



ELC Parent Information Handbook 2022/23



King's Park Primary School

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Vision

King's Park **C.A.R.E.S**

We strive to create an environment where all our learners experience and demonstrate...

Creativity Aspiration Resilience Empathy Success

Values

Our Vision at King's Park Primary School is underpinned by our core set of shared values:

Effort Happiness Inclusiveness Kindness Respect

Aims

Through our three King's Park Rules, we are committed to:

Ready to Learn

Creating an environment where all learners are fully engaged in high quality teaching and learning experiences.

Meeting the needs of every learner through appropriate pace, challenge and effective support.

Be Responsible

Promoting leadership at all levels where learners are engaged in all aspects of school life.

Developing a community where everyone demonstrates a responsibility for care towards peers, staff and the property.

Respect for All

Being a Rights Respecting School where all members of our school community feels included and welcomed.

Working together to create a caring, safe and trusting environment.

The Early Years Setting

King's Park Early Learning Centre (ELC) provides places for children aged three to five. Children are entitled to an ELC place one month and 1 day after their third birthday. Our staffing ratio is as follows:
1 adult-8 children.

Staff

Senior Leadership Team		
Laurinda Renton	Head Teacher	
Tracey McCabe	Depute Head Teacher	
ELC Staff		
Mrs Catherine Paterson	Senior Early Years Practitioner	Full Time
Mrs Lauren Rao	Senior Early Years Practitioner (Secondment)	Full Time
Miss Kimberley Torrance Red Squirrels	Early Years Practitioner	Full Time
Miss Kirsty McLean Field Mice group	Early Years Practitioner	Full Time
Mrs Natalie Fenwick Badger group	Early Years Practitioner	Mon - Thurs
Mrs Caroline Calder Wrens Group	Early Years Practitioner	Wed - Fri
Mrs Carol Stark Wrens Group	Early Years Practitioner	Mon-Tues
Miss Shannon Harker Robins Group	Early Years Practitioner	Full Time
Mrs Kimberley Ferguson Finches Group	Early Years Practitioner	Wed - Fri
Miss Lara Morris Finches Group	Early Years Practitioner	Mon - Tues
Mrs Lorri Sutherland Sparrows Group	Early Years Practitioner	Full Time
Miss Catherine Pye Hedgehogs Group	Early Years Practitioner	Full Time
Mrs Sylawia Szymanska- Zacharczuk Grey Squirrels	Early Years Practitioner	Full time
Thea McDougal Supporting Groups	Modern Apprentice	Full time
Rhona McDonald Foxes Group	Modern Apprentice	Tue-Fri

On occasion we may also have additional adults working with us in the ELC such as Learning Assistants, specialist staff, visitors, learning community staff and parent helpers. We also offer student placements for schools, colleges and universities.

EYS Times

<u>Days Of the week</u>	<u>Times</u>	<u>Doors open at end of day</u>
Monday – Thursday	8:50am – 3:30pm	3:20
Friday	8:30am - 12:30pm	12:20

Your cooperation in dropping off and collecting your child on time is appreciated.

Arrival and Collection

Dropping your child at the setting

Mrs Paterson and Mrs Rao our Senior Early Years Practitioners, will be there to warmly welcome you and your child each day and will record your child on the register as they arrive. If you have any important information to pass on then please share this with them or your child's keyworker.

We would ask that you bring your child to the ELC larger outdoor play area and one of the early year's staff will welcome you. We promote independence and the children are encouraged to say goodbye outside to parents and come into the ELC remove their own coats and store their bags. Staff indoors will warmly welcome your child and encourage good hand hygiene on entering the building.

They will then support your child in self-registration, each child has a log slice with their name on and they are encouraged to self-register by finding their name and hanging it in the registration tree.

When collecting your child at the end of the day.

We ask that all parents wait outside the ELC until a staff member unlocks the entry door (White door at side of ELC building). Parents are then invited to enter the building and collect their child's belongings from their peg and then collect their child from the group area where they will be gathered in group with their keyworker. This is a great opportunity to speak with your child's Keyworker and get feedback for their day. We ask that parents carers exit by the brown exit door.

Our staff need time to discuss, record, plan and prepare for the next session, so your cooperation in collecting your child on time ensures a high standard of childcare and education.

Children should be brought and collected by a responsible adult; this means **someone over 16 years** of age. If someone different is collecting your child, please inform staff.

In the interest of safety, you will receive a phone call if someone unknown to our staff arrives to collect your child and we have not been informed.

It is inevitable that there may be an emergency from time to time, so we have now set up a password system. If there is an emergency and you or your emergency contact is unable to collect your child from the ELC please give your chosen password to the person collecting then staff will release your child into their care.

It is important that you still call the staff to notify them of who will be collecting your child prior to collection time.

Your Child's Peg

Your child will have an allocated peg. Due to numbers this may be shared. Please provide your child with a bag with a full change of clothes.

Your child will need the following in their bag

Pants/nappies, vest, socks/tights, tee-shirt, trousers/dress, jumper/ sweatshirt or cardigan.

During winter months please provide your child with a warm coat as we do go out in all weathers.

We do have a supply of waterproof jackets within the ELC for children to wear over their own warm coats.

Snacks

As we have a number of children with allergies and intolerances.

We therefore ask that **no** food or treats are stored in your child's bag. We will provide snack in the morning, lunch at lunchtime and a snack in the afternoon. Water is offered throughout the day for all children in ELC.

Fire safety

For fire safety, buggies and prams are not permitted into the building but may be left outside. Similarly, children's bikes or scooters should be left in the schools bike rack. We recommend the use of a bike lock as parents and carers are responsible for the safety of these.

Communication

We offer various forms of communication and these range from the school app, Seesaw, Twitter and letters home and face to face communication. If you have anything you wish to discuss privately with your child's keyworker, please contact the ELC and this can be arranged for you.

An information parent board can be found within our parent area in the ELC. This will have our aims visions and values displayed. We will provide information about our staff and invite you for ideas and feedback with our "You said we did" board.

End of the week news and other forms of information are shared with parents on Seesaw to keep you informed about weekly learning and events or important dates ahead in the term.

We recognise the importance of positive relationships with parents and carers. Please always keep us informed of events/news from home as sharing information is a two way process and plays an important role in supporting your child's development.

Starting at ELC & Settling In

We recognise that settling in can be an anxious time and we strive to get this right for you and your child. Your child's initial session will last for an hour. During this session we ask a parent/carer or family member to remain with your child to support their transition.

During this initial session, you and your child will be given the opportunity to become familiar with our setting and also be introduced to our staff team.

You will meet your child's key worker and complete some paperwork with them. This is an opportunity for you to ask any questions that you may have. Each child is unique and comes to us with different experiences and expectations. Therefore, we are flexible and respond to the needs of you and your child. During your child's settling in period, their key worker will discuss our routines and expectations.

Toileting

We understand that some children may still need some support with toileting or may still be in nappies. Please let us know if this is the case for your child as we are happy to support.

We ask that a nappy change takes place before arrival at ELC and a spare nappy/nappies are placed in your child's bag.

Our toilet facilities are child friendly and small enough to allow your child to be as independent as possible while offering privacy and ensuring dignity for them. Children can come and go to the toilet as they please throughout the session. If your child has been changed during the session, one of our staff will inform you.

We ask that all wet/soiled clothing is collected at the end of each session for hygiene reasons.

Clothing

It is very easy for items to get muddled up especially when the children are changing themselves.

Please clearly name ALL of your child's belongings.

Our ELC is a fun and often messy environment! Therefore we ask that you provide a full set of spare clothes in your child's bag.

If your child comes home in spare ELC clothing, it would be helpful if you could wash and return these as soon as possible. To encourage independence, it is helpful if you dress your child in clothes that they can easily manage. E.g. easy fastenings on trousers and shoes.

Your child will be learning outdoors most days. Therefore we ask that you kindly dress your child according to the weather.

During Hotter Months we suggest:

Application of sunscreen prior to arrival, sun hat, T-shirt and shorts or light clothing that covers their shoulders. Please provide your child with a sunscreen to remain at ELC for staff to reapply in hotter weather.

We recommend a factor 50 for children of nursery age.

During Cooler Months we suggest:

Jumper or cardigan, warm waterproof coat, hat, scarf, gloves and wellington boots.

Health

We would ask that you do not send your child in if they are unwell. Young children are much better at home where they can fully recover and minimise the spread of infection to other children, parents and staff members.

If your child has been suffering from sickness or diarrhoea, the NHS guidelines are to keep your child at home for 48 hours after their last episode.

Sometimes it is necessary for us to contact you during the session. It is therefore essential that we hold up-to-date contact details for you and your emergency contact. Please notify us of any changes to your telephone or address immediately.

Medication

We are required to follow Care Inspectorate and Midlothian guidelines for administering medication:

- If your child requires medication e.g. antibiotics during their session you should complete a consent form.
- In the interest of safety, **DO NOT** leave medication in your child's bag.
- All medication coming into ELC must be recorded so please ensure you notify a staff member.
- All medication must be prescribed by a doctor/Pharmacist and have a clear and readable label with your child's name and date of birth on the bottle and packaging
- Staff are unable to administer any medication that is:
 - Not specifically prescribed to your child
 - If the label is unreadable
 - Or if prescription not seen by staff
- Medication must be in its original packaging **with** the dosage leaflet.
- Staff will follow dosage instructions age and stage appropriate as per dosage leaflet.
- Medication will be stored either in the medicine cupboard or in the fridge.
- Staff will record and witness administration of medication.

Our staff are trained in Paediatric First Aid. If your child has an accident we will let you know and the accident details will be recorded on an 'Accident Form' (or an 'Incident Form' if required). If the accident involves an injury to the head, face and shoulders, you will be contacted prior to collection, even if it is minor.

Attendance

If your child is going to be absent please let us know by contacting the school office on 0131 271 4610. All absences have to be explained; therefore, you will receive a text message if you have not contacted us. If you are planning a family holiday, please let us know the dates in advance.

Lunch

All children will be offered a healthy well balanced hot meal. The weekly lunch menu will be shared on seesaw with parents. We encourage the children to be as independent as possible during this time. Lunch is a time for socialising and encouraging good table manners. Our staff will sit with the children and chat about their day and the food they are eating. After lunch we will encourage the children to take a little “down time” and find a restful place to sit and enjoy a story.

Tooth Brushing

We take part in the Child Smile Tooth Brushing Programme unless you choose to OPT OUT. Your child will be allocated their own tooth brush. The Tooth Brushing programme is supported by dental educators who visit us and support children in learning how to look after their teeth. However, it is important that your child brushes their teeth twice a day at home also.

Our normal daily routine:

Routine for young children is very important. It allows children to know what is happening, feel happy, safe and settled.

When the children arrive, we offer a soft start where they are free to choose from the high quality learning experiences we provide both indoors and outside. We will then gather for carpet group times with our individual groups and have a welcome and discussion time. During this time we will have an emotional check in with the children, invite them to give news and have group discussion or games. Group time is important to give the children a feeling of belonging and family. There is free-flow between our indoor and outdoor learning experiences. Outdoor play is available from 8:50 as soon as children arrive. Towards the end of the session the children are encouraged to help with tidy up time in their groups.

At the end of the day after tidy time we will again gather in our key groups to end the day and say goodbye.

ELC Curriculum

The Learning that takes place within our setting is child led and our staff will be responsive to the children’s learning and development by providing learning invitations of a high quality to enable children to follow their own interests and take their learning forward and challenge the children.

We record your child’s development, achievements and next steps to progress their learning further. Celebrating achievements is an important part of our ELC. Staff observe, listen and interact with the children to ensure the planning and resources on offer reflect the children’s individual preferences, needs and interests, taking account of next steps. Each child has a Learning Profile that is individual to them, which is evidence of their learning through observations and photos. We will also share learning for your child on the Seesaw app.

Celebrating our achievements

We celebrate our achievements in ELC with the children with spotlight certificates every 2 weeks.

Confidentiality

We ask that you adhere to confidentiality and only look through your own child’s Learning Profile, regardless of relationships with other children. Any confidential information can be discussed with your child’s keyworker or with Senior Early Years Practitioners.

Learning

Our aim is to ensure your child has engaged in a wide range of Curriculum for Excellence Outcomes and Experiences.

Curricular Area	ELC Areas/Activities
Expressive Arts	Mark making, painting, gluing, play dough, singing, dancing, music, role play and small world
Health and Wellbeing	Outdoor play, going to the toilet routines, hand washing, snack, circle time, taking turns
Literacy and English	Mark making, reading area, story and information books, listening and talking to adults and friends, computer and games and puzzles
Numeracy and Mathematics	Games and puzzles, construction, computer, sand, water loose parts and block play and snack
Religious and Moral Education	Taking turns, sharing, reading, role play, small world, Festivals and Family Celebrations
Science	Sand, water, play dough, making jelly, melting ice/snow, magnets and outdoors
Social Studies	Role play, choosing/leading own learning
Technologies	Computer, creative modelling, construction, woodwork and programmable toys

Parents

You are your child's first educator. You will have already encouraged, supported, developed, facilitated and taught your little one so much already! Our job is to continue to build on this, developing their natural curiosity for and love for lifelong learning. It is important for us to work together and support each other in a two-way partnership. We can offer advice and ideas to help you at home. Equally, you know your child best and are in the best position to guide us in matters concerning your child.

At the beginning of each School year, we will hold a Curriculum Event. You will hear about our priorities for the year, informed by our School Quality Improvement Plan (SQIP). You will have an opportunity to have a look around the setting and chat with staff.

Your feedback is important to us, it indicates whether we are getting it right for you and your child and helps us to make improvements. We will send out feedback questionnaires twice a year. Parent Consultations take place regularly. You will have an opportunity to make an appointment to talk about your child's progress, learning and development with your child's key worker. Parents of pre-school children will receive a Transition report before they start school.

Transition to P1

In their final term (summer term; April – July), your child will take part in our Transition Programme. They will visit P1 for a number of weeks, getting to know our routines, and meet the P1 teachers, Senior staff and learning assistants in school.

Parents will be invited to a P1 information evening during the summer term.



How to Contact Us

You may pass on messages through the School office.

Telephone: 0131 271 4610 main office
Fax: 0131 663 2914
E –mail: KingsPark.ps @midlothian.gov.uk
Address: 20 Croft Street
Dalkeith
Midlothian
EH22 3BA
Website: kingspark.mgfl.net

Complaints

If you should have a complaint or are unhappy about any aspect of our EYS, we would encourage you to first talk with your child’s key worker. If you feel the matter is unresolved you should speak with the Senior Child Development worker or Depute Head Teacher. This is often the quickest way to resolve a problem.

If after contacting all of the above you still feel the matter is not resolved, you can contact The Care Inspectorate.

Edinburgh

Care Inspectorate

3 C & D South
Victoria Quay
Edinburgh
EH6 6QQ

- Tel: [0345 600 9527](tel:03456009527) or emailing at concerns@careinspectorate.gov.scot