



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 Lauren or email office for guidance.

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.

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

Staffing

Depute Head of Centre - Louise

Senior Early Years Worker - Ilona

Early Years Teacher - Christine

Early Years Workers -

Chantelle	Rebecca
Jillian	Mark
Lesley	Ashleigh
Debbie	Wendy
Kirsty	Hayley
Nicola	Michelle
Antonia	Abbey
Katie	Sarah
Karen	

Clerical Assistant - Lauren

Early Years Support Worker - Jaswinder

Housekeeping Assistant - Pauline

Each child will be allocated a keyworker, who is responsible for their individual care planning and tracking learning and progression. Each keyworker is partnered with another adult to allow a link for child and family in keyworkers absence.

Drop off and Collection of children

You are welcome to drop your child at the main entrance or within the nursery building. There will always be a member of staff there to greet you and you will sign your child in and out of nursery. Please be vigilant when opening and closing the main door as there are children in the corridor. Safety is a priority!

Permissions/ Change of Details

It is very important that all contact information and permissions are kept updated
Please inform of any changes

Parental & Community Engagement

We value your contribution to our nursery!

STAY & PLAY - you will be invited to come inside to play with your child at a convenient time for you

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

Information will be shared through Email, Learning Journals, Facebook & Twitter

What to bring to Nursery

We advise that all children bring a change of shoes and spare clothes as there are often times when children require a change.

Treat Fund

The treat fund is a donation of £2 per week that can be paid weekly, monthly or termly. Envelopes and secure post box can be found in nursery foyer.

This money helps us pay for all the extra things like

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Lunches

All children are entitled to free lunches

To promote independence, we invite the children to choose their lunch option on arrival at nursery. Menu is displayed in the foyer.



Snack

Children have a variety of healthy snack options and will always be offered water, milk and fruit

Outdoor Play

Children have daily opportunities to participate in outdoor play and learning. They can access a variety of experiences within any three of our outdoor areas. Children have the freedom to explore and investigate, developing curiosity and imaginations. They develop co-operation skills, managing risk and problem solving.

We are Eco Green Flag awarded

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.

Celebrations

We value every child's individual right to celebrate their birthday in a way that is best for them.

However, as we are an allergy aware nursery, we advise that this is considered when treats are given into nursery. Please speak to staff beforehand.

Dates for your Diary

- 1st August - New term starts
- 27th & 30th Sept - Nursery closed
- 11th October - Nursery closed
- 25th Dec to 2nd Jan - Nursery closed
- 3rd January - New term starts
- 19th February - Nursery closed
- 18th & 21st April - Nursery closed
- 5th & 6th May - Nursery closed
- 23rd & 26th May - Nursery closed

Our Nursery Uniform is currently available to purchase from BARU in Kirkintilloch



Play and Learning

We follow Curriculum for Excellence

Play and learning is responsive to children's interests and ideas

Children's individual needs are valued and supported

We are a Rights Respecting Nursery!

