Dyce Early Learning Centre

Handbook

Session 2026 - 2027

Dyce ELC

Our Vision, Values and Motto

Our vision at Dyce ELC is to provide an inclusive and welcoming environment which meets the needs of all of our learners.

We are Hamish's Heroes when we show our values of;



Respect ~ we show respect and kindness.



Responsibility ~ we look after resources, we don't damage things.



Resilience ~ we are confident and try our best.

We are SIMOA's stars when we



Safe, Inspect, Monitor, Observe and Act

#AimHigh

Staff

Head Teacher – Miss Emma Hughes
Deputy Head Teacher/Nursery Manager- Mrs Gillian Hewitt

Nursery Staff

We operate a 60 place nursery session and there will be at least seven members of staff in the playroom at all times. Your child will be assigned a key worker during their settling in period, although they will become used to all members of our nursery team.

Senior Early Years Practitioners

Mrs. Jamielee Lamond Mrs. Julie Jones

Early Years Practitioners

Mrs. Stephanie Mullin Mrs. Sarah Rushton Ms. Beata Chwala
Mr. James Rae Mrs. Rebecca Clark

Support Workers

Miss. Anna Walas Miss. Charlotte Hetherington

Modern Apprentice

TBC

Throughout the year you will meet various teaching and Early Years Practitioner students working with us on placement.

These staffing arrangements may change.
You will be kept informed of any changes

Nursery Times

At Dyce we operate a mixed model, offering a variety of placements to meet family's needs. We have the following options available which are requested at time of application;

Model	Drop Off	Collection
Term Time, 9am - 3pm	9am - 9.15am	2.45pm - 3pm
5 x Morning Sessions	8am - 8.15am	12.40pm - 12.55pm
5 x Afternoon Sessions	1pm - 1.15pm	5.45pm – 5.54pm
2 and ½ Days	Full Day ~ 8am - 8.15am ½ Day ~ 8am - 8.15am or 1pm - 1.15pm	Full Day - 5.45pm – 5.54pm ½ Day ~ 12.40pm - 12.55pm or 5.45pm – 5.54pm

If you are collecting your child out with these times please contact the school office who will inform the Nursery team. Out of office hours please contact the ELC mobile on 07970071211 or email dyce-elc-enquiries@ab-ed.org.

Our nursery entrances are small and can become crowded so we would ask that only 1 adult accompanies pupils to nursery.

It is very important that children are collected on time. Young children can become confused and upset if they are left at nursery once all their friends have left.

Attendance

Children should attend nursery every day unless unable to do so due to illness. Please let the school office know if your child is ill and unable to attend. Prolonged absence from nursery without reason may, unfortunately, result in the loss of your child's nursery place.

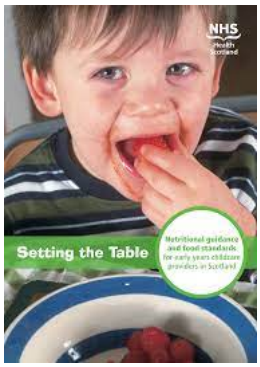
Meal Times

We provide children with a healthy snack and milk to drink everyday, the snack is fresh fruit daily. Children are encouraged to help prepare the snack and help themselves independently.

Please let staff know if your child has a food allergy, intolerance or personal preferences.

Information regarding the Scottish Milk & Healthy Snack Scheme can be found at https://www.aberdeencity.gov.uk/services/education-and-childcare/scottish-milk-healthy-snack-scheme

Children attending 5x am sessions, 9am-3pm Mon-Friday or 2x Full sessions and 1 am session will receive a free school meal (lunch). Children attending 5x pm sessions or 2x full sessions and 1 pm session will receive a free afternoon snack. Menus will be shared with families on Seesaw.



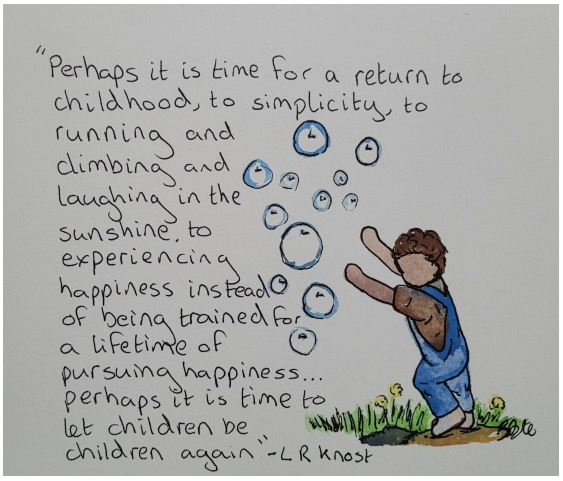




What to Bring to Nursery

Children should wear comfortable play clothes suitable for both in and outdoor activities. Please **label all clothing and footwear.**

We encourage outdoor play throughout the year and we ask that your child wears waterproofs and wellies to keep them warm and dry in all weather conditions. We do have a selection of Nursery waterproofs for spares, please ask if we can help.

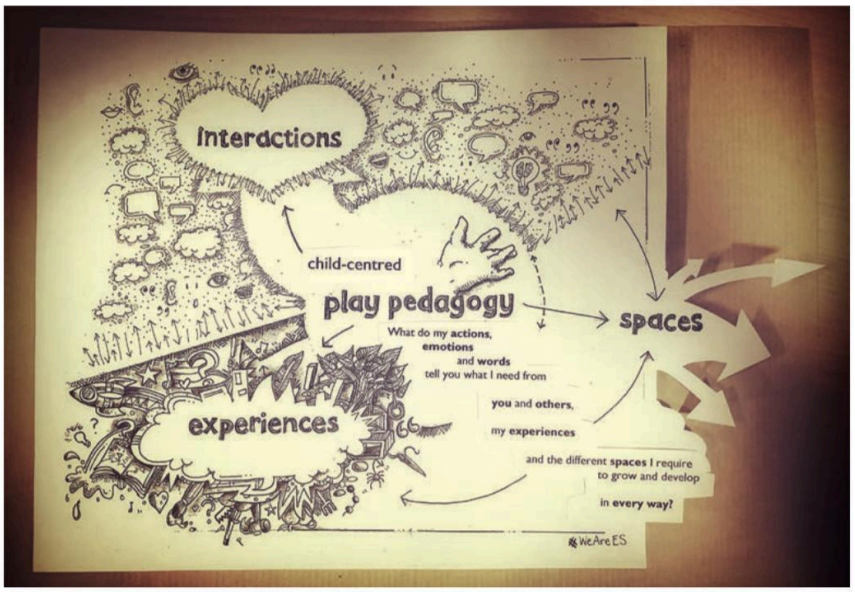


To aid the children with independence, clothes should be easily managed by your child when going to the toilet and dressing.

Children may well get dirty at nursery – they are playing with paint, sand, water, mud and more! We ask that you do not send them to Nursery wearing their 'good clothes'.

Nursery sweatshirts and polo shirts are available from ARLO Original at www.arlooriginal.com, please remember these are not compulsory. Please visit Dyce Primary School Uniform Pre-Loved Room based in the Community Centre to see if any Dyce ELC sweatshirts or polo shirts are available.

The Nursery Curriculum



At Dyce ELC we aim to provide a secure, stimulating play environment through the provision of equipment, materials and activities which are structured by Senior Early Years Practitioners and Early Years Practitioners.

The Curriculum for Excellence begins at Early Level in the Nursery environment. Early learning in the Nursery is further developed in the Early Stages Department and continuity exists in the experiences provided and the equipment used by the children.

Early childhood is valid in itself and is a part of life, not simply preparation for work or for the next stage in education. Learning is holistic, not compartmentalised under subject headings. We aim to meet the physical, emotional, social, aesthetic, moral and intellectual developmental needs of each child.

In line with guidance contained in **"A Curriculum for Excellence"** and **"How Good Is Our Early Learning and Childcare"**, our programmes aim to facilitate children's development in Knowledge and Understanding of the world, Physical Development and Movement, Expressive and Aesthetic Development and Communication and Language.

Young children learn through play, their interactions with their environment and with the people around them. Attitudes and behaviour patterns

established early in childhood provide the foundation for future social, emotional and educational development.

Seesaw

As staff work with your child during the year they gather information regarding his/her progress and achievements.

This is recorded by staff and children through an online learning journal App called Seesaw . The system can be accessed from home or on the go via mobile phones, tablets etc. We encourage our families to share moments from home as it provides a sustainable link between home and Nursery.

Details of how to join Seesaw will be shared during your induction process.

This information will also be shared with you through informal discussion, parent meetings every term and a written end of year report.

Equal Opportunities and Inclusion

In line with Aberdeen City Council policy, we are committed to a policy of multi-cultural and anti-racist education. Books, pictures, jigsaws, stories and rhymes are selected to show positive images of people of different races and cultures, and show girls, boys, men and women in a range of roles. It is important that from the earliest stages children are helped to recognise that there are many different ways of seeing and understanding the world. Our nursery environment and planned curriculum help us to ensure this can happen for your child.



Wellbeing

Please do not be persuaded by an unwell child that – "they want to come to nursery." Bringing a sick child to nursery puts all the other children and staff at risk. Children should not attend school for 48 hours after any vomiting or diarrhea.

Schools are required by law to report any suspected harm done to a child by possible abuse. Every school has a named senior member of staff appointed responsible for Child Protection matters. In our school that person is Miss Emma Hughes (Head Teacher)

Parents and Carers

We consider our daily contact with you to be vitally important – time for us both to exchange information – for the benefit of your child. Please don't rush away!

It is helpful to share with staff any special events, or problems, happening out-with school – weddings, deaths, family splits etc. If we are informed we can help your child should they become unsettled. Children enjoy having a parent or relative spending a session in nursery with them. Please ask staff if you would like to do this.

Dyce School has an active Parent Council, which relies on the support of every parent in the school.
Please try to help by becoming involved and supporting organised events.

Complaints Procedure

If you have any concerns about your child or their education then please get in touch at your earliest convenience. If you wish to speak to a member of staff, please organise a mutually convenient time either with your Key Worker or through the main school office. Please try and resolve issues with key workers first then with Miss Russell or Mrs Jones (SEYP).

If you feel that the matter needs to go further, then please contact the Depute Head Teacher, Mrs Hewitt or Head Teacher, Miss Hughes. All

members of the Leadership Team can be contacted through the school office.

Effective two way communication will ensure a happy partnership to the benefit of our pupils. We will always make every effort to resolve any problem. However, on the rare occasion where people remain dissatisfied, they can take further action by using Aberdeen City Council 'Absolute Customer Commitment' forms which are available from the school and also Marischal College.

If you feel your concerns are still not being addressed satisfactorily then the Care Inspectorate can be contacted by telephone or in writing at the address below:

48 Huntly Street
Aberdeen
AB10 1SH
Tel: 0345 600 9527

Monitoring

Our nurseries are regularly inspected by the Care Inspectorate and by Her Majesty's Inspectorate of Schools. Copies of these inspection reports are available from the school office.
If you have any queries regarding this you are able to contact:

Care Inspectorate,
48 Huntly Street
Aberdeen
AB10 1SH
Tel. 0345 6009527

In Conclusion

We hope you have found the information in this booklet helpful. It can only give you a brief insight into our nurseries.

Should you have any further queries you are welcome to talk to the staff at any time. This can be done informally as you drop off or pick up your child, or by making an appointment.

We look forward to getting to know you and your child and trust we will have a happy and fulfilling time together.

Useful Document

https://www.aberdeencity.gov.uk/sites/default/files/2021-01/ELC%20Guide%201140%20Hours_2021_2022.pdf