not ask your child to skip in front of other families. This ensures staff are aware of where all children are and who has collected them.
- A member of staff will also be on hand to pass over any information with regards to your child's day.
- Your child should collect their name disc from the table in the snack area and post it in the basket on your way out of ELC.
- On your way out, be sure to check your child's pouch for any letters or artwork they have made that day.

If it is necessary for your child to go to the toilet as they come into ELC, please respect our Child Protection Policy and **do not go into the children's toilets**. Please wait by the outside door of the toilets; this also encourages the children to be independent. Alternatively, you are free to use the disabled toilet with your child.

Safety

As you enter and leave the ELC it is **essential** that a member of staff lets you in and out to ensure the children remain safely in the ELC.

If the bar on the door is pushed, it sets an alarm off in the Janitor's office.

Snack and Lunch

Each week the children help to plan a balanced, healthy snack which they then order online, and help to put away when it arrives the following week. All snacks that are available to the children follow guidelines set out in our Healthy Eating policy, and Scottish Government guidance.

As we receive funding from the Local Authority Milk and Snack scheme, we can no longer accept donations towards our weekly snack shop. The snack menu can be found on the notice board in the cloakroom at the start of the week.

Children who stay all day can either bring a packed lunch or order their lunch when they arrive at ELC in the morning. All children within ELC are entitled to free-school meals, and a lunch menu will be displayed on Learning Journals, as well as included in this welcome pack. Please note if your child is bringing in a packed lunch that we are a **Nut free school**.

If your child has any allergies, this should be disclosed within our ELC registration forms. We then liaise with the kitchen staff to arrange a special diet menu specific to your child's needs.

Parking

Please use the main car park when driving to the ELC and walk across onto the footpath to the ELC main entrance. Do not park at the front of the school. This is for the safety of all pupils of Wallace Hall ELC, Primary and the Academy.

Clothing

Every child should have a change of clothes in their bag, in case they get wet at the water play area for example, or other such accidents. These bags should be kept on your child's multi-coloured peg in the cloakroom. Any minor incidents that may occur at ELC will receive immediate attention. A record of the incident is kept at ELC and we will give you written (Intimate Care form) and verbal information at the end of the session, depending on your preference. Please collect any wet or dirty clothes from the sealed box outside the children's toilets.

Children are expected to change their shoes as they enter the ELC. Plimsolls with Velcro or elastic are ideal indoor shoes as they are comfortable and easier for the children to change their own shoes.

Outdoor shoes are to be put into your child's shoe space underneath their peg.

All property brought to ELC, including clothing, bags, shoes and coats, should be named.

With our changeable weather, please ensure that your child comes to ELC with appropriate clothing for their outdoor play time. So sunny days may require a sun hat and sun cream, and wet days will require outdoor shoes or wellies, waterproof trousers/suit and a warm waterproof jacket with a hood. The ELC can supply waterproof trousers if preferred.

We have recently started to offer an optional uniform to our ELC children. Pictured below is our polo shirt and jumper, which can be ordered at any time throughout the year using our uniform order form.



Illness/unable to attend

Although ELC aged children are not required to attend ELC, it is vital that we are aware of each child's absence. This follows the 2-18 vision, values and aims of 'together we grow, learn and achieve'.

If your child is not going to be in, whether this is due to illness, appointments or holidays, please phone the office on 01848 332140. If you get the answering machine, please leave a message stating your child's name, the reason they will not be in, and when they are expected to be back. You can alternatively email the school office on gw08officewallacehal@ea.dumgal.sch.uk, stating the same details mentioned.

If your child is unwell and you are not sure of the period of time they need to be off for, please call us before bringing your child in. If your child has had sickness or diarrhoea, please allow 48 hours after their last bout of illness before bringing them back to ELC. If your child has had a fever, please allow 24 hours after their temperature has returned to normal. You can also seek advice from the NHS inform website, as well as our own ELC policy.

If a child does not arrive at ELC on their intended day, we will follow our attendance procedure, which is available within the ELC or electronically.

From time to time your child may require medication at school and we are happy to co-operate. Authority policy requires the following conditions:

- The parent/carer must deliver the medicine to ELC in person.
- A medication request form is filled in and is kept at ELC.
- The medication must be prescribed by a doctor (not over the counter); it must be clearly named and labelled.

Communications with parents

It is important that we keep the Care Plan for your child up to date. Please supply, in writing or via Learning Journals, any changes to their details, e.g. change of address, phone number, etc.

There are letter pouches in the cloakroom of the ELC; each pouch has a child's name. These pouches are used for letters from the ELC and the school and other relevant information. Parents can simply collect their letters as they pick up their child. Please check your child's pouch regularly.

Any letters or other relevant information from home should be given directly to the ELC staff.

We are always looking for feedback from parents, we would like your opinion on the information you received as your child started ELC. There is a big book in the

cloakroom where we are always requesting feedback on how you feel your ELC experience is. We also have a suggestions box in the foyer.

We would be happy to hear from any parent who can contribute in any way to our themes and topics - books or personal experiences etc. Although we follow the child's interest in an 'in the moment planning' style, we would welcome parents making suggestions about what topic they would like us to include in our learning prompts. Please put your ideas in the suggestion box in the foyer.

We keep you informed with up to date information about Parent Council, letters home, holiday dates and other relevant information through school email and Learning Journals.

Should you have any questions at any time, please contact us and we will be happy to help. You can phone us or meet us at the ELC at a mutually convenient time.

Children's Work

Wallace Hall ELC use online learning journals, which you can access at any time, to document your child's progress and special achievements. We also keep a paper folder, for your child to take ownership of and store any work/achievements they may wish to keep.

Your child has their own space within the ELC to display whatever they desire. This can be photos of family, pets, certificates of achievement, or even a piece of work they are proud of! When full, the items are stored in your child's paper folder.

On Learning Journals, you are able to access and comment on your child's ongoing progress through their individual profile from home online. We also have an information profile to share important dates and events.

We also have a profile to share updates around the ELC, however your child's photo will never be used here and is solely for the purpose of sharing overall ELC information.

- Only you and the nursery staff at Wallace Hall ELC can access your child's profile using a unique username as well as a password and PIN that you create. Please **do not** share this information with others.
- Any data collected within the profile, including photos, are for **personal use only** and should not be published out with Learning Journals.
- All personal data, including photographs, email addresses and information about your child's progress are stored securely.
- Data will be retained for the time your child attends Wallace Hall ELC.

If/when your child leaves Wallace Hall ELC for any reason, all data will be archived as part of the leaving procedure. If your child moves to a school which also uses Learning Journals their profile will be temporarily archived by Learning Journals and made available once your child starts at the new school.

Other information

Within the ELC, we run a number of sessions, including PEEP families Learning Together, Bookbug, stay and play, a lending library and story sacks. More information on this will be displayed each term.

If your child would like to bring something in from home, we do not discourage this. However we do ask that it is stored in our treasure chest in the cloakroom during the day. This ensures it will not be lost or broken in any way.

Junk models are really good creative fun for the children and from time to time we will ask for boxes of various sizes, like cereal boxes, kitchen roll tubes, plastic pots etc. (Please note we cannot use toilet roll tubes).

We are always looking for these items if/when you have finished with them:

- toys for our role play area, e.g. dolls, doll's clothes etc.
- outdoor trundle wheel toys i.e. bikes, scooters etc.
- children's clothes for our emergency box
- toys/jigsaws/books
- any wool
- spare wellies
- plimsolls
- animal teddies.

Note: the soft toys have to have a CE mark for them to be safe for the children.