linda.mcaulay-griffiths@east-ayrshire.gov.uk

**Our Ref:** LMCA/JA/CC

**Date:** 7th February 2024

**Parents/Carers of 3 to 5 year old children attending Catrine Early Childhood Centre**

Dear parent/carer,

As per our letter of 26th January 2024, we advised that further contact would be made with parents/carers on Wednesday 7th February to advise if the service will return to normal levels from week beginning Monday 12th February 2024.

Due to staff availability, and following the local holiday and in-service day, the service at Catrine ECC will **continue to be reduced** on **Wednesday 14th February, Thursday 15th February** and **Friday 16th February 2024.**

All children should attend for either a morning session from **9.00am - 12.00pm** or an afternoon session from **12.45pm - 3.45pm** as follows:

**Morning session**

**Groups to attend are:**



Council Headquarters, London Road, Kilmarnock KA3

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el: 01563 554400



**Chief Education Officer**

**and**

**Head of Education: Linda McAulay-Griffiths**

Telephone:

01563 576126

Email:

* **Sherrie's Sharks**
* **Leoni's Starfish**
* **Michelle's Bumblebees**

**Afternoon session**

**Groups to attend are:**

* **Rena's Butterflies**
* **Carrie's Caterpillars**
* **Julie's Jellyfish**

Packed lunches will be provided for all children, either at the end of the morning session or start of the afternoon session.

**If you have no other means of sourcing childcare and require this for work reasons, please contact Alana Speirs, Depute Manager or Judith Govans, Head Teacher as soon as possible and they will try and accommodate childcare needs where possible if staffing levels permit.**

Further contact will be made with parents/carers by Friday 16th February to advise if the service will return to normal levels on Monday 19th February 2024.

If the situation with staff changes, and we are able to resume normal service delivery earlier than 19th February 2024, you will be advised of this immediately. Please be assured that we are doing everything possible to return to a full service as soon as possible.

We apologise for the short notice and any disruption this may cause, but it is essential that we are able to operate in a safe manner with the staff available to the ECC.

Kind regards,



LINDA McAULAY-GRIFFITHS JANIE ALLEN

**Chief Education Officer and Strategic Education Manager:**

**Head of Education Early Intervention**