



Cairns Early Childhood Centre

Altonhill Avenue

Kilmarnock

KA3 1PH

01563 533 177

eaCairns.ECC@eastayrshire.org.uk

Capacity:	Maximum of 154 children not yet attending primary school at any one time. No more than 9 are aged under 2 years; no more than 145 are aged 2 years to those not yet attending primary school full time; no more than 25 aged 2 to under 3.
Centre roll:	132
Stages Covered:	Birth till not yet at school age
Denominational Status:	Non-Denominational
Centre opening:	8am – 6pm (48 weeks)

INTRODUCTION

Dear Parents and Carers,

On behalf of the staff team at Cairns Early Childhood Centre, I would like to warmly welcome you and your child to our Centre. We are delighted you have chosen Cairns ECC for your child's early years' experience.

As a parent myself, I understand how many emotions we might go through when our children start their early learning journey, in a whole new environment, with new faces and different routines. With this in mind, we aim to make your child feel safe, welcomed and cared for throughout their time with us. We hope the ECC will be a happy place for your child, where they will have fun, make friends, and build on their existing knowledge through meaningful play and learning experiences.

Relationships are at the heart of everything we do at Cairns ECC and we hope you too will find the Centre a safe place, where your family feels valued, included and respected.

We hope you will find the information within this handbook useful however if you do require any assistance, or you have any questions or suggestions, please do not hesitate to get in touch.

Yours sincerely,



Laura Campbell

Head of Centre

CAIRNS ECC VISION, VALUES AND AIMS

Our vision

Our vision for Cairns ECC is for our children to grow up safe, cared for and respected. Our children and families will experience a warm, welcoming approach with nurture at the forefront of our ethos. We will ensure our children are supported to reach their full potential through collaborative working with our families and our partner agencies. Inclusivity is promoted by putting the child and their family at the Centre, and by having relationships at the heart of everything we do, we build knowledge of our children and families' individual circumstances, allowing us to plan to meet their individual needs in a way that is right for them. Children are respected through their rights to be safe, to be cared for and to play, all facilitated to their right to an education which is right for them.

Our values

As a staff team we uphold the values of TEAM CAIRNS:

Trust
Empathy
Approachable
Mindful
Caring
Achieving
Inclusive
Respectful
Nurturing
Safe

Our aims

At Cairns ECC we will fulfil our vision statement through the following aims:

- Ensure all children feel safe, welcomed and cared for throughout their time at Cairns ECC
- Provide a fully inclusive, welcoming environment which is nurturing, stimulating and accessible to all, promoting high quality learning experiences both indoors and outdoors
- Build positive, respectful relationships and work collaboratively with children, families and the wider community in order to improve outcomes for all
- Provide stimulating and challenging learning experiences which will support children's learning and development in a way that is right for their individual needs and circumstances
- Uphold children's rights and support children and their families to understand what this means for them

Our aims reflect the key principles of the Health and Social Care Standards:

- Dignity & Respect
- Compassion
- Be Included
- Responsive Care and Support
- Wellbeing

And Reflect the Four Capacities in the Curriculum for Excellence:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

ESTABLISHMENT STAFF

All staff working directly with your child are required to register with the Scottish Social Service Council (SSSC) and are PVG checked. Your Head of Centre is registered as the Manager for Daycare of Children with the SSSC, and is named as the manager on the registration certificate with the Care Inspectorate.

Head of Centre	Laura Campbell (Temp)
Senior ELCP	Kirsty McNab (Part-time)
Senior ELCP	Tammy McWilliams (Part-time)
Senior ELCP	Taylor Russell
Equity & Excellence Lead	Gillian Kelly
ELCP	Caitlin Mullen
ELCP	Cara McCabe
ELCP	Leah Hamilton (temp)
ELCP	Christine Lacey
ELCP	Courtney Cameron

ELCP	Donna Sim
ELCP	Mairi Nimmo
ELCP	John Glen
ELCP	Gillian Orr
ELCP	Nicola Connell (Part-time)
ELCP	Joanne McIsaac (Part-time)
ELCP	Jodie Smith
ELCP	Kristeen Ferguson
ELCP	Lauren Young
ELCP	Emma Horner (Part-time)
ELCP	Maegan Robertson
ELCP	Margo Caddis
ELCP	Lauren Connell
ELCP	Bobbi Todd
ELCP	Sharlene Cullen
ELCP	Cheryl McCubbin (Part-time / temp)
ELCP	Caitlyn McCall
ELCP	Angela Findlay
Community Practitioner	Linda Gaitens
Senior Clerical Asst.	Lizzy Green
Business Support Asst.	Beccy Tree
Janitor	Robert Chatham
Catering Assistant	Helen Dustor
Catering Assistant	Anne Marie Muirhead

FAMILY PARTNERSHIP

Working in partnership with our families is key to Getting it Right for Every Child, for you know your child best. This begins as soon as you first visit the ECC, where you and your child will be made to feel very welcome. There will be an opportunity to visit the playroom your child will attend and meet some of the staff who will be caring for and supporting your child.

We hope that you will feel comfortable sharing information about your child with staff so that we are aware of your child's development and needs. We are committed to working with parents and carers throughout their child's time at the Centre. Your knowledge of your child is an invaluable aid to us and we are very appreciative of all the help you give us in this area.

We hope you will be able to spend time in the Centre, and we value contributions and ideas which you may have for us.

We link with families in various ways:

- Daily Contact - keyworkers are available each session to greet children and their families. A member of the Leadership Team is available throughout the day.
- Progress Meetings - these are organised twice a year (November and May) with your child's keyworker to discuss your child's progress.
- Concerns - should you have any concerns about your child or the Centre please do not hesitate to speak to us. We are happy to help.
- Cairns Bairns – a parent/carer and child session in our 0-2 playroom, the Farm, to support families within the community through various learning opportunities. This group runs weekly on a Wednesday morning.
- We often have professionals join us to share information on support services available within the community, for example, our Community Practitioner and Financial Inclusion Officer. We also work closely with our colleagues in Health.
- Stay and Play – these are usually organised once per term with a specific theme. Families are welcome to come along for an hour and spend time with their child in the playroom. Sign-up sheets will be in the cloakroom area.
- Bookbug sessions – we are very fortunate to have a number of Bookbug trained staff in the ECC. These sessions are offered on a weekly basis.
- Volunteer Helpers – throughout the session, we will look for volunteers to support us within the ECC, whether this be to help on outings or events. Sign-up sheets will be displayed with dates and times.

HOME / ESTABLISHMENT LINKS

The ECC practitioners are in the fortunate position of having contact on a daily basis with parents/carers who are bringing and collecting their child, and this provides more opportunities for informal contact to discuss the children.

The Centre handbook is issued at the beginning of the session, giving information about the ECC. We issue newsletters on a monthly basis to keep families informed of what goes on in the ECC, and we are hoping to introduce more home links to support family learning at home.

We have also been able to link in partnership with Hillhead Primary School and we facilitate the amazing transition programme for any of our children moving on to Hillhead Primary.

Children's work is respectfully displayed on the walls of the Centre; paintings and models are some examples of the children's work which may also go home. The displays on the walls change regularly and indicate the work which has been recently undertaken.

Community Practitioners and staff from the Vibrant Communities Service and Social Work Services are available to support establishment links with the wider community and individual families.

TRANSITION FROM EARLY CHILDHOOD CENTRE TO PRIMARY SCHOOL

The children from Cairns Early Childhood Centre move on to one of several different schools in Kilmarnock and the surrounding area. There are induction programmes in all the primary schools to help the children become accustomed to their new surroundings. Normally the infant staff from primary schools visit the Centre to meet the children. These visits can take place any time after January.

Hillhead Primary School's transition programme involves all year round engagement. Children who will attend Hillhead PS in August go on regular visits for familiarisation with the school, including a mini-classroom experience from January to June.

Your child's Transition Profile to the appropriate primary school will be shared, with your consent, around May time. This document enables the primary one teacher to have prior knowledge of your child's learning and development.

You can find more information on [primary schools](#) within East Ayrshire on their website. Details of when to enrol your child will be shared December / January time, and enrolment usually begins in January.

THE ESTABLISHMENT YEAR

Our Centre is open from 8am – 6pm, 48 weeks of the year. We offer a number of options for families to access their child's entitlement of 1140 funded hours.

Every child can attend Monday to Friday, using their funded hours as follows:

Morning session: 8am – 12:45pm (48 weeks)

Afternoon session: 1:15pm – 6pm (48 weeks)

Term-time session: 8:40am / 9am – 2:40pm – 3pm (39 weeks)

We also have the option of using the funded hours over a 2.5 day model as follows:

Any 2 full days from 8am – 5:30pm OR 8:30am – 6pm and a morning or an afternoon session.

There is also the option of using your funded hours as a blended model with a childminder registered with East Ayrshire Council. Please speak with the Office or Head of Centre for more information on this.

We have a small number of spaces within our 0-2 playroom which are allocated through our Resource Allocation Group on a needs assessed basis. Please speak with the Office of Head of Centre for more information on this.

Information on key dates and holidays are shared within our newsletter and on the APP. You can also get a list of holidays and in-service days via the [East Ayrshire Council website](#).

MEALS / SNACKS

All children attending the ECC will receive a portion of fruit for snack. They will also be offered a drink of milk, and water is available throughout the session. Dairy-free alternatives are offered for those who have allergies/intolerances.

All children accessing their 1140 entitlement will receive a 2-course meal. This will consist of soup and a main course or a main course and a pudding. A portion of soup is available every day for any children who do not want to have the main course offering. Dietary requirements can be catered for with prior notification to the ECC.

We are an allergen aware ECC therefore we would ask you not to provide any food / drink items in your child's bag. If you have any queries around this, please speak with the Head of Centre.

PERSONAL BELONGINGS

Please provide a bag with a full change of clothing, clearly labelled with your child's full name. We are a big ECC so this will help ensure any of your child's belongings can be returned to you. If your child is toilet training, we would ask you to provide a few pairs of pants, socks and trousers/leggings in case they have any accidents. We would also suggest children wear items of clothing which are easy for them to pull down and pull up when going to the toilet, for example, joggers or leggings.

Children should also bring their own wipes, and a supply of nappies if they are still using these. Please also provide your own sun screen, clearly labelled with your child's full name, and a sun hat. If your child has wellies and an outdoor suit, please also bring these to the ECC.

Children are able to participate in lots of sensory activities, including painting activities and water-play. We access outdoor play in all-weathers. Children will be encouraged to eat independently at meal times. These are all great learning experiences for our children but it may mean they get messy. We do provide aprons for sensory activities, and we have a selection of outdoor suits, however please ensure your child is wearing suitable clothing which you don't mind getting messy/dirty.

Please note, we won't accept responsibility for any belongings therefore we would ask you do not send your child in with items of jewellery or toys etc., and we always ask you to label all items of clothing, footwear and bags with your child's full name.

ATTENDANCE, ABSENCE AND TIME-KEEPING

Regular attendance to the ECC is encouraged to ensure your child becomes familiar with the environment, routine, staff and peers. Regular and punctual attendance is linked closely to achievement and staff will work with parents/carers to ensure your child can realise their full potential.

If your child is going to be absent from the ECC, we would appreciate a phone call or a notification on our APP with the reason(s) why your child is absent and how long you anticipate the absence to last for. The Centre is required to maintain an accurate record of attendance therefore your cooperation on this is much appreciated. It also saves us having to follow-up on absences.

There are a number of illnesses which may require an exclusion period to be followed. If in doubt, please contact your GP or local pharmacy for more information. If your child has an episode of sickness and/or diarrhoea, they should not return to the ECC until **48 hours** have passed from the last episode.

You are responsible for ensuring that your child attends the Centre regularly and arrives on time. You are responsible for ensuring the safety of your child on their journeys to and from the Centre, except when they are on any Centre transport we provide. You are also responsible for ensuring your child is collected on time and, if not by yourself, by someone over the age of 16. You must notify us in advance if someone who is not known to the ECC is going to collect your child.

Where a child exhibits a pattern of absence which may warrant investigation – and if we cannot contact you, or your other emergency contacts – then other appropriate support services may be contacted. This might include other family members, a social worker, a health visitor or other concerned party, requesting that they visit your home to investigate and report back on their findings.

ESTABLISHMENT SECURITY

The entrance door to the reception area of the ECC is controlled by a push-pad entry system, giving access to the main reception area of the Centre. From there, every door around the ECC is fob controlled and all parents/carers and visitors must ring the bell and be authorised access. These measures have been taken to provide a safe and secure environment for your child.

All visitors and contractors to the Centre must sign in; they will receive and wear a visitor's badge, sign out on leaving, and return their badge.

It is expected that a responsible adult, aged 16 or over, will bring a child to and from the ECC. In the interests of your child's safety, it is essential that you make a point of telling the Head of Centre or a member of the Leadership Team if your child is going to be collected by someone not known to the Head of Centre, Leadership Team or Office staff. We will not allow access beyond the reception area to any unknown person(s) without confirming their identity and reason for visit.

A fire register is kept for all children, staff and visitors to the ECC to ensure they are accounted for in the event of an emergency evacuation. A number of staff are trained to support the safe evacuation of the building in the event of an emergency, and we have a number of staff who are fully First Aid trained.

INFORMATION IN EMERGENCIES

We make every effort to maintain a full educational service but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, and temporary interruption of power, provision of transport or fuel supply. In such cases we will do all we can to let you know about the details of the closure, temporary arrangements or re-opening. We shall keep you updated via social media channels, email, and phone, and via our APP.

Parents/carers whose children attend the early childhood Centre are asked, where possible, to provide the Centre with the names, addresses and telephone numbers of two contact persons for use in case of emergency.

It is essential that this information along with the parent / carers contact details are kept up to date and that telephone numbers accept incoming calls.

COMPLAINTS PROCEDURE

Our aim is to provide high quality services to the people we serve. However, we recognise that sometimes things can go wrong. If they do, we want you to tell us so that we can put things right. We will listen and learn from your comments, suggestions or complaints so that we can continually improve our service to you.

We will deal with your complaint as follows:

If you have experienced a problem with a service or have a complaint to make, the quickest way to get it resolved is to talk to the Head of Centre or a member of the Leadership Team.

Stage 1

If we cannot resolve your complaint straightaway you can ask the appropriate manager to review your complaint. The manager will aim to provide a response within five working days.

Stage 2

If you are not satisfied with the response you can ask for a further review of your complaint by senior management and we will aim to respond within 20 working days.

If you have completed East Ayrshire Council's complaints process and you are still unhappy, you can ask the Scottish Public Services Ombudsman to look at your complaint.

Further information: A guide to making comments, suggestions and complaints or on the Council website www.east-ayrshire.gov.uk

You may also contact the Care Inspectorate directly if you have concerns. The address and telephone number is located on the last page of the handbook.

THE CURRICULUM

At Cairns Early Childhood Centre we ensure that we provide a Curriculum which is broad and balanced, and responsive to the individual needs and interests of our children. We draw on the knowledge and research of theorists and use the guidance document "Realising the Ambition: Being Me" to ensure we plan for and provide a wide range of high quality learning experiences. We allow children the time and space to be creative, to use their imaginations, to experiment, to explore the properties of materials, to make connections in their learning and to promote high quality interactions between adults and children in contexts that have meaning for our young people.

For our children in our 3-5 playroom, we also work with the experiences, outcomes and principles of "Curriculum for Excellence". We develop and educate our children to become successful learners, confident individuals, responsible citizens and effective contributors.

Children are provided with a broad, balanced set of experiences designed around the curriculum areas of:

Languages and Literacy

Mathematics and Numeracy

Health and Wellbeing

Religious and Moral Education

Social Studies

Sciences

Technologies Expressive Arts

The core curriculum consists of Literacy, Numeracy and Health and Wellbeing. These permeate and underpin learning in all other curricular areas. Attainment and achievement in these areas are regularly assessed and reviewed by the Centre to ensure standards are maintained or improved.

Every month, staff plan the learning experiences for all children based on observations and tracking information gathered in the playrooms. Children are consulted through various methods such as visuals, mind maps, voting sticks, group times, and through working in partnership with our families whereby we share information and progress regularly. Children have their own individual targets which will support their learning and development in a meaningful way.

We make use of our excellent spaces both indoors and outdoors. We provide a balance of free-choice and structured activities, being mindful of transition periods throughout the day. Outdoor play is available in all-weathers, within an enclosed, safe space which encourages children to develop their gross motor skills, whilst risk assessing through play. We link in with our local community through walks and visits to different places such as Dean Park and Ayrshire College.

Early Literacy and Language skills are promoted throughout the playrooms through the use of visuals, labels, wall displays and environmental print. Alongside staff who are Makaton and British Sign Language trained, we have Communication Champions who are trained to support children's early speech, language and communication through targeted intervention. This ensures we can provide a total communication approach in our Centre. Early Numeracy and Mathematic skills are promoted through various opportunities to count resources, recognise and order numerals, recognise shapes and colours, and explore mathematical concepts of size, space, time and seasons. Health and Wellbeing is promoted throughout the ECC by ensuring we take time to build relationships, being active both indoors and outdoors, exploring our feelings and emotions, and offering quiet spaces to reflect and regulate. We promote positive behaviour strategies such as distraction and diversion, co-regulation, and our Golden Rules: kind hands, walking feet, listening ears, being kind to our friends, and sharing toys. Staff engage in regular Continued Professional Learning to ensure their knowledge and skills are up-to-date.

Children's learning is recorded on their individual Learning Journal. When your child joins the ECC, we will set up their Learning Journal and you will receive a login to access this at home. You will see a weekly upload and a monthly observation for any children in our 0-2 or 2-3 playrooms. For our children in the 3-5 playroom, you will see a minimum of 4 and maximum of 8 observations per month. You can add your own contributions from home too; we love to see what you've been up to!

We share a weekly overview of what we've been learning in the ECC on our Facebook page.

At Cairns ECC, one of our top priorities is to ensure we are Getting it Right for Every Child. To ensure we meet this priority, we work closely with our partner agencies such as Educational Psychologist, Speech and Language, and Health. When concerns around a child's learning and/or development arise, relevant assessments will be carried out and a Team with the Family may be convened. Parents/carers will be involved and kept updated throughout this process.

ACHIEVEMENT AND IMPROVEMENT

Cairns Early Childhood Centre was most recently inspected by the Care Inspectorate in December 2022. The key messages, extracted from the report, are as follows:

Staff and the senior management team were committed to ensuring the best outcomes for children and families.

Children were consulted in their learning and demonstrated some child-initiated play.

The mealtime experience was calm and unhurried.

The outdoor environments are sensitively structured and incorporated experiences for children's age and stage of development.

The manager had a clear vision for the future of the setting and had identified service strengths and areas for improvement moving forward.

Staff demonstrated a commitment to their continuous professional development.

The full report can be accessed via the [Care Inspectorate website](#) and is also available in paper format in our reception area.

Our Centre Improvement Plan is displayed within the reception area of the ECC. Detailed below are our improvement priorities for 2023 – 2024:

Priority 1: To support Health and Wellbeing for all; children, families and our community

Priority 2: To enhance Parent and Carer involvement and engagement within the life of the Centre

Priority 3: To develop outdoor play pedagogy across the curriculum within all age ranges

ASSESSMENT AND REPORTING

When your child joins Cairns ECC, they will be introduced to their keyworker and the other staff who will be caring for and supporting them. Your child will be in a group with other children, and will get to meet them and the rest of their peers too.

As well as welcoming and settling your child into their new environment, their keyworker will set up your child's Learning Journal. This Learning Journal will, over time, celebrate your child's successes, achievements and next steps for learning. Both you and your child have access to this Learning Journal at any time and you can add your own contributions from home. The Learning Journal is also used to help track how your child is progressing in their education. If you need any help with your child's Learning Journal, please let us know.

Within 28 days, but usually within 21 days, of your child joining the ECC, their keyworker will meet with you to give you an update on how they have settled-in to the ECC. They will also complete your child's Personal Plan which will help us care for and support your child's learning and development. They will agree learning targets for your child based on their observations and your own wishes and thoughts. The Personal Plan will be updated at a minimum of every 6 months.

Twice a year, usually in November and May, you will have the opportunity to meet with your child's keyworker to have a progress update. However, we can arrange appointments if you feel you would like to speak with your child's keyworker out-with these times. When your child is in their pre-school year, their keyworker will complete a Transition Profile which will be shared with your chosen primary school around May time.

If you have any concerns or ideas about your child's progress please ask any staff member at any time for advice. We are here to support you and your child.

ADDITIONAL SUPPORT FOR LEARNING

All early years' establishments have a variety of procedures to assist in the early identification of children and young people with additional support needs. Identification and support planning will take place at the earliest possible stage.

At Cairns Early Childhood Centre, our staff are professionally trained to observe children at play and are qualified to track and assess your child's progress, potentially highlighting any areas of additional support your child may require to assist their learning and development. You will be consulted and involved in this process throughout, including through Team with the Family meetings where required. We have a number of assessment tools which we use to ensure children receive the right support during their time in the ECC, but also to support you at home.

Where an additional support for learning need is suspected and/or identified, a Team with the Family meeting will be arranged and held in the ECC. Any professionals working with you and your child will be invited to attend. It may be decided through this meeting that a Plan is created for your child to ensure we work together to provide the right support for your child. Where possible and appropriate, your child will also be consulted on their Plan. Where required, a Coordinated Support Plan may be created instead of an individual Plan. Your child may have an Individual Learning Plan (ILP) to provide more targeted and measured support within the ECC.

Where children have an identified additional support need prior to joining the ECC, for example a medical condition, there may be a Team with the Family meeting before your child's start date to ensure we have the right supports, resources and training in place. We may devise a Healthcare Plan and/or risk assessments/safety plans. These will be reviewed as required.

We work closely with the following agencies:

- Speech and Language
- Occupational Therapy
- Social Work
- Educational Psychology
- Health Visitors
- Physiotherapists
- Bi-lingual support staff

USEFUL INFORMATION / CONTACTS

Care Inspectorate

Compass House

11 Riverside Drive

Dundee

DD1 4NY

Tel: 0345 600 9527

Email: enquiries@careinspectorate.gov.scot

Scottish Social Service Council

Compass House

11 Riverside Drive

Dundee

DD1 4NT

Tel: 0345 603 0891

East Ayrshire Early Learning and Childcare

Janie Allen

Strategic Education Manager Early Years

Early Years Admin: earlyyears-admin@east-ayrshire.gov.uk