

Garrowhill Early Learning Centre



The management and staff at Garrowhill Early Learning Centre would like to offer a warm welcome all our new families to the nursery. We hope you and your child settle in well, and look forward to working in partnership with you to provide the best possible service for your child. If you have any suggestions, queries or concerns please do not hesitate to speak to either your child's Key Worker, or Head of Centre. We look forward to an exciting year ahead.

Points of Interest

- Contact Us
- Our Team
- Hours of Service
- Getting Settled
- Special Events
- Looking to the Future

Dates to remember

In-Service Day:
Wed 17th February.
Nursery will be closed on the **15th and 16th** of February for children who attend **Statutory only places**.



Our Team

Head of Early Years: Laura Steven
Lead Child Development Officers: Lynn Murdock and Leigh Mackenzie
Child Development Officers: Laura Carlin, Gail Gray, Kelly McSpornan and Liz Tawse.
Support Worker: Margo Bruce
Administrative Staff: Donna Allan and Andrew Minshaw
Finance Officer: Rosemary Shewan

Hours of Service

Full Day Care:
8:00AM - 5:45PM
Half Day Care AM:
8.00AM - 1.00PM
Half Day Care PM:
1.00PM - 5.45PM
Statutory Hours **AM:**
8:50AM—12:00PM
Statutory Hours **PM:**
1:00PM—4:10PM

Please remember the dates of all our 2015/16 closures can be found on our Website:
www.indigogrp.com

Wish List

It would be great if parents and carers would be able to assist the staff by bringing in some old or unneeded clothing for our Imaginative Areas. We are looking for:

- Scarfs
- Material
- Dressing up Clothes
- Hair Dryer

For Hygiene reasons we can not accept bedding etc, However if you have any other items you feel would be appropriate it would be greatly appreciated.

Contact us

There are many ways to contact us:

Telephone: 0141 212 9051

Email: laura.steven@indigogrp.com or lynn.murdock@indigogrp.com

For administration enquiries: admin.garrowhill@indigogrp.com

For finance enquiries 0141 634 6161 or rosemary.shewan@indigogrp.com

We also have a company facebook page which is a closed group. If you wish to join please send a members request.

Facebook: <https://www.facebook.com/groups/158681240577966/>

Our website can be found at www.indigochildcaregroup.com

Getting Settled

Parents Room

At Garrowhill Early Learning Centre, we are very lucky to have a Parents Room. This is an area within the Nursery in which we are working to ensure we make the best use of. We would like to invite those parents whose children are attending statutory places to make use of this room while waiting to collect their children. As you are aware the statutory hours run from 8:50am—12:00pm and 1:00pm—4:10pm. Therefore we would ask that if you arrive before 12:00 or 4:10 and do not intend to collect your child before the end of their session then we would appreciate if you could wait in the parents room until the end of the session.



Clothing and Footwear



It has been brought to our attention that there have been a number of incidents involving children sliding due to their footwear in the playroom. It is important that your child is wearing a shoe with a rubber sole to prevent such incidents from occurring. Therefore we would like to ask that children who would normally wear slippers in the playroom, could have these replaced with a pair of rubber soled shoes preferably plimsolls. We would also like to ask parents and carers to ensure they provided a pair of wellies that can be left in Nursery to allow the children access to Outdoor play in all weathers. Finally as all children have now been provided a purple bag for their spare clothes, we would encourage parents and carers to take their children's personal belongings home to allow more space in the cloakroom area. Thank you!

Infection Control

During the inspection visit from the Care Inspectorate we have been advised to prevent prams, scooters and bikes etc from entering the Nursery. This is for health and safety reasons and also to maintain the hygiene within the Nursery. However if you require to leave a pram could you please speak to a member of staff. Thank you!

Children's Toilets

The children's toilets should only be accessed by children and staff. This is for Child protection and privacy for the other children using the toilets. If Parents or Carers require use of a toilet there is a visitor's toilet located beside the Parents room.

Settling In

The staff in both rooms have commented on how well the children have settled into their new environment. The children have worked very hard and are beginning to form great friendships with their peers. We understand that settling into a new environment can be a long process, however we are committed to ensuring all children become comfortable and happy at Nursery.

What Makes Me Happy?

The children in the 3-5 room have been set a small task to complete at home. The task is to complete a poster containing a range of different things that make your child happy. The staff in the room feel that this provides them with a better understanding of what the children enjoy and we can use these likes to help them settle into their new environment and to engage them in their learning. We have already received some of these posters back and they look fantastic! We will have them displayed in the cloak room area so that you can see the wonderful work the children in the 3-5 room have been doing at home.

Special Events

Geezabreak Theatre Company

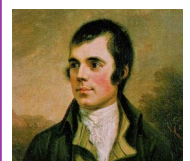
Will be attending the Nursery on Wednesday 10th Feb. We understand that some children do not attend Nursery on this day, therefore if you wish for your children to attend this event then you can bring them along however you will have to remain with your child during the duration of the performance.

Robert Burns Night

The children in both rooms will be participating in a number of Burns related learning experiences and activities. They will also be participating in a Scottish themed bake sale which will run the week commencing the 25th of January.

Chinese New Year

The children will also be participating in a number of activities to celebrate Chinese New Year. These activities will run throughout the week of Feb 8th, we are sure the children will have lots of fun.



Looking to the Future

As part of our Inspection process with the Care Inspectorate we are required to evidence that we provide opportunities for parents to participate in their child's learning. We understand that our parents and family members are extremely busy therefore we are continually looking at ways to involve everyone. Here are some of the ways that you can currently get involved in your child's learning:

Personal Profiles – As it is the start of the new term, our staff will begin completing your child's personal profiles that will include assessment records and observations of your child's learning, these profiles are located within your child's playroom and are accessible to you as parents, included in your child's profile there is a comment sheet in which you have the opportunity to give us some feedback on your child's learning.

Self Assessment Wall – We will be locating a communication wall in the front reception area, we post monthly 'How good is our nursery' questions which gives us an insight into how you rate our service. It would be greatly appreciated that if when dropping off or collecting your child you could take a few minutes to leave us your comments.

Facebook – We continually update our Facebook page with news and events within the nursery as well as posting some fun pictures to give you the opportunity to see the fun and learning your child experiences during their time at nursery. Please feel free to comment and like any status updates or photo albums. www.facebook.com/indigogrp

Achievement Walls - Achievement Walls will be displayed in the halls next to the playrooms, this is a fantastic opportunity for our families to celebrate achievements, this can be anything from passing a test, having a baby, getting a new job, your child writing their name. These achievements can include all family members and again gives every one the opportunity to celebrate your successes.

Play, Talk, Read Display - Our under 3 playroom will be promoting the use of the Scottish Government's 'Play, Talk, Read' initiative which aims to promote parents/carers involvement in their child's learning therefore we will create a display outside our playroom providing you with an activity pack of fun and exciting activities, this display will be changed monthly. Please take an activity pack home and drop us in a picture of your child involved in the activities we have provided.

Eco school – At Garrowhill Early Learning Centre we aim to become an Eco-Nursery. Therefore over the course of the year your children will be involved in several activities which will allow us to gain our Eco status.

Parents Council – We are currently looking for volunteer parents to take on the running of our Parent's Council, the staff will be there to support. The Council members will have the opportunity to be involved in policies & procedures within the nursery, discuss any issues or concerns and look into fundraising events for the nursery. If you are interested contact Lynn Murdock in person or by email at lynn.murdock@indigogrp.com.

These are all ways in which we hope you can voice your opinions and thoughts regarding the nursery, however if you have any other ideas then please feel free to let us know.

