



Meadowburn Early Years Centre



Welcome Newsletter

Contact Information

Telephone: 0141 955 2294

Email: eyc@meadowburn.e-dunbarton.sch.uk

Facebook Page: meadowburn eyc

Twitter: @mburnnursery

Nursery Hours

Nursery operates between the hours of 8am & 6pm

Morning session is 8am to 12.45pm

Afternoon session is 1.15pm to 6pm

Full day hours are 8am to 5.30pm

Extended hours of 8am to 6pm or 8am to 5pm

Additional hours are available to purchase - please speak to Louise or Lauren

Absence Procedures

If your child is going to be absent from nursery for any reason, please contact by email or telephone prior to session starting.

We will make contact with you by 10am or 2pm if not received a call or email.

Please see NHS guidance attached with information on absence procedures for specific illnesses.

Drop off and Collection of children

Children are dropped off and collected at main entrance. Parents can enter the cloakroom area to drop off at playroom doors

Parental & Community Engagement

STAY & PLAY - you will be invited to come inside to play with your child

WORKSHOPS - we will be delivering parent/child workshops throughout the year.

Information will be shared through email, Facebook & Twitter

Staffing

Head Teacher Jennifer Campbell

Depute Head of Centre Louise Martin

Senior EYW Ilona Cassidy **Teacher** Christine Riddell

Early Years Workers

AM only - Lesley Flockhart, Ashleigh Herriot, Katie Templeton, Hayley Burns, Nicola Brown & Kirsty Welsh

PM only - Michelle McBride, Wendy Hill, Abbey Chal,

Full Days - Mark Hutton, Rebecca Pollock, Jillian Towill, Chantelle Lamb, Karen Harvey (MTW) Sarah Hutchison-Orr (ThF) Lee-Anne Jackson (TW)

Early Years Support Worker Liz McMillan

House Keeper Pauline Welsh

Clerical Assistant Lauren Byars

What to bring to Nursery

We advise that all children bring spare clothes and wellies to nursery as they will spend time outdoors in all weathers. We have outdoor suits that will be washed regularly.

We also advise that children bring a hat or cap for sunny days. It is best to apply sun cream prior to starting, however we can do this at nursery and will apply again throughout the day.

Treat Fund

The treat fund is a donation of £2 per week that can be paid weekly, monthly or termly.

This money helps us pay for all the extra things like parties, fun days and other fun experiences.

Continued

Lunches

All children are entitled to free lunches

To promote independence, we will allow the children to choose what they would like from the lunch menu (If you would prefer to choose for them, let the staff know)

Fees

Fees for extended hours are billed monthly, this comes directly from Early Years Shared Services.

The nursery does not deal with fees

Contact: earlyyears@eastdunbarton.gov.uk

Learning

All children should have access to SUMDOG - you will receive a log in from our teacher

Children's learning and achievements are recorded on learning journals. You can also comment and share learning from home.

Medication

If your child requires medication for any reason, please speak to staff and they will ask you to complete appropriate forms.

All medicines should be prescribed by GP or Pharmacy. Box/Bottle should be clearly labelled with name, date and instructions.

Please alert staff when medication is no longer required.

Allergy/Dietary Needs

Please alert staff of any allergies or dietary requirements.

We follow strict procedures with regards to children's health.

Permissions/ Change of Details

It is very important that all contact information and permissions are kept updated

Please inform of any changes

Dates for your Diary

In-service Days - Nursery Closed

- Monday 15th & Tuesday 16th August
- Wednesday 15th February

Christmas Holidays - closed

- Mon 26th December to Weds 4th Jan

Easter Weekend - Nursery Closed

- Friday 7th April & Monday 10th April

May Holidays - closed

- Monday 1st May & Tuesday 2nd May (In-service)
- Friday 26th May & Monday 29th May

Any key dates of events or changes to calendar will be shared through email, newsletter, notices and Facebook page as they occur

How Good is Our Early Learning & Childcare?

Please check your child's E Journal, Nursery Facebook Page, Twitter and Emails for updated information. If you have not signed up or can't get access, please speak to a member of staff.

Please search for Meadowburn EYC and request to join our secure Facebook page.

Thank you