



Meadowburn Early Years Centre

Welcome Newsletter



Contact Information

Telephone: 0141 955 2294

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

Facebook Page: meadowburn eyc

X: @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 office 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

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

PARENT FORUM - please get in touch if you would like to join our parent forum. We will meet termly.

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

Staffing

Depute Head of Centre - Louise

Senior Early Years Worker - Ilona

Early Years Teacher - Christine

Groups & Keyworkers

Blue	Chantelle	Gold	Ashleigh Emma
Red	Jillian	Green	Karen Sarah
Yellow	Lesley Wendy	Silver	Nicola Abby
Orange	Debbie Mark	Pink	Rebecca
Purple	Kirsty Michelle		

Clerical Assistant - Antonia (Toni)

Early Years Support Worker - Kayleigh & Stephanie

Housekeeping Assistant - Pauline

Gates

The side gates are closed from
9.30am to 11.45am then from 1.30pm to 2.45pm -
Please use main gate during these times

Parking

Meadowburn Primary & Nursery is now a

TRAFFIC FREE ZONE

This means that Lendale Lane, Horndale Court, Lyne Croft and Teviot Avenue are not accessible between 8.30am & 9.15am and 2.30pm & 3.15pm

Continued

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

We follow **Setting the Table** guidance and children have a variety of healthy snack options with water, milk and fruit offered daily

Outdoor Play

Children have daily opportunities to participate in outdoor play and learning. This is an important part of nursery life as it provides those natural experiences that inside cannot. We also enjoy exploring the local area and will participate in many outings throughout the year.

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.

We will celebrate with your child at nursery and DO NOT accept treats and cakes (Setting the Table guidance)

Thank you for your understanding

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 entrance.

This money helps us pay for all the extra things like parties and fun days

Dates for your Diary

- 1st August - New term starts
- 12th & 13th August - Nursery closed for in-service
- 26th & 29th Sept - Nursery closed
- 10th October - Nursery closed for in-service
- 25th Dec to 4th Jan - Nursery closed
- 5th January - New term starts
- 18th February - Nursery closed for in-service
- 3rd & 6th April - Nursery closed
- 4th & 7th May - Nursery closed
- 22nd & 25th May - Nursery closed
- 20th July - Nursery closed

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



Play and Learning

We follow Curriculum for Excellence principles
Our planning is responsive to children's interests and ideas
You will receive regular updates of progress and achievements at nursery through learning journals
We also value your contributions to your child's development and learning from home

What to bring to Nursery

- Change of clothing
- Wellies for outdoors

Children do not need water bottles as this is freely accessible every day

We also advise that own toys are left at home as these are often lost within nursery causing upset to children