

Livingston Village Early Learning and Childcare Centre



Livingston Village Primary School
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Session 2018-2019

Livingston Village Early Learning and Childcare Centre
Learn Value Play Succeed

Dear Parent/Carer,

We look forward to working in partnership with you while your child attends our Early Learning and Childcare Centre. Early learning and childcare (ELC) is a generic term used to cover the full range of early education and childcare available in Scotland today. The term early learning and childcare is intended to emphasise that the care and education of very young children are not two separate things, and that babies and young children are learning all the time from all their experiences. Your child will come to us with lots of learning experiences which have been gained through family life, with friends, relatives and neighbours. We value this existing learning and our role is to broaden their learning experiences so that when they leave us, the children will be confident, eager and enthusiastic learners who are looking forward to the next stage of their education.

Head Teacher	Mrs Mill
Principal Teacher	Mr McCallum-McKay
Early Years Officer	Mrs Murchison (Acting)
Early Years Practitioner	Mrs Armstrong
	Mrs McIlwraith
	Mrs Bryden
Wraparound Leader	Mrs Armstrong
Wraparound Assistants	Mrs Jones
	Mrs Kristmanns

All children are entitled to 600 hours early learning and childcare provision. This is made up of core hours and additional hours which you can use if you need to, either as breakfast provision/early drop off for morning places, and snack provision/late pick up for afternoon places.

Morning sessions:

Please ensure your child is dropped off between the hours of **8:10am** and **8:45am**.

Monday–Thursday: morning session 8:10am–11:15
afternoon session 12:09-16:06

Friday session 8:10am–11:38am
(Wraparound provision is available between 16:06pm and 17:30pm, Monday-Friday)

Drop off and pick up arrangements

When dropping off your child we would ask that you accompany them into the playrooms and complete the sign in sheet. In order to secure the children’s safety and ensure they do not leave the playrooms we politely request that doors are not held open.

When collecting your child at the end of session please come into the playrooms and sign your child out. Doors will open **ten minutes** prior to the end of a morning session (**11:05am Mon-Thurs and 11:28am Fri**) and **from 3:30pm** for the afternoon session.

This phased pick up allows parents the opportunity to speak with staff and ensures the cloakroom is not too busy at any one time. We ask that all children are collected **promptly** by 11:15am or 4:06pm as staff have daily planning meetings.

You will have indicated on the admission form who can collect your child other than yourself. However, the occasion may arise when someone not on the form is going to collect your child e.g. a visiting relative. In this event please alert a member of staff in advance, otherwise the staff will not allow your child to leave the building. This procedure is to ensure your child’s safety. N.B. No one under the age of 16 can legally bring or collect a child.



Our Vision

We are committed to and passionate about our centre. We will work together to create a thriving community where all children can achieve potential. We will go all out to make sure our relationships are based on trust, equality and fairness. And as a team, we will give of our best as we grow and learn together.

Our Values

- Respect
- Compassion
- Aspiration
- Perseverance
- Equality



Our Aims

- Encourage a welcoming, caring environment where everyone can flourish, be valued and feel respected
- Promote a holistic approach where children are at the heart of the decision making
- Champion effective partnership working with home, agencies and the whole community

Arriving at the School

Parking

Please note for the safety of all children and adults, the car park is for staff only; you are not permitted **between 8am and 5.00pm**.

Access

In order to make our Centre a secure place for your child, there is a security lock on the door. Access can be gained by pressing the buzzer and speaking to a member of staff. We would ask you to be patient when awaiting entry as staff will be busy working with the children and are unable to come to the door straight away.

Starting at Livingston Village ELC Centre

This is an important step for you and your child. We will work in partnership to ensure a smooth transition from home to the ELC Centre. Placements can commence on the first working day of the school year after their third birthday. We recommend a phased start to offer individual support to your child as they make this transition.

On arrival, pupils will be allocated a shoebox in the cloakroom. Your child will be introduced to the staff and then shown the different areas of the playrooms. You will be asked to fill in admission forms and we will share details of our routines and requirements. We will also answer any questions you may have.

Many children will settle in after a few days but some children may take longer. Time is needed to build up relationships with staff and settle into the environment. We recommend that parents should stay and settle their child on the first short session. A second short session on their own gives the children an opportunity to enjoy their new setting with the reassurance of the parent's return quite soon. During this time we will observe the child's confidence in parting from the parent and discuss starting the full sessions on the next day.

Attendance

It is very important for children to develop a habit of regular attendance and good time keeping. If your child is going to be absent for any reason (e.g. illness, hospital appointments, holiday) please inform staff by telephone or in writing. In line with West Lothian Council policy, we will contact you in the case of an unexplained absence.

Medical Needs

If a child has had sickness or diarrhoea, please allow **48 hours after** the symptoms disappear before returning to the centre. Please also let us know if your child has an infectious illness.

It is in a child's interest that any medical condition from which he or she suffers should be known to the school. All such information will of course be treated with confidentiality.

If your child requires any medicine during the school day, a form must be completed and signed by the child's parent (*downloaded from school website*). For any medical conditions requiring ongoing treatment, an Individual Health Care Plan will be created.



Emergency Contact

If a child has an accident while in our care or becomes unwell we will contact their registered guardian. Should they be unavailable, we will contact an adult nominated to act as an emergency contact. Please notify the school of any changes.

Promoting Positive Behaviour

We aim to encourage:

- respect for others
- everyone to develop strategies which promote positive behaviour
- politeness and co-operation



Livingston Village Primary adheres to the Parent and School Charter in accordance with West Lothian's Acceptable Behaviour Policy.

Rights Respecting School

In our school we promote the rights of the child set out by UNICEF. For children in the ELC centre this means encouraging their respect for each other, developing their understanding of basic needs, and exploring their right to play, learn and to be the best they can be.



The core session

Play

Play is vital for a child's development. In our secure, caring environment we will use that play to develop their learning. During their time in the ELC centre your child will be learning:

- to become independent and confident
- to share toys as well as the attention of adults
- how to learn by doing, talking, discussing, listening and thinking
- through different curricular areas

Child centred learning allows us to take account of a child's:

- interest
- needs
- stage of development

Group Time

We spend a short time each session in our keyworker groups in order to get to know the pupils better. This allows for more opportunities for learning social skills and further developing the learning. We use the time for specific teaching and learning, including topics of particular interest for the children.

Your Child's Progress

Throughout the year, staff are required to observe and assess each child's progress. We do this through collating observations, drawings and photos in the online Learning Journal. Parent Consultations occur twice per year.

The Learning Journal and preschool report are passed on to your child's receiving primary school before Primary 1 to ensure a smooth transition. Feel free to discuss any concerns you may have with our staff.

Livingston Village complies with West Lothian Council's policy on "Open Access". This means that you may ask, at any time, to see written records regarding your child's progress.

Snack

Children have a snack every day. We encourage them to be independent and serve themselves, choosing from a selection of food. Usually this is something savoury and some fruit along with a drink of milk or water. Please let us know of any special dietary requirements. Your child should not bring food to the centre and eating is not permitted in the cloakroom area.

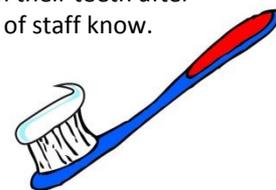


Snack money

Snack costs 30p per day e.g. £1.50 for five mornings and £1.20 for four afternoons. Payment for this is collected monthly or termly and this year can be paid via our online payment system once you are registered or paid directly to staff with cash or cheque. Reminders will be sent for late payments. We also politely request a regular donation to our 'Toy fund' which is used to purchase items such as baking materials and to subsidise outings. Throughout the year we have fundraising events for specific projects e.g. new outdoor materials. Information about payments due will be posted on the whiteboard in the cloakroom.

Tooth brushing

We work with Child Smile to promote the tooth brushing programme in schools. Your children will brush their teeth after snack on a daily basis. If you do not wish your child to take part in the programme please let a member of staff know.



What should my child wear?

It is advisable for children to wear clothes which are not their newest or best.

We do provide protective aprons in the activity areas but there is always a chance of contact with paint, glue etc. Clothing should be easily fastened, as children are encouraged to dress/undress themselves when going to the toilet. It is advisable to avoid belts, buckles or difficult fastening.

Shoes

All children should change into well-fitting soft shoes on arrival. We recommend black gym shoes, which we can brighten with their name. This also helps them find their shoes again after they have been outside. Their shoes can be left in your child's shoe box. **Please make sure that all clothing and footwear is clearly labelled.** We recommend shoes with a Velcro fastening.

Each child should bring a bag containing a complete change of clothes. This will be left on your child's peg during the session. Drawstring bags for this purpose can be bought at the school office. We advise that you do not use 'back pack' type bags as these are too bulky for the pegs in our cloakroom.

Sweatshirts/Polo shirts

To order sweatshirts and polo shirts with the ELC name, they are available through the school website. These are they are not compulsory but we recommend them for outings and photo days.

Sweatshirts – navy and pale blue

Polo shirts- navy, pale blue or white.

Independence

We encourage the children to be as independent as possible. Please assist by encouraging your child to

- go to the toilet independently
- dress themselves e.g. fastening coats and putting on shoes
- blow their nose on a clean tissue



Communication

Noticeboard

You will find our notice boards in the entrance area. Please read these notices regularly as they will keep you informed of the forthcoming holidays and events. A weekly plan will be displayed on the Learning Wall, so that you can keep up with the changing themes and activities.

Newsletter

You will receive regular updates by newsletter.

Glow Blog

Weekly plans and other news are also posted on our school blog site.

Speaking to staff

From time to time you may wish to have a quick word with a member of staff or the teacher. Please take the opportunity to talk to staff at the start or end of the session. If you would like more time just let us know and the member of staff will arrange a suitable time with you.

Home Learning

Story sacks

We have a selection of story sacks which children will have the opportunity to borrow. These are a great way to build up early literacy skills at home. Each story sack contains a book, relevant play items and a set of question starters for you to explore at home together. Should items be lost or damaged, please let a member of staff know as soon as possible, you will be charged for missing items. Red bags are available for transport to protect the books.



Activity Sacks

Approximately once a term you will be given an activity sack to explore at home with your child. These sacks encourage them to explore ideas, give reasoning and develop their problem solving skills.

Adventure Teds

Throughout the year, on a rota basis, each child will have an opportunity to take an adventure ted home for a weekend. Ted encourages conversation, listening and talking skills as well as establishing an effective home-school link. We ask parents to share a little of ted's adventures through completion of Ted's diary or the learning from home section on the online Learner's Journal. Ted loves every day trips such as visiting grandparents, going to the local park or shops. Playing with child's toys are fun adventures too.

Outings

When possible we plan trips or visits from other professionals to develop the children's learning and experience. Often these may be related to the children's interests. On the occasion of an outing, we need a large number of adult helpers for safety, usually 1 adult for max. 4 children, and again we will ask for your support.





Birthdays

On your child's birthday (or a date nearby) children gather together, we sing songs and the child can wear a birthday hat if they wish. If you wish to bring your own sweets or cake please make sure it does not contain nuts. Children who attend Wraparound on their birthday also have a birthday circle where we all celebrate their birthday.

Artwork

We value each product a child produces as it is the process not the product that is so important in the early years. Children are encouraged to express creativity in a variety of ways and they may not choose drawing or painting as an interest. We endeavour to send home any artwork regularly. Sometimes, however, we may ask to keep samples for displays, these will be returned at a later time.

Parental involvement

We value working in partnership in different ways to provide your child with the best education possible in these very important early years. We appreciate having parents to help for one off situations like trips and events as well as parents who like to regularly give up some time, once a week/fortnight/month. Regular jobs include checking story or activity sacks, cutting paper, playing games with the children and helping with an art activity. All adults who wish to make a regular commitment to help will have to be disclosure checked. (A form can be obtained at the school office. Please feel free to speak to a member of staff if you have time to spare.) Spontaneous or one off help can be given, or may be requested through a notice on the whiteboard.

Livingston Village Parent Council

Another way to support your child is to be part of the parent council. If you are interested in being part of the council then speak to any member of staff.

Community Involvement

The ELC centre work in close partnership with the primary school throughout the year and take part in many school activities. This is especially important in the term prior to your child starting primary school. We also work closely with the health services and with social work services as required. At certain times during the year, we also have children from the local secondary school working with us as part of their work experience placement. We sometimes have students on placement within the ELC centre and this is a positive opportunity for all.

Breast Feeding

Breast feeding is healthy for both mother and baby. We are a breast feeding welcome school. We provide a comfortable and welcoming environment for mothers to breast feed at Livingston Village Primary and ELC.



Wraparound

Wraparound is a paid childcare service which we offer at Livingston Village outside of normal session times. To register for this service, please speak to a member of ELC staff or contact Pupil Placement on 01506 280000.

Please note that if you require a Wraparound place, you will be charged for this from the first day of the academic session, or working day after their third birthday. We will take children in as requested by you.

Wraparound provision is available between the following hours:

AM children Monday-Thursday 11:15am–3:15pm and 11:15am–5:30pm
Fri 11:30am-5:30pm

PM children Monday–Thursday 4:00-5:30pm
Friday 11:30am-5:30pm

School children Monday–Thursday 3:15–5:30pm, Friday 12:00-5:30pm

How is my child getting on in Wraparound?

If you wish to discuss how your child is doing in Wraparound please just ask, we are here to help. Alternatively, a meeting can be arranged.

Ethos

Learn to become independent and confident. To prepare young people for responsible citizenship by developing values, beliefs and attitudes compatible with living in our community.

- Adding sessions –Sessions may be requested by contacting the Wraparound Team Leader. (subject to availability)
- Sessions requested on a permanent basis must be requested through Pupil Placement.
- Reducing hours –Please contact the Wraparound Team Leader or Pupil Placement one month prior to this.
- Child's sickness and payment – if your child is sick and does not attend you will still be charged.
- Please let us know if there is any change to hours or if you child is off for any reason.
- Children must be collected by 5.30 pm.

Lunches and Snacks

Children should bring a packed lunch if staying in Wraparound for lunch. Livingston Village Primary operates a healthy eating policy and children are encouraged to eat healthily. Packed lunches should contain items; sandwich, fruit, yoghurt and a small treat (please see lunch sheet in welcome pack for more lunch ideas).

Snack is provided for a small charge of 20p per snack. This can be paid for monthly or termly.

The snack list for the week is displayed on the notice board.

Children are encouraged to tell us what they enjoy eating and which foods they would like to try; we can help them with this experience.

Excursions

Sometimes the Wraparound children will have the opportunity to make a visit away from their usual base. Such excursions may be charged and signed permission slips will be required. Out with school hours, Wraparound staff will post an emergency contact phone number on the Wraparound door when they are away from the premises.

Holiday Provision

During the Easter, summer and October holiday sessions, the provision for Wraparound care will be at Inveralmond Early Years. This must be booked via the Wraparound Team Leader at least one month in advance. In-service day provision will be located in LVPS.

Wraparound provision will not be available during Public and Christmas Holidays.

Times are as follows:

Full day 8:10-1730

Half day morning 8:10-13:00

Half day afternoon 13:00-17:30

**Please check the ELC noticeboard for more information re: provision and venue.*