



Langlees Early Learning and Childcare Centre

Information Brochure

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Langlees Early Learning and Childcare Centre

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Welcome to Langlees Early Learning and Childcare Centre

This handbook is designed to provide information about the nursery and hopefully answer any questions you may have. However, please feel free to contact us if you require any further information.

Our Early Learning and Childcare Centre opened in August 2018 and is open from 8.00am to 6.00pm Monday to Friday. We provide a service that is open for 45.6 weeks per year, closing for Public holidays, In-service training days, Easter holidays, October holidays and Christmas holidays but open during the Summer holidays.

We provide fully funded spaces for forty 3-5 year olds and fifteen 2-3 year olds at any one time. The sessions we offer in the 2-3 room are up to 5 hours between 8am-1pm or 1pm-6pm. Within our 3-5 room we offer 8am-1pm or 1pm-6pm five days per week or any two days 8am-6pm and one day 8am-1pm or 1pm-6pm.

The nursery has an excellent reputation in the local community and the Early Learning and Childcare Centre reflects the changing and growing needs of the local community and 1140 hours.

We have a 2-3 year olds Playroom and a 3-5 year olds playroom. Both have free flow access to their own outdoor garden areas as well as access to the establishment grounds. Both age groups can come together for opportunities such as woodland wanderers and marvellous mealtimes at home etc.



Welcome and goodbye

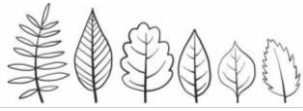


Nursery welcome and goodbye times are important to us to ensure we best support our little ones transition well from home to nursery and nursery to home.

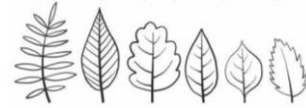
If you are dropping off or collecting at busier times, staff may ask you to wait or form a queue so we can safely support transition. This ensures a smooth handover which allows families and staff to share any relevant information with parents/carers & keeps our little people safe whilst doing so.

Staff will welcome the child individually and ask essential information questions such as: "Who will be collecting today?", "How is the child feeling today?", "Is there anything you wish to pass on?"

Access to the nursery for all children is through the main entrance. We have a side exit for collection of all children attending Am sessions at 1.00 pm.



Vision Values and Aims



Our Vision Values and Aims 2024-2025

Learning together

A Family approach

Nurturing

Growing together

Local partnerships

Equality and equity

Enabling environment

Success



At Langlees ELCC we aim to provide a holistic and individualised approach to ensure each child can achieve their potential. We will work closely with all partnerships to ensure children and families have access to the relevant support for the best start in life. We aim to support all children to become, Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.



At Langlees ELCC we aim to foster open, honest, respectful and inclusive relationships with our families. We recognise that every child's learning journey begins at home. We are committed to providing opportunities and experiences promoting family learning through spending time together, learning together and having fun!



At Langlees ELCC we aim to support empowerment at all levels. Children, families and staff are leaders of their own learning. As a setting we aim to support and value their views. Staff are dedicated to continuous professional development through being reflective practitioners, sharing practice, learning opportunities and self-evaluation.



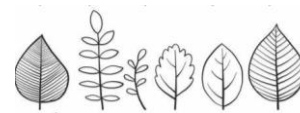
At Langlees ELCC we aim to provide a nurturing environment where children feel safe to play, learn and explore. We aim to promote independence, creativity and children's choice through open ended resources, a free flow environment from indoors to out and provocations tailored to children's interests.



We revisit our nursery vision, values and aims at the beginning of each academic year to ensure that they continue to reflect the ethos and values we currently have at Langlees ELC Centre.



The Senior Leadership Team are:



Nicky Miles
Head of Centre



Kirsten Conaghan
Principal EYO



Kelsie Ağdemir
2-3 Senior EYO



Laura Kippen
3-5 Senior EYO
Monday > Tuesday



Jenna Ross
3-5 Senior EYO
Wednesday > Friday



Throughout the year we have various other people spending time within the Nursery, for example, temporary supply staff covering for staff sickness and temporary vacant posts, nursery students, work experience students, nursing students, social work students and teaching students. Everyone employed at the Nursery goes through Falkirk Council's recruitment procedures and are checked through Disclosure Scotland's PVG Scheme. In addition to the above we also have established close links with other services, for example, Aberlour Family Centre, Langlees Primary School, Social Work Services, Psychological Services, Health Visitors and Speech and Language Therapists.



We communicate regularly through twitter/email updates (check your junk mailbox), newsletters and daily communication with key workers during pick up and drop off.

peep



Settling In/Induction Process



We have had many positive comments about our settling in procedures and initial home visits and we are grateful for your support to make these a success.

We always begin with an initial home visit which supports getting to know you and your child in a familiar setting. You and your child will then be invited to a visit at nursery on the next convenient date for yourselves. We ask that a familiar adult accompanies your child for their first visit(s) to support them to settle into the nursery environment. Settling in to the nursery environment is done at your child's pace and as each child is an individual, the time they take to settle with us will vary. He/she needs to get to know us and we need to get to know them. We aim to ensure that your child is happy and secure in coming to nursery and that starts with a brilliant transition.

Your child will be welcomed and cared for in nursery by all staff however they will be allocated an individual keyworker ('s). A keyworker is the named Early Years Officer who has responsibility for a small group of children within the nursery and they are there to initially help the child to feel safe and secure in the new nursery environment. The keyworker will respond to your individual child's needs, hold key information about the child and family and will compile your child's Learning Journal.



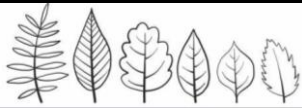
Learning Journals



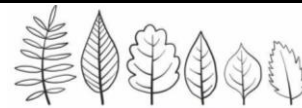
Our learning journals are a collection of different documents collected by our early year's educators that provide a picture of your child's play and learning experiences. The journal will consist of photos, art-work, mark-making etc. and should be interspersed with observations made by educators including notes of relevant conversations or comments made by your child. Educators link any observations to national frameworks: Realizing the Ambition and Curriculum for Excellence.

During each child's settling in period, your child and their keyworker will spend some time getting to know one another. The keyworker will introduce each child to their own learning journal book and begin their journal by collating their first few pages: "All About Me".

The aim is then to build a unique picture of what each individual child knows, feels and can do as well as his/her particular interests and learning style. This picture can then be used to pinpoint next steps of learning and plan relevant and motivating learning experiences. There will be opportunities to look at and discuss your child learning journal with your child and please speak to your child's keyworker if you have anything you would like to contribute to your child's journal: this may be celebrations at home, significant activities that the child has participated in or memorable moments.



Safety and Security



For your child's safety, all outer doors are alarmed. Children will be signed in and out of the Nursery on the sheets provided. We also ask that you let us know who will be collecting your child each day. If there are any changes to this once you leave the nursery, you must notify the nursery as soon as possible. It is our policy not to allow children to leave with anyone without prior consent of their parent/carer. Even with consent, staff will not give any child to anyone under the age of 16 years or considered unable to take appropriate responsibility for the child.

Staff will meet you and your child at the door and will escort your child into the play room. Please try to stick to the times you have been given for dropping off and collecting your child. This helps us manage the flow of people coming and going from the building. At busy time please queue to the side to allow all families ample space to drop off or collect and pass on any important information.



Personal possessions

Most children enjoy "messy" activities and although protective aprons are provided, spills do happen and clothes may be spoiled by mud, glue, paint etc...

Please dress your child in comfortable clothing and not clothing in which you would feel worried if dirty/ messy. We also advise thinking about clothes that promote self-help/independence skills so they can dress and undress with when using the toilet.

There are opportunities to buy a uniform if you wish however children are not required to wear a uniform at nursery. Please ensure that your child's name is written on all items of clothing.



At Nursery I will need...





Mealtimes and snack times

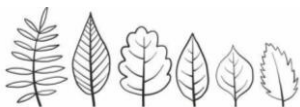


In line with current legislation and policy we follow the current Nutritional guidelines 'Setting the Table.' We have also follow a Marvellous Mealtimes Approach. Marvellous Mealtimes is embedded within the heart of Langlees ELC Centre, is a holistic approach to snack & mealtimes, mirroring a home-like, relaxing environment where the children can sit in small groups to eat snack and lunch/dinner with their friends. We use real crockery/cutlery, tablecloths and flowers on the table. The children are encouraged to self-serve and they enjoy making choices about the food they would like to eat. Snack & mealtimes are rolling, which allow our children to come to the table as they please, meaning play experiences are uninterrupted. Snacks and mealtimes are happy/social occasions, we value that food and eating with others is an important part of a child's social development too.

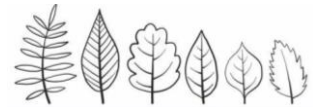


As part of each session a light snack will be available for all children in both the morning and the afternoon. We provide a variety of healthy snack items which enables your child to choose and try different food's textures and tastes. In line with our healthy eating policy and advice from Dental Health only milk or water will be offered within nursery. Water will be on offer at all times throughout the day. We promote healthy eating and explore many celebrations and cultures throughout the year.

Children will have the choice of a hot option which comprises of a home cooked hot meal prepared by catering services or a cold option which comprises of a roll or sandwich for lunch/dinner. We also regularly offer Larder cooking experiences for children to participate in, often making accompaniments to meals or snacks. We cater for all children's diets, if your child has any special dietary requirements, please discuss this with a member of the Senior Leadership Team.



Marvellous Mealtimes at Home



We have further developed our Marvellous Mealtimes initiative by launching our Marvellous Mealtimes At Home programme, where we invite a small group of children & families into the nursery to take part in cooking experiences with their child/children. This allows families to spend quality time with their little ones whilst learning how to cook nutritious, budget friendly meals, increases confidence & further develops cooking skills!



Medical Arrangements



Only medication prescribed by a doctor can be administered by nursery staff. All appropriate pharmacy instructions must be labelled on the medication. Medicines should be handed to a qualified member of staff and a consent form and administration instructions signed by parent/ carer **MUST** be completed. All medication will be stored in the medication cupboard or in the identified fridge. Medicine will **ONLY** be administered when the consent forms have been signed. In the event your child chooses not to take the medication, we will contact you to make alternative arrangements. Staff are not medically trained and at times we may be unable to accommodate certain medical requests without further guidance and training. If your child has any specific requirements, please speak to the Head of Centre or Principal Early Years Officer.



Absences/Holidays



If for any reason your child will not be attending nursery, please let us know. If you have not advised the nursery of an absence a second day call back will be completed to ensure the wellbeing of you and your child. If for any reason your child will not be attending for a prolonged period of time, please speak to a member of the Senior Leadership Team.



Sickness Absence



To minimize the risk of the spread of infection, it is Falkirk Council's policy that any child who has an infectious illness must stay at home e.g. chicken pox, measles, mumps, etc. We follow advice outlined in the Infection, Prevention and Control guidance (Updated 2024).

In addition to common ailments, if your child has sickness or sickness and diarrhoea **they must have 48 hours clear of last symptom** before returning to nursery. If your child becomes unwell during their time at Nursery, staff will contact you as soon as possible so that you may collect him/her. If you are unavailable, your nominated emergency contact will be contacted instead. Please ensure if any emergency contacts or phone numbers change you notify the nursery immediately.



First Aid



All staff have a knowledge of basic first aid. We have a number of qualified first aiders within our staff team. From time to time children will have accidents in Nursery. Basic first aid will be

administered and the parent/carers informed. In the event that medical treatment outwith the Nursery is required, every effort will be made to contact you and arrangements made to enable you to accompany your child. All accidents are recorded and signed by staff and parents.



Should your child suffer from a recurring medical condition or allergy e.g. asthma, hayfever, food allergies, we ask that you inform a member of staff as soon as possible. A medication form **MUST** be completed and a care plan will be devised by a senior member of in partnership with parents/carers and other health professionals. The medical care plan will

be available in your child's personal medication box and will be updated regularly. If your child has any changes to medication, please inform staff immediately.



Sunscreen



To ensure your child is protected from the risk of sunburn during outdoor play, we ask that you provide us with suitable clothing and a sun hat.

Staff cannot apply sunscreen to children without their parent's permission, so we ask you to sign our permission form which will allow them to do this. Provision will always be made for children to have the choice of being indoors or outdoors. Please speak to a member of staff if your child has an allergy or sensitivity.



Woodland Wanderers



We regularly hold our woodland wanderer's sessions within our nursery grounds. This is a great extension to the children's play learning as they are exploring the natural world around them. Being outdoors sparks our curiosity, imagination, promotes our health and wellbeing and empowers our individual development.

We explore the woodlands in all weathers, rain or shine the children gain so many benefits. We do have a selection of outdoor clothing available. However it is limited and we would ask, if you can, to please provide your children with the relevant clothing with their names on them. For example: Wetsuits, wellies, hats, gloves, sun hat etc...



Positive behaviour management



The ethos of the Nursery is influenced by the attitudes of all staff and children. Positive attitudes, teamwork, co-operation, respect and tolerance of others, their ideas and opinions all influence the ethos of a setting. We utilize the Restorative Approach as a whole team.

We aim to develop a positive ethos within the Nursery community by:

- Creating a sense of ownership of the nursery where children and parents/carers feel welcome and valued.
- Providing a safe and secure environment for everyone: physically, socially and emotionally.
- Providing relevant and enjoyable learning experiences for all children.
- Creating an atmosphere of mutual respect and tolerance.
- Establishing a system of Positive Behaviour Management.



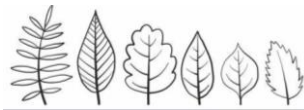
Young children can convey their opinions through words, gestures, body language and actions. We, as a staff, can interpret their opinions through observation, listening and engaging with young children in conversation and in their play. Our policy and guidelines on Positive Behaviour are included in our Procedures folder and parents are welcome and invited to read these.



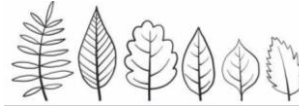
The Rights of the Child:



Rights make sure we're all treated fairly and can reach our full potential. Children have additional rights to adults. This is because children need extra protection and don't have the independence adults do. As a parent, carer or family member, it's important to speak up for our children and make sure their rights are being met. We do this every day, even when we don't know it. These rights are set out in the United Nations Convention on the Rights of the Child (UNCRC). This is an internationally agreed document that recognises the importance of children's rights and freedoms and always puts the best interests of the child first. It provides everyone with the language to support children everywhere.



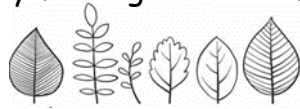
PEEP



peep

supporting parents and
children to learn together

In September 2021 we launched PEEP Learning Together sessions which are available to every family accessing our service. Peep supports all parents and carers with children from pregnancy to school, in encouraging their child's learning and development. It models experiences and demonstrates the impact that talking, playing, singing and sharing books can make in children's development. PEEP also provides a social experience and as a result of this for all families attending, relationships are formed and we have seen parental confidence and engagement grow. Our PEEP session run every fortnight and all families are welcome to attend.



PES -



Partnership with Employment and Training Unit

Langlees ELC Centre is proud to be working in partnership with Falkirk Council's Employment and Training Unit, who have received funding (PES) from Scottish Government to provide training courses and supports to families who meet any of the identified criteria. In addition to the sessions and courses offered, the Employment and Training Unit can also provide support or advice regarding income maximisation, debt advice, mental health supports and many more.



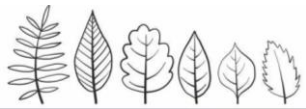
Child Protection



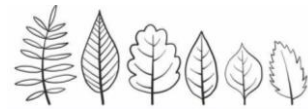
We adhere to Falkirk Council's Child Protection Policy and we have a duty to follow these procedures for reporting any cause for concern regarding any child. We ask that if your child sustains an injury that has happened at home that you inform staff. It is Council policy that any unexplained,



concerning injury or marked changes in children's behaviours are reported to the local Social Work Office for investigation.



Keeping You Informed



We want to keep in touch with you as much as possible. We will engage with you to make sure we have all the necessary details for contacting you by telephone and email. We will also ensure that we have up to date emergency contact details for your child, should they become unwell whilst in nursery.

There are regular newsletters throughout the year and you can keep up to date with all that is happening in our Early Learning and Childcare Centre on our Twitter feed - @LangleesELCC. We will post regular photographs and updates on what the children have been learning and any emerging interests.

We also have a website with lots of information about our setting the experiences offered. You can find us here at:

www.langleeselccentre.co.uk

At any time, if you have a query, please contact us by phone or email or alternatively come in for a chat or arrange an appointment with a member of the nursery staff or senior leadership team.



Comments



We value your feedback regarding your child's nursery experience. If you have any comments, please feel free to call us or contact us via email. Periodically we will also send home feedback/ questionnaires and we would really appreciate you taking the time to share your opinions.

And finally.....

We hope that both you and your child enjoy your time with us. We look forward to being part of you and your child's nursery journey! Thank you for choosing Langlees ELCC!

