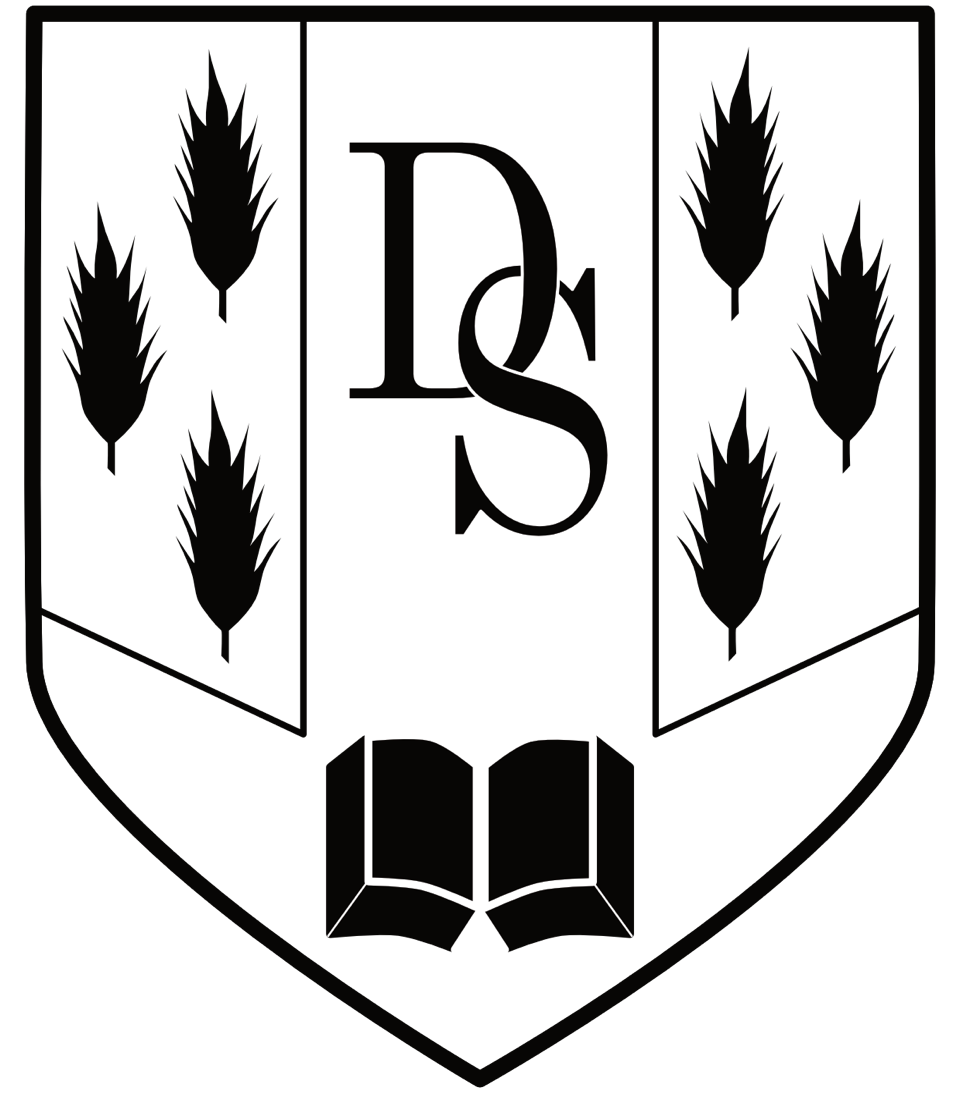
**Danderhall Early Learning and Childcare Setting**



**Parent / Carer Handbook**

***August 2021***

Welcome to Danderhall Early Learning and Childcare Setting (ELC).

This booklet attempts to set out some general information for ELC parents and carers. It is intended to answer some of the ‘most asked’ questions we receive. If you have additional questions or concerns which relate to your child or a particular situation, please don’t hesitate to ask.

You may visit the school or ELC at any time, although if you wish to discuss some important matter with your child’s key worker, Acting Depute Headteacher or the Head Teacher, it would be more convenient if you first arranged an appointment.

**CONTENTS**

* Contact Details – *Page 3*
* Vision and Aims – *Page 3*
* Staff – *Page 4*
* ELC Hours – *Page 5*
* Absence / Illness – *Page 6*
* Settling In – *Page 6*
* Snacks and Lunches – *Page 7*
* Allergies and Dietary Requirements – *Page 7*
* Medication – *Page 7*
* Clothing – *Page 8*
* The ELC Day: Morning Routines/The Playrooms/End of Day – *Page 9*
* Can you help us? – *Page 10*
* Policies and Guidance – *Page 10*
* Child Protection and Data Protection – *page 11*
* The Child: A poem – *Page 12*

**CONTACT DETAILS**



**DANDERHALL PRIMARY SCHOOL**

**59 EDMONSTONE ROAD**

**DANDERHALL**

**MIDLOTHIAN**

**EH22 1QL**

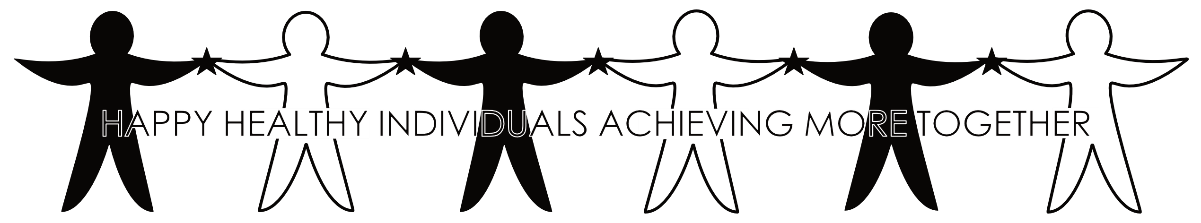
**Telephone No 0131 271 4585**

**School Email Address** [**danderhall.ps@midlothian.gov.uk**](mailto:danderhall.ps@midlothian.gov.uk)

**Website Address http://www.danderhall.mgfl.net**

**Twitter @DanderhallPS**

## **Danderhall Primary School and Danderhall ELC Vision**



## **Danderhall ELC AIMS**

At Danderhall ELC we aim to promote Inclusion for All, Resilience, and Learning through Play.

* **Inclusion for All:** We foster children’s sense of belonging by building on community and family links while allowing time for children to develop and forge new friendships. Each child’s individuality is celebrated and their needs supported to ensure equality.
* **Resilience:** Experiences on offer promote the development of life long skills, such as perseverance and problem solving. We aim to equip our children with self-confidence and self-belief, supporting them to challenge themselves and to become independent while exploring new experiences, skills and knowledge.
* **Learning through Play:** At Danderhall ELC we value play as the most effective way to support your child’s learning and development. Play based learning experiences are planned around the needs and interests of the children in our setting. It is the vehicle through which children work towards the aims of Curriculum for Excellence, supporting them to become Confident Individuals, Effective Contributors, Responsible Citizens and Successful Learners.

**OUR STAFF: *August 2021***

HEADTEACHER Mrs S Campbell

ACTING DEPUTE HEADTEACHER Miss N Clarke

ACTING PRINCIPAL TEACHER Mr D Halliday

SENIOR EARLY YEARS PRACTITIONER Miss E Duff

SENIOR EARLY YEARS PRACTITIONER Mrs Z Stevenson

SENIOR EARLY YEARS PRACTITIONER Ms K Torrance

SENIOR EARLY YEARS PRACTITIONER Miss E Wilding

EARLY YEARS PRACTITIONER Miss S Brown

EARLY YEARS PRACTITIONER Mrs F Delaney

EARLY YEARS PRACTITIONER Mrs C Herriot

EARLY YEARS PRACTITIONER Miss J Johnston

EARLY YEARS PRACTITIONER Ms M Lombardo

EARLY YEARS PRACTITIONER Miss L Lyon

EARLY YEARS PRACTITIONER Mrs A Morrison

EARLY YEARS PRACTITIONER Miss E Shearer

EARLY YEARS PRACTITIONER Mrs T Long

EARLY YEARS PRACTITIONER Mrs G Welsh

EARLY YEARS PRACTITIONER Mrs K Wilson

MODERN APPRENTICE Miss A Cunningham

MODERN APPRENTICE Miss L Nisbet

*Members of the catering staff support over lunch time. There are also touch-point cleaners in setting who visit the setting throughout the day.*

**OTHER PEOPLE WHO HELP US**

SECRETARY Miss J Burness

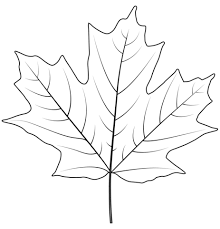
OFFICE SUPPORT ASSISTANT Mrs G Scott

HOME-SCHOOL PRACTITIONER Mrs K Durrant

**ELC HOURS**

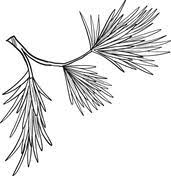
All children can attend full time. We have a staggered drop off / pick up to assist with social distancing and to prevent congestion.

The hours are as follows

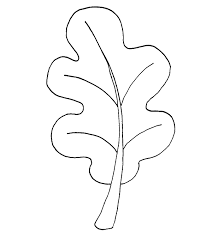


***Maple Room***

* Monday to Thursday 8.30am – 3.10pm
* Friday 8.30am – 11.50am

***Pine Room***

* Monday to Thursday 8.40am – 3.20pm
* Friday 8.40am – 12.00 midday



***Oak Room***

* Monday to Thursday 8.30am – 3.10pm
* Friday 8.30am – 11.50am

Please try to be punctual when collecting your child – it is important all children are picked up before the end of their session time. If you know for some reason you are going to be late please telephone the school office who will pass the message on.

If someone other than the usual adult/s will be collecting your child, please inform staff and write the details in the diary besides the signing in sheets. Please note that children may only be collected by an adult i.e. someone over 16 years of age. If someone unknown to us comes to collect your child without prior notification of this, we will contact you for clarification before allowing your child to leave. It is important we have notification of who these people are.

**ABSENCE AND ILLNESS**

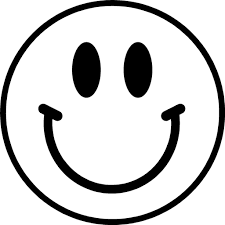
Please let us know if your child is ill or will be absent for any reason.

The school telephone number is 0131 271 4585 and the office will be happy to pass on a message or put you in touch with the ELC staff. You will be contacted by the school office or Senior Early Years Practitioner if there are any unexplained or prolonged absences.

If your child is ill, feeling unwell, or has a temperature he /she is usually much happier at home than in a busy, noisy setting. In line with Authority policy and guidelines, children who have been sick or have diarrhoea must remain at home for at least 48 hours after the last bout.

If your child is displaying symptoms of Covid-19, they should not attend setting. If your child is displaying symptoms, is being taken for a Covid-19 test or is being kept at home due to isolating requirements (if applicable), please inform the school office when reporting their absence.

If your child becomes ill during the session we will contact you to have someone collect them as soon as possible. Please keep us up to date with your own and emergency contacts phone details.

**SETTLING IN**

Groups of new children are enrolled gradually to enable us

to settle everyone happily into routines. Your child’s initial

period in ELC is very important and it is essential that they

are supported to feel happy and secure. To assist with this, the time your child spends in setting may build up gradually. This will be discussed with the Senior Early Years Practitioner for your child’s play room.

Due to current Covid-19 guidance, we are unable to welcome parents / carers into the ELC setting. You will meet key staff in the outdoor play area and may support your child to settle from there also. We very much look forward to inviting you inside the building as soon as the easing of restriction allow.

**SNACK AND LUNCHES**

**MC900215358[1]**

During the day your child will be offered snack in the morning

and afternoon. Our snack menu is a variety of foods, fruit and

vegetables and children are encouraged to try foods they may

not have experienced before.

At lunchtime the children sit together at tables where they are joined by staff. Parents / carers are given the lunch menu in advance to enable them to help their child choose what they would like to eat.

Milk and water are offered at snack and lunch time and children are encouraged to drink water throughout the day. Children should not bring juice or snacks into the setting from home. Please discuss any specific dietary requirements with senior staff.

**ALLERGIES AND DIETARY REQUIREMENTS**

Staff will have discussed allergies etc. with you at your initial enrolment. These will have been recorded and shared with the staff team.

Please keep us up to date if your child develops any allergies as this allows us to update our records.

**MEDICATION**



If your child requires to have medication administered whilst in the setting an ‘Administering of Medication’ form must be completed and signed before the medication can be given.

**CLOTHING**

During their time in ELC, you child will have ample opportunities to be creative and access the outdoors. Play is often messy and we don’t want to restrict the developmental, social and learning opportunities this brings. With this in mind it is essential your child attends ELC in clothing that is comfortable and will not hinder their experiences.

Please send your child in clothing which you would be happy with them using for outdoor / messy play. Please also make it easy for your child to go to the toilet. Dungarees, tight trousers or jeans are often difficult for children to manage. Elasticated waists are much easier and support independence.

MC900113338[1]

Unfortunately we do not have resources to provide dry clothes for children who need to be changed.

Please provide gym shoes and a full change of clothing for your child to bring to each day or leave in the setting.

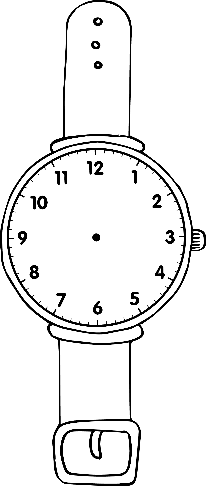
*It is important that* ***all items*** *of clothing are labelled with the child’s name. This includes shoes / wellies, jackets, changes of clothes and bags.*

The ELC has its own sweatshirt, polo shirt and outdoor jacket. These can be purchased online at [www.beuniforms.co.uk](http://www.beuniforms.co.uk) or at their shop, BE Uniforms, 187a Dundee Street, Edinburgh, EH11 1DH.

***Outdoor Clothing***

Playing outdoors is essential to a child’s health and wellbeing. In line with Authority guidelines children are encouraged to experience the outdoors daily, regardless of the weather. Please ensure your child attends setting dressed appropriately to enable outdoor play.

For wet / muddy conditions, wellingtons are useful and can be left in setting. In summer it is important you child is protected from the sun’s rays by having sun cream applied. A sun hat or baseball cap should also be worn. Please ensure all items of clothing are named.

**THE ELC DAY**

**Morning Routine:**

In line with our Covid-19 risk assessment, children enter

and exit the setting via the playroom doors leading to

outside play space. Children and parents / carers will be

welcomed by ELC staff.

There will be a sign in sheet for parents / carers to sign their child in and out and separate sheets for the children to sign themselves in. This gives children a sense of belonging, supports mark making and name recognition.

Your child will be allocated a coat peg and will be encouraged to hang up their own coat / bag. Again, this develops independence and encourages responsibility.

**The Playrooms:**

The playrooms are structured to allow the children to freely select from a range of resources and play experiences. These include:

* Water (colour / ice / scents may be added)
* Sand, including our large outdoor sandpit areas
* Books /Story area
* Singing / Rhymes and Poetry
* Gluing / Junk Modelling
* Painting
* Home Corner
* Construction
* Mark making / Drawing
* Small World
* Jigsaws and games
* Music and Dance
* Outdoor Play
* Loose parts play (everyday objects; eg bottle tops, buttons, blocks)

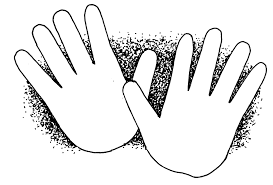
In line with good practice guidelines, we have replaced many of our plastic toys with wooden resources. We also provide natural materials (eg stones, pebbles, shells, twigs, pine cones) to encourage curiosity, imagination and creativity.

**End of Day:**

Children are often gathered together at the end of the day to enjoy a story together before they are collected.

Parents / carers, or other named adults, should collect children via their playroom door which exits to the outside play space. Members of the ELC staff team will greet you and the children will be matched to their collecting adult at the playroom door.

**CAN YOU HELP US?**

As you can imagine we use a vast amount of junk, loose parts, and natural resources. We are very grateful for any donations of these you may have, if you have any you would like to donate please speak to staff. ***Please note, our ability to accept such donations may be restricted due to Covid-19 guidance.***

**POLICIES AND GUIDELINES**

The Authority and school which includes the ELC setting have a number of policies and guidelines including Child Protection, Health & Safety, Equal Opportunities, Anti Bullying and many more. If you would like any further details please ask senior staff or contact the school.

**CHILD PROTECTION**

The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils which includes having regard for their right to be protected from harm and abuse. The school’s duties and responsibilities for this are set out in the Inter-Agency Child Protection Procedures - Edinburgh and The Lothians.

In circumstances where a school has a significant concern that a child or young person has, or is at risk of being harmed or abused, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and guardians, there are some circumstances when it may not be appropriate to inform the parent or guardian that a Child Protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher, the school’s designated Child Protection Co-ordinator or the Information Officer, Co-ordinated Services for Children and Young People.

**DATA PROTECTION**

Here at Danderhall Primary, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

This privacy notice explains the information we need in order to carry out School and Nursery provision. This activity is part of the Education Service provided by Midlothian Council. More information about the Education Service privacy notice can be found at:-

[https://www.midlothian.gov.uk/info/200285/access\_to\_information/338/privacy\_and\_cookies/9](https://mail.midlothian.gov.uk/owa/redir.aspx?C=9ElaxLGz-j_N38xcqK3xjSKG9qgMV0Wk0fxp4trXvq6P8_8JaQ7WCA..&URL=https%3a%2f%2fwww.midlothian.gov.uk%2finfo%2f200285%2faccess_to_information%2f338%2fprivacy_and_cookies%2f9)

**A CHILD**

If a child lives with criticism, he learns to condemn

If a child lives with hostility, he learns to fight

If a child lives with ridicule, he learns to be shy

**BUT IF a child lives with encouragement, he learns confidence**

**If a child lives with tolerance, he learns to be patient**

**If a child lives with praise, he learns to appreciate**

**If a child lives with forgiveness, he learns justice**

**If a child lives with security, he learns to have faith**

**IF A CHILD LIVES WITH ACCEPTANCE AND FRIENDSHIP HE LEARNS TO FIND LOVE IN THE WORLD.**



