



**Onthank Early Childhood Centre
Meiklewood Road
Kilmarnock
KA3 2ES**

Telephone No:	01563 534660
Email:	Fiona.kellett@east-ayrshire.gov.uk
Centre Blog:	
Twitter:	
Centre App:	Available on appropriate mobile devices
Denominational Status (if any):	Non-Denominational
Centre Roll:	Present Roll: 220 Capacity: 255 (240 3-5 year old places) (15 2-3 year old places)
Further information:	www.east-ayrshire.gov.uk/schoolhandbooks



Section 1

Dear Parents/Carers,

A warm welcome to Onthank Early Childhood Centre.

Joining our Early Childhood Centre is your child's first, important step in becoming part of our school community.

We recognise that you are your child's first and most important educator and we look forward to working with you and sharing the extensive knowledge you have of your child. Sharing this knowledge with us will help us to build on your child's previous experiences and will enable us to plan for future development.

Our Early Childhood Centre offers high quality education with highly qualified, caring and motivated staff whose primary concern is the wellbeing and development of your child. Great care is taken to ensure that our children experience an exciting, motivating and appropriate experience that will allow them to develop at a pace suited to their individual needs and interests. The main vehicle for learning is through play and fun.

We hope the following pages give you a flavour of our Early Childhood Centre. Should you have any further questions, we are always happy to help.

We look forward to a long and happy association with you and your family.

Kindest regards

Fiona Kellett
Head Teacher
Onthank Early Childhood Centre

Onthank Early Childhood Centre Vision, Values, Strengths and Aims

Vision

Working together to inspire, nurture and to build a better future for all.

Values

Onthank staff team values honesty, caring and respect.

Strengths

As a staff team we will bring the strengths of kindness, fairness and teamwork to the centre.

Our Aims

At Onthank Early Childhood Centre we aim:

To create a safe, happy and caring environment in which everyone is made welcome.

To promote independence, self-esteem and confidence in an atmosphere that encourages respect for themselves and others.

To provide a curriculum that promotes challenge, enjoyment, personalisation and choice in learning.

To provide an environment inside and outside which extends their sense of wonder and lets children experience success and develop a positive attitude to learning.

To work in partnership with parents, the local community and outside agencies.

Above all we hope that your time as a family at Onthank Early Childhood Centre is a happy and enjoyable experience.

We share the vision and principles expressed for all the citizens of East Ayrshire in the Community Plan.

All our vision, values and aims take into account the Rights of the Child. Our aims reflect the principles of the Health and Social Care Standards, Curriculum for Excellence, Birth to 3, Building the Ambition and How Good Is our Early Learning and

Onthank Early Childhood Centre is registered to provide a nursery service for a maximum of 135 children aged from two years to those not attending primary school. A maximum of 15 children aged two years can be accommodated at any one time.

The service is located in Kilmarnock and is available Monday to Friday fifty-two weeks of the year. Currently, it is being provided from 8.30am until 3.40pm, with most children attending either mornings or afternoons. Flexible childcare is available for some children over lunchtime.

The nursery moved to its current building in August 2014. This was purpose built and provided additional space to accommodate children. The space also allows parents/ carers to stay and take part in workshops and social events, and for visiting services to meet with children, families and staff privately.

Session Times

Morning 8.30am – 11.40am

Afternoon 12.30pm – 3.40pm

It is expected that a responsible adult will bring your child to and from the Centre.

In the interest of safety, it is essential that you tell the Head of Centre or your child's key worker if your child is being collected by someone not known to us at the time.

There is a flexible start and end to the day. Children can be dropped off between 8.30am and 9.00am for the morning session and collected between 11.30am and 11.40am. The afternoon session begins at 12.30pm and children can be collected between 3.00pm and 3.40pm. This offers greater flexibility for parents and carers.

Once your child has been signed out, your child's safety is your responsibility.

When your child arrives each day they will go to their designated area where their key worker will be waiting for them. Throughout the session children will have a focused group time and free play time where they will have the opportunity to make independent choices of where they will play and the activities they will take part in. The outcomes and experiences of Curriculum for Excellence are used in the planning of experiences in consultation with the children.

Staff Information

Management Team

Head Teacher Fiona Kellett
ELCCP Senior Jennifer McBurnie
ELCCP Senior Roni Fitzpatrick

Equity and Excellence Lead

Linzi Stewart (Digital Learning and Maths Champion)

Clerical

Geraldine Gallacher

Early Learning and Childcare Support Assistant

Joan Colman

Early Learning and Childcare Practitioners - Key Workers

Debbie Boax (Massage in School Champion)
Elaine Smith
Joanne McKay (Maths Champion)
Amy McClements (Health and Wellbeing Champion)
Amanda McClung (Massage in School Champion)
Lynn Dysart
Julie Barrie (Language and Communication Champion)
Christine McColl (Massage in School Champion)
Elaine Scott
Agnes Galloway (Outdoor Champion)
Abbie Fisher (STEM Champion)
Maggs Robertson (Outdoor Champion)
Lorna Morgan

Mary Purdie (Outdoor Champion)

Arlene Goodwin

Lee Boyd

Lauren Connell

Hannah Lynch

Coline Armstrong (Language and Communication Champion)

Marianne MacKenzie

Zuzanna Chmielewska (Gender and Equalities Champion)

Paula Cadwell

Lauren Little

Photographs of all members of staff are on the notice board located inside the main door. Throughout the year we have students from local schools and colleges join us, their photographs will also be displayed.

There will always be a member of the management team at the front entrance at the beginning and end of each session should you wish to pass on any information or if you have any concerns.

The Key Worker is your child's special person who will be responsible for their daily care and welfare as well as next steps in their learning.

Respectful Relationships – Promoting Positive Behaviour

All children are treated fairly and with respect and given lots of encouragement. The Centre promotes positive behaviour through devising our own Golden Rules with the children and following the nurture principles.

Staff are aware that all behaviour is a form of communication and we truly believe in time in and not time out.

Onthank Early Childhood Centre

Golden Rules

- **We have kind and gentle hands.**
- **We use our listening ears.**
- **We use our walking feet indoors.**
- **We look after the toys.**
- **We are all friends and try our best.**
- **We use our normal voice indoors.**

Nurture Principles

Children's learning is understood developmentally.

The Centre offers a safe base.

Nurture is important for the development of self-esteem.

Language is understood as a vital means of communication.

All behaviour is communication.

Transitions are significant in the lives of children.

Opportunities to participate within the Centre

We are always grateful for help from parents/carers to help with our Christmas and Spring Fayres, woodland adventures, environmental walks, outings etc.

We will inform you of the events in our weekly newsletter and also give details of any meetings to discuss these important events in our calendar.

We also have monthly play and stay visits where parents/ carers are invited to stay and join in with their child during group time.

Throughout the year there is a variety of workshops for parents/ carers run by our Community Practitioners and Champions.

Woodland Adventures

We aim to visit our outdoor woodland and garden on a regular basis where children will participate in a range of progressive and creative outdoor learning. We provide all-weather suits but ask that you provide your child with a pair of wellingtons (with their name clearly marked) that can be kept in the centre during the year. We always appreciate parent/ carer support on these outings and each group has a turn throughout the year.

Section 2

Transition

Onthank Early Childhood Centre aims to develop a seamless transition for all children and parents from their Home to our Centre. To achieve this seamless transition we will engage and work collaboratively with our parents to meet the needs of all the children accessing our service.

When children are allocated a place, an invitation is sent out to the child and their parents/carers to visit the centre. During this visit children and parents/carers will have a tour of the playrooms and outdoor learning environments. They will meet the children who will be in their group and be introduced to their key worker. This visit is very important to enable and ensure that relationships are being built between staff, children and parents from the earliest opportunities available.

Children within the 2-3 playroom receive the same transitions as given to 3 year olds and will be invited into the centre to be introduced to staff, other children and explore the playroom. When children turn 3 before March of the academic year, staff within the 2-3 playroom will take children through for regular transition visits that encourage relationships with staff and children and develop the children's confidence of a larger learning environment.

It is equally important that children who return for a 4 year old place receive the same opportunities for a seamless transition from one group to another. The children and parents/carers will be sent an invitation to attend the centre and during this visit meet their new group of friends and key worker, giving the children and parents the opportunity to transition from one group to another seamlessly.

When children are receiving their 4 year old place, they will begin extended transition visits throughout the year to our associated Primary Schools - Onthank Primary School and Mount Carmel Primary School, to give children early experiences that aim to develop their confidence, self-esteem and attitude towards an important milestone in their development. We also work closely with children who attend other Primary Schools within East Ayrshire to arrange an extended transition visit that allows them to have a tour of the school, meet their teacher and become familiar with a new environment.

Associated primary Schools:

Mount Carmel Primary School,

Meiklewood Road,

KILMARNOCK,

KA3 2ES

01563 525897

Onthank Primary School,

Meiklewood Road,

KILMARNOCK,

KA3 2ES

01563 525477

Support for children and young people and parents/ carers

Fiona Kellett	Head Teacher
Jennifer McBurnie	Senior Early Learning and Childcare Practitioner
Roni Fitzpatrick	Senior Early Learning and Childcare Practitioner
Linzi Stewart	Equity and Excellence Lead

Onthank ECC Complaints Process

Onthank ECC aim to provide a high quality service to the people we serve, but sometimes things can go wrong. If this happens, please tell us, so we can put it right. If you have experienced a problem with our service or have a complaint to make, the quickest way to get it resolved is to talk to the head teacher.

- **Stage 1:** If the head teacher is unable to provide a satisfactory resolution to your enquiry or complaint, you can raise a formal complaint via the Council's Complaints Procedure following the link: <https://www.east-ayrshire.gov.uk/CouncilAndGovernment/Contact-us/Contactusform.aspx>
- Your complaint will be reviewed by a manager within education and a response provided within five working days.
- **Stage 2:** 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 the complaint. Further information is provided in the leaflet a **guide to making a comments, suggestions and complaints** or on the Council's website

www.east-ayrshire.gov.uk/complaints

Complaints about care -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:

- Online at www.careinspectorate.com
- By email enquiries@careinspectorate.com
- By phone on 0845 600 9527
- By letter, or by visiting any of their offices- a list is here: www.careinspectorate.com/index.php/our-offices

Mediation and Advocacy services are also available through enquire- the Scottish advice service operated by Children in Scotland, for additional support for learning 0845 123 2303 or email: info@enquire.org.uk

Additional Support for Learning

The Education (Additional Support for Learning) (Scotland) Act 2004 (“the Act”) provides the legal framework for identifying and addressing the additional support needs of children and young people who face a barrier, or barriers, to learning. The Act aims to ensure that all children and young people are provided with the necessary support to help them work towards achieving their full potential. It also promotes collaborative working among all those supporting children and young people and sets out the rights of children, young people and parents within the system. The Act has been subsequently amended by the Education (Additional Support for Learning) (Scotland) Act 2009 (“the 2009 Act”) the Children and Young People (Scotland) Act 2014 (“the 2014 Act”) and the Education (Scotland) Act 2016 (“the 2016 Act”)

At Onthank ECC we want all children and young people to get the support they need to reach their full learning potential. We have a system which focuses on overcoming barriers to learning and getting it right for every child (GIRFEC)

Getting it Right for Every Child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people.

The GIRFEC approach aims to make it easier for parents, children and young people and the services that support them- such as early years services, schools and the NHS- to work to get it right.

Find out more about GIRFEC at www.gov.scot/girfec. Or speak to a professional supporting your child, such as a teacher, nurse practitioner, childminder, health visitor or social worker.

Section 3

Centre Day/ Year

EAC School Holidays 2019-2020

Flexible Childcare and Entitled Two year olds

Our Centre provides additionality to universal entitlement for children who require a specific session or pattern of hours due to their particular needs. This approach which follows the Guide to children's rights legislation, including the UN Convention on the Rights of the Child (UNCRC) and Getting it Right for Every Child (GIRFEC) is designed to be flexible enough to support children and families whatever their need, whenever they need it to ensure the best possible outcomes for children to improve their life chances and wellbeing.

Requests for assistance (RFA) are generated by your Child's Named Person (Health Visitor) in the first instance and this is then presented to the Resource Allocation Group (RAG) which meets monthly. RFA can include children who require a particular session to facilitate regular appointments due to complex or multiple medical or additional support needs or where an assessment panel has agreed that the child's identified needs will be best met in a flexible session.

Funded Early Learning and Childcare for entitled two year olds are available if families are in receipt of a qualifying benefit, further information can be obtained in the Centre. Two year old children are eligible for a funded place under the Children and Young People (Scotland) Act if they are: Looked After, under a Kinship Care Order; or have a parent-appointed person.

Vulnerable children can also be allocated flexible childcare sessions through the RAG process.

Where possible places are provided for 3-5 year old children whose parent/carers work, train or attend further education beyond the hours that their child is accessing their early learning and childcare session.

Attendance

We ask that parents/ carers report the absence of their child to the Centre on the first day of absence. If known in advance that your child is going to be off, key worker/ office staff should be advised.

We ask that where possible you adhere to the door opening times indicated as group time's start at 9am and 12.40pm PROMPT and children coming in late or leaving early disrupt these times for the whole group concerned.

We do, however, appreciate that unforeseen circumstances/appointments etc. out with session times are unavoidable but we ask that you inform a member of staff as soon as possible.

Dress Code

Uniform

If you wish your child to wear our uniform (although this is not compulsory), sweatshirts and polo shirts are available from Ayrshire Schoolwear which is situated in Princes Street Kilmarnock.

We ask that you ensure your child's name is on ALL items of clothing/footwear and that you provide a change of clothes in a bag should they be needed at any time.

Security and Visitors

The Centre has a very secure key fob entry system throughout. There is a secure door into the main building. An intercom system is in use for times the school office is closed. All visitors to the Centre are requested to sign the visitor's book. The Head Teacher or nominated person will ensure that the main exit door is appropriately secure as children are leaving with their parents and carers. The main playroom doors are kept locked during main play sessions. Fire exits are still accessible from inside the playrooms. The outdoor areas have gates that remain closed at all times.

Medical Matters

Childsmile

The NHS provide tooth brushing and tooth varnishing services to all children attending an Early Years Centre. Please find enclosed with this pack an information letter provided by Childsmile regarding the tooth brushing programme and also a consent form for you to complete regarding tooth varnishing.

Medication/Allergies

If your child is required to take any medication or has any allergies we should be aware of, please inform their key worker. You will then be asked to complete a medical consent form and this will be reviewed every term to ensure it is kept current.

Communicable Diseases

Infections are common in childhood. For some diseases a period of exclusion from nursery is necessary to ensure that your child is fit to resume normal activities and to ensure that he/she does not pose a risk to other children and staff.

Minor Accidents and Upsets

Any minor accidents or upsets such as small cuts, bumps and bruises will be dealt with capably by one of our first aiders (Jennifer McBurnie, Agnes Galloway and Roni Fitzpatrick). All of our first aiders have been trained to deal with Anaphylactic Shock and both Jennifer and Roni have both been trained in the use of defibrillators

We will always telephone you if your child bumps their head. This will continue to be monitored by staff after the initial phone call and you will be informed of any concerns.

Sunscreen/Sunhats

If the weather is sunny we would ask that sunscreen is applied to your child at home before they come to nursery and that they are provided with a hat to wear outside.

Data Protection

All children's personal data is kept in a secure place at all times and only leaves the centre when the child moves to another centre or onto primary school where it is hand delivered (where possible) and signed for or posted by recorded delivery if the child moves out of the area.

Section 4

The Curriculum

Onthank Early Childhood Centre plan and deliver child led experiences following National Guidelines from documents outlined by the Scottish Government:

- The Curriculum for Excellence
- Building the Ambition
- Health and Social Care Standards
- Getting it Right for Every Child
- Pre-Birth to Three
- United Nation Convention Rights of the Child

These documents assist practitioners in delivering knowledge, skills and attributes that children and young people need for life in the 21st century, including skills for learning, life and work.

Children have access to all areas of the Curriculum throughout the 2-3 and 3-5 Playrooms and all areas are accessible and meet the needs of the individual children. We believe in providing a cross curricular approach to our children's learning ensuring that Literacy, Maths, Health & Wellbeing and all other areas can be developed both inside the playroom and within our Outdoor Learning Environments.

We believe in child led learning experiences and following the children's interests to develop their skills and knowledge of the world around them. We achieve this through

each group having their own 'Floorbook' which documents the children's voice, mark making skills and photographic evidence, thus allowing children to have ownership of their learning. Each child has their own 'Individual book' to record their significant achievements.

The staff evaluate the children's learning experiences on a weekly basis and consult the children on possible next steps to develop their skills, knowledge and understanding. Evidence is a vital component of documenting the impact of children's experiences and a valuable tool for staff to self-evaluate how they will plan to take the children's learning forward. Staff link the evidence gathered to the group display boards which allows parents to follow the children's learning journey.

Children are encouraged to have their input into 'Floorbooks' and display boards that are visible for all.

We provide cameras and iPads for children to document their own learning and share this learning with parents through Glow, a social media platform that allows parents and carers to have an insight into the experiences that children are leading independently.

Section 5

Raising Attainment

Equity and Excellence Lead – Linzi Stewart

Onthank Early Childhood Centre aims to work effectively in raising attainment for all those who access our service. The Equity and Excellence Leads role within the centre is to support staff, children and families, working towards achieving the best outcomes for all. The role of the professional is to contribute to the provision of high quality early learning and childcare services that encourages everyone to work together to reduce inequalities and close the poverty related attainment gap. We support and encourage high quality learning through developing children's Maths and Communication and Language skills within our specific areas 'Magic Maths' and 'Storyland', which also links with our centres Improvement Plan.

Onthank ECC Champions

Staff that are called Champions are highly trained within specific areas of the curriculum. They work with children and families to support, challenge and develop children's knowledge and understanding. In turn giving the children the skills required to progress within their learning at the age and stage appropriate to the individual child's development. We encourage parents to support their child within the home by providing home link activities that encourages family learning, thus ensuring we are giving every child the best possible start in life.

Massage in Schools Champions –

Debbie Boax, Christine McColl and Amanda McClung

As part of our commitment to raising attainment through health and wellbeing, we have staff members who are qualified in the school massage programme. Children will be issued with a leaflet as part of their induction pack which gives more details about the programme and its benefits.

Maths Champions – Linzi Stewart and Joanne McKay

The Maths Champions use the 'Magic Maths' area to introduce and model concepts to small groups of children and the intended learning concepts are also delivered within the Maths area of the playroom to allow children to extend their own learning at a pace appropriate to their development. 'Magic Maths' is supported by two Maths Champions who work collaboratively with the children's key workers to identify the children who may require targeted support or challenge.

The Maths Champions provide all staff with weekly guidelines to ensure that there is consistency throughout the centre with the intended language we want the children to be learning and questions used to promote thinking. At 3 points throughout the year key workers will assess each individual children using a specially devised tracking tool to track children's progress and to show the impact of their learning experiences.

Language and Communication Champions – Julie Barrie and Coline Armstrong

The importance of children developing good communication skills has been a priority area within East Ayrshire Council. The Early Years Project was developed in August 2017 for closing the attainment gap in Early Language and Communication Development in Children and as part of the project the Speech and Language Team have been working closely with Communication Champions throughout East Ayrshire to support, encourage and develop good speech, Language and Communication skills amongst every child from 0-5 years.

The ability to communicate effectively is a key skill in life and as a child develops, it is important we nurture their communication skills so they are capable of expressing themselves, clearly and confidently, in all aspects and areas of their life.

A child learns to communicate by watching and listening to their parents/carers, and then mimicking their words and actions; the more you communicate with your child, the earlier and quicker they will develop these skills.

Onthank Early Childhood Centre is the first Centre to receive 'Language and Communication Friendly Environment' accreditation award in June 2019, which will be maintained throughout 2019-20 session.

Through interactions and play within the Centre a child will develop social skills, interpersonal skills, listening and attention skills alongside their communication skills.

Communication Champions will provide targeted support to aid all aspects of communication, working closely with the speech and language team as well as parents and carers.

Children attending 'Storyland' will have their own frequency scales which will identify the areas of communication needing support, showing development of their skills throughout the year as the scales are completed to show each child's progression. Targeted support will also focus on raising attainment with children scoring low within the Early Level Literacy Assessment Toolkit, which is completed 3 times within the year for each child to ensure the appropriate support is given to aid higher literacy results for the child.

Section 6

Reporting to Parents

You will receive a verbal report in November and a written report in May. Once the reports have been issued you will have the opportunity to meet formally with the keyworker to discuss your child's progress.

Individual Care Plan Meetings

In order to comply with the requirements of Care Services regulations all early childhood centres must ensure that each child using the service has a personal care plan within 28 days of the date the child starts using the service.

The personal plans show that the service along with parents/carers will address children's health, welfare and safety needs. The plan will be reviewed every 6 months from the initial consultation or as and when new information becomes available.

ECCs Care Inspectorate

Date of inspection: 13.03.18

Quality Themes and Grade

- | | |
|---|--------------------------|
| • Quality of care and support | Grade 6 Excellent |
| • Quality of the environment | Grade 5 Very Good |
| • Quality of staffing | Grade 6 Excellent |
| • Quality of management and leadership | Grade 5 Very Good |

Requirements: None

Action Taken: N/A

Recommendations: The provider should work with the management to find a solution to the current situation around the use of the nappy changing room.

Developments in progress:

This will be addressed as part of the 2020 expansion plans.

Section 7

Daily Snack

Children will be provided with a healthy snack each day in line with the 'Setting the Table' nutritional guidelines at a cost of £3.00 per week. You will find the weekly snack menu in our newsletters and also displayed daily at the front entrance. Snack money can be paid weekly, monthly or termly directly to the office using the brown envelopes provided at reception.

The money collected not only provides snack but also a small birthday and Christmas gift for each child and also for entertainers at different occasions throughout the year.

Birthday Celebrations

As we follow the 'Setting the Table' guidelines on nutrition, birthday cake is not allowed within the centre. Your child will celebrate their 'special day' with their group and will be presented with a card and small gift to mark the occasion.

Fundraising

The centre hold two sponsored events per year with the money collected used for new resources and events.

Car Parking

There are limited spaces in the car park situated in front of the centre which we share with Onthank Primary School and Mount Carmel Primary School. We would ask that where possible you walk with your child to school. Can we please ask that extreme care is taken when using the car park and that the one way system is used at ALL times but especially during the busiest times of the school day.

Please note that unfortunately prams and buggies are not allowed within the building for safety reasons and we ask that they be left at the front door.

Get moving and having fun outdoors together (Daily Mile)

We undertake this physical activity every day for 20 minutes in a social setting which is fun for the children. They can chat to their friends as they run about enjoying the experience together. We treat the weather as a benefit, not a barrier where children enjoy being outside in different types of weather connecting with nature and being aware of the seasons.

It's fully inclusive – every child every day out together in the fresh air.

Intergenerational Visits

The Care Inspectorate encourages care services across Scotland to bring together younger and older generations and to meet with this the centre works in close partnership with Crossgates Care Home. A group of children join the residents on a weekly basis to take part in planned activities such as crafts, baking and singing together. This has proved to be fun and beneficial for all

Glow

We have our Glow blog which features news and updates along with photographs of children taking part in daily activities. On starting the Centre you will be provided with a leaflet with more details on how to download it.

Day Nursery App

We also have a day nursery app, on starting the Centre you will be provided with a leaflet with more details on how to download it.

Newsletters

We issue a weekly newsletter that lists important dates for your diary and an update on what the children are learning.

The newsletter can be sent to you by email but if for any reason you cannot access the newsletter electronically paper copies are available from reception.

To enable us to provide this service it is essential that you complete the Annual Data Check form which will be issued to you within a few weeks of your child starting with us. This form provides us with essential information regarding emergency contact details, any medical conditions we should be aware of and your email/mobile phone details. Please ensure that you complete this form and return to the Centre as soon as possible.

We also ask that you keep us informed of any changes to your details (mobile phone/email address) as failure to do so could result in you not receiving information from us.

There is a notice board situated inside the front entrance that is updated with events/reminders for the week ahead. We would encourage you to check the board when you drop off/pick up for any relevant information.

Mental Health

Improving mental health is a priority for the Scottish Government and here at Onthank ECC we have 7 mental health first aiders:

Fiona Kellett

Jennifer McBurnie

Roni Fitzpatrick

Geraldine Gallacher

Julie Barrie

Lee Boyd

Linzi Stewart

The Benefits of Animals for Children

Within Onthank Early Childhood Centre our children already benefited from having aquariums with fish.

We introduced pets to our centre to give the children the opportunity to interact with animals and learn valuable life skills that they can use throughout their future lives.

We have a number of small animals within the centre for the children to enjoy and interact with; 2 Rabbits, 4 Guinea Pigs, 2 Hamsters, 1 Tortoise and 1 Bearded Dragon.

We also have 'Daisy' the Golden Doodle Dog that visits the Centre every Thursday. Daisy meets the children each session and says goodbye at the end of each session. Each group takes turns each week at going on a 'Daisy Walk' in the local environment.

We would ask that you inform your child's keyworker immediately of any allergies your child may have with regards to the animals.

We are aware that there are many benefits to keeping pets, but there are also a range of issues that we needed to consider for the safety and wellbeing of both the children and animals concerned.

Having a relationship with a pet can help children develop a caring attitude, a nurturing approach, responsibility, empathy and improved communication. Having a pet in an early year's environment enables children who are not otherwise exposed to animals to learn these skills within the early years setting.

A full risk assessment and policy was put in place for the pets within the centre or visiting the centre. We ensure all animals are vet checked and suitable for contact

with our children. Any contact the children have with the pets is fully adult supervised by staff and is out with the main busy playrooms.

We are a 52 week service so staff are on hand to care for pets within the centre throughout the year.

Daily Session

Am session	Activity
8.30 -9 am (30 mins)	Soft start welcome/register free play in base areas
9 am -9.30 am (30 mins)	Group time / Welcome
9.30 am- 10.45 (1hour 15 mins)	Free Play/ tidy up Courtyard, expressive area, garden area rota
10.45- 11.00 (15 mins)	Snack/tooth brushing
11.00-11.20 (20 mins)	Daily Mile
11.20- 11.30 (10 mins)	Round up of the day -feedback from children being tracked. Distribution of pictures/letters
11.30- 11.40 (10 mins) Total 3 hours 10 mins	Doors open
Pm Session	Activity
12.30- 12.40 (10 mins)	Welcome/ register/
12.40- 1.00 (20 mins)	Daily mile
1.00- 1.30 (30 mins)	Group time
1.30– 2.35 (1 hour 5 mins)	Free play session/ tidy up Courtyard, expressive area, garden area rota
2.35- 2.50 pm (15 mins)	Snack tooth brushing
2.50-3pm (10 mins)	Round up of the day -feedback from children being tracked. Distribution of pictures/letters
3pm – 3.40 (40 mins) Total 3.10	Doors open /Free play in base areas