



Riccarton Early Childhood Centre
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Kilmarnock
KA1 4DY

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Centre Blog	Riccarton ECC Glow Blog
Head of Centre	Gillian Johnston
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Denominational Status (if any)	Non-Denominational
Centre Roll	Co-educational centre with a roll of 64 full time places. Stages covered – 3-5 years.



Dear Parents/Carers

We realise that starting nursery is a whole new experience and this may be your child's first encounter with adults and children outside their own family circle.

For this reason, we strive to make Riccarton Early Childhood Centre a welcoming, happy place for your child. We will build upon the valuable learning that you have been providing for your child at home and, like you, we will value and care for your child as an individual and encourage them to give their very best in all situations.

We hope the information in this handbook is helpful but if you require any additional information, please do not hesitate to contact myself or a member of staff at any time.

We look forward to welcoming you and your child to Riccarton Early Childhood Centre.

Yours sincerely

Gillian Johnston
Head of Centre



Our Vision

At Riccarton Early Childhood Centre we strive for excellence.

We seek to provide a safe, welcoming centre where all our children are nurtured, respected, included and motivated to learn. A place where all children's rights are central and every child is encouraged to reach their full potential.

Our Values

- Nurturing relationships
- Respect
- Happiness and Wellbeing
- Child Centred
- Partnership

Our Aims

- Provide a safe, happy, nurturing and stimulating environment in which every child and all involved in their development will feel welcome, respected, valued and confident.
- Provide a relevant, progressive and balanced curriculum indoors and outdoors with high quality learning experiences that supports and challenges children.
- Ensure children are at the centre of their learning, consulted in decision making and experiences take account of their individual interests and needs.
- Create an environment that encourages respectful relationships. Children will be supported to understand their feelings and become emotionally resilient, recognise that everyone has equal status and equal opportunities.
- Establish and nurture strong partnership links with parents and the wider community to work productively together to encourage innovative and forward thinking ideas to continually improve the service we provide.

Our aims and objectives reflect key principles of the Health and Social Care Standards – Dignity & Respect, Compassion, Inclusion, Responsive Care and Support & Wellbeing.



Staff Team 2024/2025

Gillian Johnston	Head of Centre
Lorna Smith	Senior Early Learning and Childcare Practitioner
Lynsey Murray	Equity & Excellence Lead
Sarah Shanks	Early Learning and Childcare Practitioner
Lauren Shepherd	Early Learning and Childcare Practitioner
Louise Messer	Early Learning and Childcare Practitioner
Anne McCabe	Early Learning and Childcare Practitioner
Lyndsay Laird	Early Learning and Childcare Practitioner
Chelsie McLean	Early Learning and Childcare Practitioner (Mat Leave)
Rachel Johnston	Early Learning and Childcare Practitioner
Scott Nisbet	Early Learning and Childcare Practitioner
Gillian Clark	Early Learning and Childcare Practitioner (Mat Cover)
Lynsey Martin	Early Learning and Childcare Support Assistant (20hrs)
Vacant Post	Early Learning and Childcare Support Assistant (20hrs)
Heather Angus	Senior Clerical Assistant
Elaine Rae	Cleaner
Stephen McGowne	Janitor

If you have an enquiry or concern, please contact the Head of Centre who will be more than happy to assist.

Hours of Opening

8:40am – 2:40pm

At Riccarton Early Childhood Centre, we strive to provide a warm, friendly, fun environment where parents and visitors often comment on the excellent ethos within the establishment. It is important that every individual is treated with equal respect and can learn and work in the knowledge that his/her contribution is valued irrespective of race, gender or disability.

We seek to do this by –

- Treating each child, parent, staff member as an individual
- Listening and talking to children, parents, community and each other as a staff team
- Planning curriculum activities to meet the needs of each individual child



- Promoting health + wellbeing through small group time, celebrating birthdays, the arrival of new babies, ensuring that each child has his/her work displayed throughout the year
- Keeping parents and visiting adults informed about further education opportunities via our notice boards
- Providing Work Experience placements for school pupils and Further Education students

We celebrate children's achievements through our weekly "Star of The Week" award, lunchtime superstars and "Our Achievement Wall" which can include wider accomplishments from outside nursery and displayed for parents and visitors to see. The centre has an important part to play in the community, annually we hold a harvest via our Eco Committee and make donations to the local food larder. We work closely with local engineering companies which offer visits and workshops. Our Annual Easter Bonnet parade allows the children to show off their beautiful homemade bonnets to surrounding neighbours and is a popular event in our calendar.

Transitions

At Riccarton Early Childhood Centre we believe that transitions in to and out of the centre should be handled sensitively, inclusively and positively. Transitions are carefully planned with clear communication and effective partnership with parents and all concerned with the child.

Prior to children starting the centre, we offer home visits and PEEP (parental engagement) sessions. For children who have split places across 2 establishments, we would liaise to ensure a consistent approach.

At the point of transitioning to Primary School, we invite Primary 1 teachers to visit and organise trips to the school to allow the children to participate in playmaker sessions with the active schools co-ordinator.

Holidays and In-Service Days

Please see here – [East Ayrshire Council - School Holidays](#)



Associated Primary Schools

Here at Riccarton, we have strong links with all local Primary Schools. Every year children go off to many different schools with our main feeder Primary Schools being –

- **Whatriggs Primary School**
 - Whatriggs Road, Kilmarnock – Tel: 01563 546776
- **Shortlees Primary School**
 - Blacksyke Avenue, Kilmarnock – Tel: 01563 523817
- **Loanhead Primary School**
 - Dick Road, Kilmarnock – Tel: 01563 522938
- **St. Andrews Primary School**
 - Grassyards Road, Kilmarnock – Tel: 01563 549549

Attendance

If your child is not able to attend the centre, in the interests of safety could you please notify us as soon as possible. Failure to do this will result in staff in the centre contacting parents to ascertain the reason for their child's absence.

Security and Visitors

We are very conscious of security in and around the centre.

During sessional times our doors are locked and alarmed. Visitors must ring the bell before being admitted by a member of staff. Before entering the establishment, a visitor who is unknown to the member of staff must first show proof of identity and then sign the visitor's book.

It is expected that a responsible adult over the age of 16 will bring a child to and from the centre and sign the child in and out each day. In the interest's of your child's safety, it is essential you should make a point of telling a member of staff if he, or she, is to be collected by someone not known to the Head of

Centre or staff members. This is then written down in the parent information folder in the playrooms. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.



Complaints Handling

Should you wish to comment on or make a complaint about any aspect of provision made by the establishment, you should contact the Head of Centre in the first instance. Our aim is to resolve as many complaints as possible at the first point of contact. If you remain dissatisfied, leaflets are available outlining stage 2 of East Ayrshire Council's "complaints handling procedure" and can be found on the local authority website.

The Curriculum

At Riccarton Early Childhood Centre, we ensure that we provide a curriculum which is broad, balanced and responsive to children's individual needs and interests. We work with the experiences, outcomes and principles of "A Curriculum for Excellence". We develop and educate our children to become successful learners, confident individuals, responsible citizens and effective contributors.

Every month staff plan the learning experiences for the children based on observations and tracking information which they have gathered in the playrooms. Children are consulted regularly through a wish board, floor books, group times and mind maps. This ensures they have choice and their needs and interests are catered for.

We have two playrooms and a fantastic outdoor playground. We ensure that we make the best use of space to provide play opportunities in designated areas within the eight curriculum areas. We ensure there is a good balance between free choice and planned group activities with slick transitions. Our timetable also ensures that children can freely access the outdoor play area throughout free play time.

Through our varied programme, our children develop skills for learning, life and work. We encourage all our children to become independent and responsible through following daily routines assisting as snack helpers or "buddies" to the new children. Our enterprise activities develop the children's self-esteem, confidence and entrepreneurial skills. They take on leadership roles and play an active part in clubs and committees.



Our children have opportunities for active, physical play both indoors and outdoors daily using a variety of equipment. Many show good fine and gross motor skills as a result.

The children have opportunities to develop early reading and writing skills both indoors and out. They are surrounded by a literacy rich environment through labels, wall displays, environmental print and fact and fiction books. They are encouraged to recognise their name at welcome time, snack time and within the art and creative area. We have a writing table and writing wall as well as quiet reading corner/nurture area.

Through planned play activities, the children have opportunities to understand maths in our daily lives. They learn to count, recognise numbers, colours and shape. They develop an understanding of time, money and measure. We also make charts throughout the year to measure rainfall, height and look at least/most popular choices.

Our science boxes encourage the children to observe natural changes in season and appreciate the world we live in.

The introduction of our annual International Week has developed an interest and knowledge of other countries and cultures.

We explore natural materials inside, in our playground and on our block of woodland adventures to our local Caprington Woods. We enjoy planting herbs, fruits and vegetables in our designated areas and explore insects and their habitats in our garden area.

As part of our commitment to Eco School, we have achieved our Fifth green flag. We take part in energy saving and recycling initiatives throughout the year. The children learn about life cycles and animals through the Incredible Eggs programme.

The children have many opportunities to express themselves through art, music and drama activities both inside and outside daily. We invite in dance teachers to motivate and inspire the children.



Support for Children and Parents/Carers

At Riccarton Early Childhood Centre our priority is to Get It Right For Every Child. We work in very close partnership with other agencies such as our Educational Psychologist and health professionals. When concerns are raised, relevant assessments are carried out and a Team with Families (TWF) meeting may be convened. Parents will be fully informed throughout.

Assessment

At Riccarton Early Childhood Centre we ensure there is a good balance between free and planned group time activities. Throughout the day, staff write observations to track and assess children's progress. They look out for "magic moments" and plan learning experiences around the children's interests and work on what they already know, to challenge their learning.

Every child has an online Learning Journal and a "Personal Care Plan" which details their personal learning plan and celebrates their achievements. Termly targets are set and agreed in collaboration with parents and we monitor closely the progress that each child makes and celebrate their success. Transition profile reports are written, shared with parents and kept inside this folder which is then transferred to the associated Primary School for transition purposes.

Additional Support for Learning

Our early learning and childcare practitioners 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 that your child may require to further assist in their learning journey. Parents will be consulted at all times with the development of their child and permission sought for any additional support that may be required.



All our staff are fully trained in further developing our children's emotional wellbeing. At Riccarton, we have our own nurture area called "Rainbow Room" which is available to support and nurture children's emotional needs.

We have a Speech and Language Champion within the staff team who works closely with Speech and Language Therapists and can offer support and advise on any speech requirements that your child may have.

Other professionals that we work in collaboration with:

- Speech and Language Therapists
- Occupational Therapists
- Social Work
- Educational Psychologists
- Health Visitors
- Physiotherapists
- Bi-Lingual Support Staff