



# Welcome to

Dalry Early Learning and  
Childcare Setting



December 2021

## Welcome

The staff and children of Dalry ELC and Primary School extend a warm welcome to all the parents, friends and visitors who visit our school.

We want our Primary and ELC to be a happy, caring and stimulating place for everyone and we welcome your assistance and co-operation in achieving this.

This handbook is provided to familiarise you with some of the education, organisational and social aspects of the ELC. I hope you find the information useful, but should any of your questions not be answered here, please do not hesitate to contact me.

I look forward to meeting and working with you to ensure that your child's ELC experience is both happy and rewarding.

**Paul Scrimshaw**

Glenkens Partnership Head Teacher



## Vision, Values and Aims

### Our ELC Vision

Our vision is to create a nurturing environment that focuses on the holistic wellbeing of all our children. We will provide inviting, stimulating and child-centred indoor and outdoor play opportunities, where every child feels respected, safe and happy and ready to learn.

### Our ELC Values:

- Nurture happy, confident and resilient children within a loving and safe environment, in close partnership with our families.
- Support and encourage our children's natural curiosity, creativity, imagination and eagerness to learn during indoor and outdoor play.
- Model and encourage compassion and care for everyone and everything.
- Support, guide and respond to every child's individual 'Learning Journey'
- Build and preserve positive and strong relationships with our families, based on mutual trust and respect.

### Our Whole School Aims:

- Create a welcoming and happy environment
- Listen to and consider all points of view
- Provide a variety of stimulating opportunities and experiences to maximise potential
- Equip our children with life skills for the future
- Nurture a healthy and active lifestyle
- Develop and celebrate all pupil's personalities, talents and physical abilities in a variety of settings.
- Work in partnership within our school and the wider community, communicate effectively with all stakeholders.

We have created a homely, welcoming environment indoors and outdoors. Our children have access to open-ended and mostly natural loose parts resources and are supported within these moments of learning by observant and skilled adults. The resources available have been carefully selected to develop and support our children's natural curiosity, wonder and imagination and provide stimulating learning experiences that respond to their individual next steps and developmental needs. Our indoor and outdoor environment gives children the opportunity to develop their independence and own interests, at their own pace, ensuring a truly individualised, child-centred experience. We consider nurture and care to be at the very heart of our environment, with a specific and overarching emphasis on the benefits of PLAY.

## Working together with Parents, Carers and Families

We know and appreciate how important it is to feel fully involved and a part of your child's experiences when they are not at home with you. We will ensure that we correspond regularly with you through a number of ways:

- We will create in partnership with you and your child a Personal Plan at the very start of the new session and review this within 6 months of their start date.
- Termly Stay and Play sessions
- An Open-Door policy, you are ALWAYS welcome to stay and play with your child and to have direct contact with any member of staff.
- Parent Information Board in our ELC Welcome Space.
- Dalry ELC Facebook pages. There is a Closed, more detailed Facebook group for our Parents and Carers and an open Facebook page.
- Termly Focus child questionnaires which will link directly to your child's Learning Journey.

# Information at a Glance

## Early Learning and Childcare (ELC) Information

### School Address

Dalry ELC (within Dalry Primary)  
Kirkland Street, Dalry CASTLE DOUGLAS, DG7 3UX  
Telephone: 01644 430 105

### Email address:

[gw17officedalryps@ea.dumgal.sch.uk](mailto:gw17officedalryps@ea.dumgal.sch.uk)

### ELC Manager email

[gw12moorejulie3@ea.dumgal.sch.uk](mailto:gw12moorejulie3@ea.dumgal.sch.uk)

### Head Teacher

Mr Paul Scrimshaw

### Registered Capacity

20

## Start and finish times

9am - 3pm

We currently offer Early Education and Care of 1140 hours over 38 weeks (the academic year), Monday to Friday.

We offer every pre-school child (age 3-5 years) five funded sessions.

## Keeping in touch

**Facebook: Dalry ELC Open Page**

**Dalry ELC Parent/Carer Closed Group**

### Parental Involvement information:

[www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

[www.parentclub.scot/](http://www.parentclub.scot/)

### Parentzone Scotland:

[education.gov.scot/parentzone](http://education.gov.scot/parentzone)

### School term dates can be found at:

[www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)

### Care Inspectorate full contact details

[www.careinspectorate.com/index.php/contact-us](http://www.careinspectorate.com/index.php/contact-us)

General enquiries 0345 600 9527

## Staff

### Mrs Julie Moore

Nursery Manager



### Mrs Peacock

Early Years Practitioner



### Mrs Roberts

Early Years Practitioner



The ELC team consists of Mrs Julie Moore, our ELC Manager, Mrs Peacock and Mrs Roberts our ELC Practitioners.

Our staff are naturally nurturing, positive and enthusiastic professionals, who are strong advocates of play based, open-ended learning. In addition to their Early Years qualifications in education and child development, all members of staff have many years' experience of working with children.

ELC Child Protection Coordinator is Mr Scrimshaw.

**If you would like some help understanding this or need it in another format please contact 030 33 33 3000.**



## Registration with the Care Inspectorate

Early learning and childcare settings are registered with Care Inspectorate, the regulatory body for Early Learning and Childcare Services. We are inspected regularly to ensure that we are meeting the appropriate standards and to support us to improve. This helps us to continue to deliver high quality services to you and your child. Our certificate of registration and our most recent inspection report is displayed on our noticeboard.

All Providers must meet **The National Standard** for Early Learning and Childcare. All staff are registered with the Scottish Social Services Council (SSSC) and hold a Protecting Vulnerable Groups (PVG) membership.

## ELC Registration Procedure

All three and four year olds and eligible two year old children can receive up to 1140 hours a year of Early Learning and Childcare. That works out at 30 hours per week during school term time.

Nursery registration takes place in January or February each year.

Parents of children due to start nursery will receive a letter and registration form in the term prior to registration. You will be asked to complete the form and return this to your preferred provider with a copy of your child's birth certificate and proof of address. Children moving into their second year of ELC will be provided with an ELC2 registration form from staff to complete and return. If you wish to change your provider you should collect a form from the nursery and take this to your new provider.

As part of Funded ELC offer your child will be also be entitled to one free meal and a snack each day. If you are using more than one provider on any day, you must let the providers know where your child is

taking their one free meal/snack and milk.

The Council Webpage provides further information for families:

[www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds](http://www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds)

## Key Worker/Person

Before your child starts nursery, they will be allocated a key worker. This is the person who will be the key contact for you. You and your child will get an opportunity to meet and chat with their keyworker during your initial visit. They will hold a meeting with you to create a Personal Plan for your child either before your child starts nursery or in the first few weeks to ensure that the nursery will be able to meet your child's needs. If you have any concerns or worries regarding your child, please speak to their keyworker. Your key worker is responsible for sharing any information about your child with you throughout their time in nursery. During the session your child will be supported by all members of staff.

## Links with other agencies

Early learning and childcare settings work closely with other agencies including Speech and Language Therapy, Occupational Therapy, Health Visitors, Educational Visitors and Educational Psychologists, when appropriate. If you have any concerns or queries, we can help you to make contact with these agencies. Please do not hesitate to speak to a member of staff and we will be happy to help.

## Child Protection

Children's wellbeing is at the heart of what we do. 'Getting it right for every child' makes sure that if your child needs support the right help will be there at the right time. All children have the right to be protected from harm, abuse and neglect. We believe all children should be safe, healthy, achieving, nurtured, active, respected and responsible and included.. Further information can be found at: [www.dumgal.gov.uk/article/16640/Support-forchildren-and-families](http://www.dumgal.gov.uk/article/16640/Support-forchildren-and-families)

Further information can be found on the ELC Noticeboard

## Induction and Transition - Settling In

Dalry ELC have three intakes across the year. Prospective families are very welcome to visit our ELC at any point during the year to help familiarise their child and themselves with our setting. We recommend that our families try to visit us regularly before their child's start date, so that we can get to know each other and your child feels safe, happy and secure in our care.

We have a meaningful transition procedure with all receiving P1 teachers. We will ensure that there are many opportunities for shared learning experiences between the transitioning ELC children and the infant classes.

## Learning developing and growing

We consider nurture and care to be at the very heart of our environment, with a specific and overarching emphasis on the benefits of PLAY; your child will have daily and largely uninterrupted opportunities for 'risky' play, discovery, togetherness, creativity and growth in order to create and develop life - not school 'readiness.'

Our service is NOT a preschool. We are not an imitation of school, "preparation" for school or a mini version of school. In no way, shape or form do we run a "school readiness" programme. What we DO work on is play. Play all day, every day, in whatever form that takes.

Our practice is influenced around HYGGE (hoo-guh) the Danish and Norwegian word for a mood of cosiness and comfort, coupled with feelings of wellness and contentment. We understand that children need to feel a sense of security and belonging. Our hygge based philosophy means that we prioritise our children's happiness, security and safety. Our ELC children are encouraged to develop self-confidence, awareness of self and others, creativity, independence and individuality within a secure, healthy and stimulating environment.

Careful planning and design of our indoor and outdoor areas has meant that we offer a welcoming, homely and inviting environment. We have significantly reduced the amount of traditional toys in our ELC and instead offer an exciting range of large and small loose parts. We have a wonderful outdoor space which we use every day. The mud kitchen and hut, sensory and veg garden, tree swing, sandpit, large loose parts resources, water play, and green space means that there is a diverse choice of 'risky' and inspiring play experiences available for all our children. We also utilise our local forest environment regularly to provide varied outdoor learning experiences.



## Lunch and Snack Time

Snack is available throughout the nursery session. Your child can decide when they want to have snack, once ready they will wash their hands and collect their cup, plate and cutlery. Snack time is a very sociable time where children chat to their peers and ELC Staff. We follow the nutritional guidance **Setting the Table** and the **Eatwell Guide** when devising snack menus.

If your child has any dietary requirements, please let us know. There is a choice of milk or water to drink.

## Lunch

With the introduction of 1140 hours, children attending all day have the entitlement to have lunch provided. This is a time where children will have the opportunity to develop and learn new skills. They will be able to choose their lunch, self-serve as well as having the opportunity to further develop their social skills between their friends and staff.

Detailed information on school meals is available at [www.dumgal.gov.uk/schoolmenus](http://www.dumgal.gov.uk/schoolmenus)

## Special Dietary Requirements

Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

It would be beneficial for all children who have an allergen, food intolerance or special diet to register. For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.



### Absence/ Illness

If your child is not feeling well please do not send them until they are well feeling better. Please phone if your child will not be attending Nursery for whatever reason.

### Accidents

If your child is involved in a serious accident or becomes unwell we will inform you immediately. Therefore, it is essential that your contact details are up to date.

Medical help will be sought if necessary.

We will always inform you about minor incidents and accidents and provide you with a written copy of the incident and what action we have taken.

### Administration of Medicines

Parents /carers are responsible for their child's medication.

If possible, it is helpful for you to ask the prescribing doctor if the medication can be prescribed to allow for administration out with of ELC hours or if you can come in to dispense this to your child.

Medication will only be administered by a member of ELC staff once a completed parent/ carer administration of medicines request form has been received.

For medication such as asthma inhalers it is the responsibility of the parent/carer and the ELC staff to check that the medication is not out-of-date, that there is a sufficient quantity, that it is removed as necessary and that any unused supplies are uplifted for disposal.

All information regarding medication will expire at the end of each year. If the administration of medication is to continue, all relevant information must be supplied on a new request form at the start of the next session. Pupil and Parent/Carer confidentiality will be respected in all matters.

### Intimate Care

From time-to-time toileting 'accidents' happen. We will discuss how we will support your child's stage of development and intimate care needs at your child's Personal Plan meeting so that we are taking similar approaches in ELC and at home to help your child.



### Infection Control

Good hygiene is crucial in controlling the spread of infection and children are encouraged to use disposable tissues to wipe their noses, wash hands before snack/lunch and after going to the toilet, etc.

We are obliged to inform Care Inspectorate and Public Health when there is an outbreak of infectious diseases.

The exclusion times for childhood infections are on display. Should a difference of opinion between the parent and the Nursery Manager/Head Teacher arise about the child's fitness to attend, advice will be sought from the School Nurse. Generally, parents will be advised by their G.P. when a child should remain at home.

Further information can be found at:

[hub.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf](https://www.hub.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf)

## Parent/ Carer and Family Engagement

Within 2 weeks of your child, starting at Dalry ELC you will be invited to a Personal Plan meeting with Mrs Moore. At this meeting, we will compile together a detailed plan of how we can best meet your child's Social, Emotional and Academic needs using the GIRFEC (Getting it Right for Every Child) framework. The Personal Plan is divided into 8 sections, where we will document details about how to keep your child, Safe, Healthy, Active, Nurtured, Respected, Responsible and Included (Shanarri indicators). This document is a very important one and is referred to day-to-day by all ELC staff, in order to respond appropriately to your child's individual needs. Please be as honest as you can at this meeting, particularly concerning toileting and your child's behaviours. Ensuring that we manage these aspects appropriately is extremely important to us. Your child's Personal Plan will be reviewed at 6, 12 and 18 months. Meetings will continue every 6 months until they leave the ELC to start Primary 1.

We offer monthly Stay and Play sessions, which are open to all current and prospective families to join us for a play and a cuppa. If you would like to pop along to any of our Stay and Play sessions, please get in touch with us so that we can let the office know



in advance that you and your child will be joining us. We would highly recommend attending some Stay and Play sessions before your child starts with us, so that we can all get to know each other.

Parents are the first educators of their child. The staff at Dalry ELC value the role parents /carers have already played in the development of their child, we also realise that your continued involvement is essential if your child is to receive the most from their ELC experience. Therefore, we believe that an effective partnership between the home and the ELC should be developed as fully as possible. This means that:

- Parents/Carers are always welcome into the ELC
- Parents/Carers expertise is recognised and used
- Parents/Carers are able to contribute to, and are fully informed of, their child's progress and achievements via their child's Individual Learning Journeys.

## Partner Involvement

We work with a range of partners to ensure that we are providing a family service to the children in our care. This ranges from NHS; Social Work; Speech & Language; Local businesses and the Lifelong Learning Team.

## Family Learning

The Lifelong Learning team come in and deliver the Peep programme. This programme helps to promote parents' and carers' awareness of children's very early learning and development through making the most of everyday activities and interactions. The programme also offers accreditation for all parents.

The Lifelong Learning team also work with us and school in family learning events and adult learning classes. So if you feel you would like more input to help support your child's learning we can work with our partners to deliver this.

## ELC Policies and Procedures

A copy of our policies and procedure documents are available in nursery for parents to view at a time that is convenient to them.

## Complaints/ Concerns

The first step is to speak to the ELC Manager if a situation arises that you are unhappy with. It is hoped that most concerns can be resolved this way. If however this is not the case, there are a number of ways you can direct your enquiries or requests to the relevant service or you can make a complaint online by visiting [Make a complaint online \(dumgal.gov.uk\)](http://Make a complaint online (dumgal.gov.uk)) Or by calling :  
030 33 33 3000

Complaints can also be raised with the Care Inspectorate, Compass House, 11 Riverside Drive, Dundee, DD1 4NY. Telephone: 0345 600 9527

## Emergency Contact and Collection Forms

You have completed an 'Emergency Contact and Collection' form. If there are any changes to who is allowed to drop off and pick up your child, then you must let us know so this can be updated. (Under 16yr olds are not allowed to collect children).

## Emergency Closure

In the event of the nursery/school having to close in an emergency e.g. adverse weather conditions, heating failure.

For more information on Emergency Closure processes please see - Link to Authority Handbook

## Transition to Primary 1

As your child approaches school age we will work with your child's school to ensure that transition to Primary One is as smooth as possible. Your child's records will be passed on to school. You have the right to request to see any information held about your child.

## Deferred entry to Primary 1

Most children start school when they are between 4 years 6 months and 5 years old but it is possible to start children later depending on the circumstances. This is called deferred entry.

You can choose for your child to start primary school later if they turn five from the school start date in August and before the last day of February.

If you are considering deferring entry to school talk to staff at the or the head teacher at the school about your concerns.

You'll also need to remember to **apply for a school place** even if you are still trying to decide whether your child should start school later or not. Any delays in applying can mean you lose a priority place at your child's catchment school.

Children born before January don't have an automatic right to another year of nursery but you can ask for your request to be considered. More information can be found here: [www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1](http://www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1)

## Dalry ELC serves the following villages:

Dalry, New Galloway, Balmaclellan and Carsphairn, also known as the Glenkens.

Dalry ELC is situated within Dalry Primary School in St John's Town of Dalry, on Kirkland Street off the A713 Castle Douglas to Ayr road.



We hope that you have found the information contained in our handbook useful. All information contained in our ELC handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the ELC session.