



Kilmaurs Early Childhood Centre

East Park Drive

Kilmaurs

KA3 2QS

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| Telephone No: | 01563 538674 |
| Email: | jacqueline.mcclung@eastayrshire.org.uk |
| Centre Blog: | https://blogs.glowscotland.org.uk/ea/eastayrshirekilmaurseccmain2018/ |
| Twitter: | |
| Centre App: | School App - Available on appropriate mobile devices |
| Denominational Status (if any): | Non-Denominational |
| Centre Roll: | 82 full-time equivalent places (72 3-5 year old places) (10 2-3 year old places) |
| Further Information: | www.east-ayrshire.gov.uk/schoolhandbooks |

SECTION 1

Dear Parents/Carers,

I would like to welcome you to Kilmaurs Early Childhood Centre. I hope that this year, during our route out of COVID-19, we will be able to engage more with parents and look forward to building positive relationships/partnerships with you during your child's learning journey.

We aim to provide a secure environment where children feel comfortable and secure and are able to have fun and enjoy themselves along with their peers, while developing and reaching their full potential. We encourage and support our children to develop new skills and build on their individual interests and strengths.

We hope that you find our handbook informative and interesting and that it gives you an insight into the work undertaken within our centre.

If you require any further information, please do not hesitate to contact the centre and speak to myself or an appropriate member of staff.

We look forward to working with you and your child at Kilmaurs Early Childhood Centre.

Yours sincerely,

Jackie McClung

General Information

Kilmaurs Early Childhood Centre moved to their new build in February 2021. Within our new centre we have one large playroom, for children aged 3-5 years, which contains stairways at each end, leading to two mezzanines. The first consists of a large scenic window looking out onto the local countryside, and the other contains a cargo net. We also have a smaller room with patio doors leading to our outside play area for children aged 2-3 years.

2-3's Playroom Sessions:

9am – 11.30pm (snack provided)

12.30pm – 3pm (snack provided)

3-5's Playrooms Sessions:

8.00am – 6.00pm (snack, lunch and high tea provided)

8.00am – 12.45pm (snack, lunch provided)

9.00am – 3.00pm (snack, lunch provided)

1.15pm – 6.00pm (snack, high tea provided)

Within our 3-5 playroom we offer 1140 hours of Early Learning and Childcare. Parents/carers are able to choose from the following models:

Model 1 – 1140 hours across 38 weeks (9.00am-3.00pm term time)

Model 2 – 1140 hours through a block model - a block is 4 hours 45 minutes (for example 5 blocks week over 48 weeks or 6 blocks a week over 38 weeks)

Model 3 – 1140 hours through a blended model / split placement (combination of ECC or funded provider with a participating childminder)

Our Vision

We share our vision with Kilmaurs Primary School. This was developed in collaboration with the school due to most of our ECC children transitioning to Kilmaurs Primary School.

We aim for everyone in our centre/school community to collaborate to embed the values and code at the heart of the curriculum within our inclusive learning environment, ensuring our learners flourish.

Our Values

K P S Kind, Proud, Successful

Our School/Centre Code

In Kilmaurs Early Childhood Centre we aim for everyone: to be kind and respectful to ourselves and others and to realise that kindness, compassion and respect have a very positive impact on health, wellbeing and achievement.

To be proud of our personal and wider achievements; to take pride in ourselves as individuals; to take pride in all we do and be fair and supportive and fair towards others.

To work hard to achieve success academically; creatively and socially and celebrate success in a variety of ways.

Centre Staff 2021-2022

Management Team

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| Head of Centre | – Jackie McClung |
| Depute Manager | – Lyn Maloney |
| Senior Early Learning and Childcare Practitioner | – Gabrielle Millar |

Clerical Staff

| | |
|----------|-----------------|
| Clerical | – Jennifer Shaw |
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Early Learning and Childcare Practitioners

| | |
|------------------|------------------|
| Janice Maider | Fiona Barber |
| Angela Hill | Nicola Donnelly |
| Mhairi Head | Linda Finlay |
| Sarah Laughland | Lynn Tannock |
| Lindsay Campbell | Angela Moore |
| Lisa MacMillan | Beverley Zingone |
| Shirell Ginns | Monica McCulloch |

SECTION 2

Attendance and Reporting Absence:

If your child is not able to attend the centre, in the interests of safety we ask you to please notify the centre before 9.15am on the first day of absence, explaining the reason. Our telephone number is 01563 538764. Failure to do this will result in the ECC contacting parents to ascertain the reason for their child's absence. Children are always signed on a register when dropping off at the centre and when collecting them.

If your child or members of your household display symptoms of the coronavirus then please follow all Government guidance on self-isolation & testing. Please notify the ECC immediately if your child or household starts to display any symptoms relating to COVID 19.

If your child displays any symptoms relating to COVID 19 whilst within the centre, then your child will be accompanied by a member of staff out of the playroom and parents/carers will be contacted immediately to collect your child. The staff member who will be caring for your child will be wearing PPE and will bring your child out to meet you on your arrival at the centre. All parents/carers must then follow government guidelines on self-isolation & testing.

Suitable Clothing

Children have the best fun when they are doing creative and activity-based work. We always try to make sure they wear aprons but it can be messy fun, so please dress your child in suitable clothing. Please also make sure that your child has suitable outdoor clothing as outdoor learning takes place on a daily basis. Could you please also ensure they have a spare set of clothes available in their bags to change into when required, including top, trousers, pants, socks and indoor soft shoes. It would be helpful if you could put your child's name on all of their belongings to ensure they do not get lost. Thank you.

Complaints Handling

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. Should you wish to comment on or make a complaint about the care and education your child receives, please do not hesitate to contact Head of Centre, Jackie McClung on 01563 538674. We aim to deal with any concerns immediately.

If the Head of Centre is unable to provide a satisfactory resolution to your enquiry or complaint, you can raise a formal complaint via the Council's Complaints Procedure. Details can be found on the East Ayrshire Council Website. Your complaint will be reviewed by a manager within education and a response provided within five working days. If you are not satisfied with the response received, 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 the council's complaints process and you are still unhappy, you can ask the Scottish Public Services ombudsman to look at your complaint.

You have the right to contact the Care Inspectorate with any complaint that you have about an Early Childhood Centre and you can make a complaint to the Care Inspectorate:

Online at: www.careinspectorate.com

By email: enquires@careinspectorate.com

By phone: 0845 600 9527

Security/Visitors

We consider that the safety and wellbeing of children and staff at Kilmaurs Early Childhood Centre is of paramount importance. All staff working in our Early Childhood Centre have PVG checks prior to employment with EAC. They are registered with The Scottish Social Services Council and all have name badges for identification

- All visitors are required to sign in and out for the duration of their visit. A visitor log is situated at the front entrance for visitors to sign in and out.
- There is a secure entry system, which is used to gain access from the foyer.
- Anyone entering the Centre is met by a member of staff.
- No child will be allowed to leave the establishment unless accompanied by a known responsible adult who is at least 16 years of age and who is noted on their contact sheet.
- In the interests of your child's safety, it is essential that you make a point of telling a member of management if your child is to be collected by someone not known to staff members.

- If your child is not able to attend you must notify the Centre as soon as possible
- All visitors to the centre should report to the reception desk and wait to be admitted. Visitors are asked to sign the visitor's book and sign out when leaving.
- Parents are asked to sign their child in and out of their rooms using the room registers. If parents are staying within the building they should also sign the visitor's book. (COVID-19 restrictions in place at present and staff sign children in)
- It is expected that a responsible adult will bring your child to and from the Centre. In the interest of your child's safety it is essential that any adult responsible for collecting your child is brought to the Centre to be introduced to your child's keyworker.

Data Protection

At Kilmaurs ECC we follow the Data Protection Policy as outlined by East Ayrshire Council. East Ayrshire Council creates, collects and processes personal information about children and we are bound by the terms of the Data Protection Act 1998.

We collect information from children, their parents and guardians and we may also receive information from other sources, such as previous ECC. All information is stored securely and we do not share it apart from the circumstances described below, or where the law requires us to do so. Under the Act, we are known as the Data Controller and the information we collect is needed for a number of reasons which include, but is not limited to:

- Monitoring and reporting on absence.
- Supporting teaching and learning.
- Monitoring and reporting on your child's progress.
- Providing appropriate care.
- Assessing how well your child's school/centre is doing.

The information we collect will also include details such as contact address or phone numbers and data such as ethnic group, additional support needs and any relevant medical information.

Occasionally, we may make information available to other organisations, for example: To other schools/centres if you move away.

SECTION 3

The Curriculum

Pre-birth to Three

Rights of the Child

Within the United Nations Convention on the Rights of the Child (UNCRC) is the principle that children should be valued and respected at all levels and have the right to have their views heard and acted upon. This means that all adults and agencies should ensure when supporting babies and young children that their views are “given due weight in accordance with the age and maturity of the child” (UN, 1989, Article 12).

Relationships

While children’s early experiences play a role in shaping their future attitudes and dispositions, it must be remembered that children are able individuals in their own right. With kind and sensitive support, children develop the ability to form secure relationships and grow in confidence which promotes good emotional and social development.

Responsive Care

Responsive care means knowing and accepting children and respecting that they are unique individuals. Babies make sense of the world through adults, and the responses that they receive let them know that the significant adults in their lives are consistent, reliable and trustworthy, and responsive to their needs

Respect

One of the most effective ways of demonstrating respect for children and families is where staff express a genuine interest in them. Children’s views, values and attitudes are shaped largely by the family and more indirectly by communities. Respecting parent’s knowledge of their children is fundamental to successful practice. (Pre-Birth to Three, 2010).

Curriculum for Excellence

At Kilmaurs ECC we strive to provide a broad and balanced curriculum which reflect the outcomes and principles of 'A Curriculum for Excellence'. We provide a wide range of learning experiences to support the children in becoming successful learners, confident individuals, responsible citizens and effective contributors. The curricular areas of Scotland's national "Curriculum for Excellence" are:

Health and Wellbeing

Literacy and English

Numeracy and Maths

Expressive Arts

Sciences

Religious and Moral Education

Technologies

Social Studies

The staff plan on a regular basis as a team to discuss observations, floorbooks and evaluations and plan the learning experiences from this information. Our practitioners carefully plan the indoor and outdoor environment to promote curiosity and inquiry in all children and provide appropriate experiences and resources suitable to meet all children's stages of development. We operate a free-flow system in our 3-5 playroom for the children to access the outdoor space and there are daily opportunities for the children to access outdoor play.

Kilmaurs ECC is registered with the Care Inspectorate as an indoor/outdoor setting. This model is the same as an indoor setting but where the scale and quality of the outdoor space is suitable to register additional capacity and appropriate for enhancing the child's quality of play and learning experiences. We aim to enhance children's learning within the centre by fully accessing both the indoor and outdoor environments, allowing children to experience the full spectrum of activities available.

It is important that we provide a responsive and nurturing environment for all our service users. We believe that a developmentally appropriate curriculum will enable all children to access the Curriculum or Excellence at a level appropriate to their individual needs and aspirations. It is also important that the children have plenty of opportunity for free play where they are able to choose from a wide range of activities and resources thus fuelling their own imaginations and letting them be leaders in their own play. Staff are there to extend the learning opportunities to give depth breadth and balance.

Realising the Ambition

Within the Centre staff refer to the Scottish Governments guidance set out within Realising the Ambition. This document has been written to offer advice and support to all those working with and caring for babies and very young children.

The document explains that young children need to feel loved, secure, happy and cared for in a safe and healthy environment. Within our Centre we provide a nurturing environment which promotes bonding and attachment in a warm inviting atmosphere.

Assessment and Reporting

Every child in the centre has an individual learning folder and a “Care Plan” which details their personal learning plan and notes achievement and progress. The care plan for all children is completed within 28 days after each child has started. This plan is filled out in consultation with parents/carers which allows pertinent information to be shared with regards to the child’s individual needs and interests. The keyworker completes an individual plan with two to three small targets using the SHANARRI Indicators – Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included. The plan is reviewed twice per year and the keyworker uses this information to plan small individual targets for your child.

Staff are skilled in planning a wide range of activities and learning experiences which will be appropriate for your child’s stage of development. Records of children’s progress are kept, and this information is used to plan next steps in learning. The Head of Centre, in conjunction with keyworkers, track and monitor the progress of every child. Where required additional support and challenge will be provided.

Transitions

A smooth transition from home to the early childhood centre is essential in ensuring your child feels safe, secure and confident within their new learning environment. We hope that you feel well informed and supported through our effective enrolment and induction procedures.

Prior to your child starting at the ECC, you will be notified by letter of your child’s start date. At the moment due to Covid 19 our children’s enrolment procedure will be through a visit to our outdoor play area, where parents and children will be introduced to their keyworkers and you will be provided with the appropriate information for your child commencing at the centre and be able to ask any questions that you may have. You would normally be expected to stay with your child for their first session to ensure that they become familiar and feel comfortable within their new surroundings. Your child’s keyworker would then discuss further with you on whether they wish you to stay for further sessions (or periods of time) to support your child. Unfortunately this procedure is no longer possible with current restrictions in relation to COVID-19, but we would hope to reinstate this at some point.

During the initial settling in period, your child's keyworker will observe your child closely as they play. After 3-4 weeks, you will have the opportunity to meet with your child's keyworker to have a short, informal discussion in relation to how your child is settling. Due to COVID-19 this will be done via telephone over the coming months.

Additional support for Learning

At Kilmaurs Early Childhood Centre we provide an inclusive learning environment for all children. Every child has the right to be included and supported. We will consult parents and seek their permission if there is a requirement for any other professionals to become involved in working with their child to help support them reach their full potential. Other professionals may include Speech and Language Therapist, Health Visitor, Educational Psychologist, Community Paediatrician and Specialist nurses. Please do not hesitate to call the Centre if there are any areas of your child's development you wish to discuss.

Improvement Plan for 2021-2022

- 1) To further develop the implementation of 1140 hours within our centre.
- 2) To continue to develop our staff team through providing them with knowledge and continuous professional development to ensure high quality learning experiences for our children.
- 3) For staff to further develop our large garden outdoor area covering all areas of the curriculum.