



# Crosshouse Early Childhood Centre

HANDBOOK 2016-17



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## A Message from the Head of Education

Thank you for taking the time to read this handbook. In writing the following pages, colleagues are attempting to do two things. The first is to provide you with the information you need so that your child can be given access to all of the services and facilities to which they are entitled. The second purpose is to seek and promote a genuine partnership with you as the main responsible adult in your child's life. Without that partnership it will not be possible for your daughter or son to take maximum advantage of their education and so to fulfil their potential. Quite simply, we want the best for your child in exactly the same way you do.

My invitation to you is that should you have any doubts about your child's progress or their entitlement to a service, then you should not hesitate to contact the school or early childhood centre. You are entitled to an explanation of anything that is of concern to you and staff will be very pleased to assist you with an answer to any question you have. All we would ask is that you do this with the courtesy that you yourself would expect.

I know your child will enjoy their time with us and they will learn and progress every day. However old your son or daughter, never be afraid to ask what they were doing today and whether they were having any difficulty or problem that we, or you, can help them with. By our working together in this way, I promise that your child will succeed and will have a great preparation for life.

Kindest regards

**Alan Ward**





## Headteacher's message

Welcome to Crosshouse Early Childhood Centre!

Early education is becoming more high profile and is recognised as being an extremely important stage in a child's development and learning. Getting it right allows the formation of a sound foundation for future learning.

We recognise that you are your child's first and main teacher and hope to work in partnership with you to provide the best possible care and education for your child.

Starting nursery is often the first time a child is separated from his/her parent / carer and this can be challenging for both. It is also a time of great excitement as a whole new learning environment is opened up to your child. We hope to make the transition to nursery as smooth as possible and tailor the settling in period to meet you and your child's individual needs.

We will help your child to grow in confidence and independence, form new friendships, begin to recognise they are part of a learning community, be secure and happy in a caring, sharing environment, have interesting new learning experiences and above all have FUN!

This handbook should offer you much information about the school but please feel free to approach me or any member of staff with any queries about our service at any time.

Thank you for choosing Crosshouse Early Childhood Centre. I am confident your time with us will be a happy, positive and worthwhile experience for all.

Tina Gaitens

Head Teacher





## Establishment ethos, vision and values

At Crosshouse Early Childhood Centre we aim to:

- Provide, at the heart of the community, a welcoming, safe, stimulating and inclusive environment, where children feel happy and secure, have a sense of belonging, and are motivated and actively involved in their own learning.
- Provide an excellent curriculum delivered through a variety of learning and teaching approaches which meets the needs of all learners and where children can continue their development into confident individuals, responsible citizens, effective contributors and successful learners.
- Ensure our service is well managed: having appropriate policies to inform practice, ensuring effective deployment of staff and managing all resources effectively.
- Have effective leadership at all levels with a clear vision and direction.
- Continually evaluate and make improvements to our service.

These aims reflect the principals of the national care standards for early education and childcare:

- Dignity
- Privacy
- Choice
- Safety
- Realising potential
- Equality and diversity







## Establishment information

<b><u>ESTABLISHMENT NAME:</u></b>	Crosshouse Early Childhood Centre Playingfield Road Crosshouse KA2 0JJ
<b><u>TELEPHONE NUMBER:</u></b>	01563 532300
<b><u>EMAIL:</u></b>	tina.gaitens@east-ayrshire.gov.uk
<b><u>PRESENT ROLL:</u></b>	67
<b><u>PRESENT CAPACITY:</u></b>	40 F.T.E. (40 places am & pm)
<b><u>STAGES COVERED:</u></b>	Age 3 – 5 years
<b><u>DENOMINTATIONAL STATUS:</u></b>	Non Denominational
<b><u>SINGLE SEX CO-EDUCATIONAL:</u></b>	Co Educational
<b><u>PARKING ARRANGEMENTS:</u></b>	Car park in front of school and additional parking available behind school adjacent to area centre.
<b><u>HOURS OF OPENING:</u></b>	9am-3pm
<b><u>DAILY SESSIONS:</u></b>	Morning session      9am – 11.30am Afternoon session    12.30pm - 3pm
<b><u>WRAP AROUND CARE:</u></b>	Crosshouse E.C.C. is not currently able to offer wrap around care.

### **MEALS AND SNACKS**

Most children currently have a 2 ½ hour session at an early year's establishment, therefore meals are not generally provided. Some children may attend on a full day basis and in those circumstances, a meal may be provided in establishments that provide places for children aged 0-3 years or wraparound care

We provide snack every day in the nursery. Milk and water are provided daily by the local authority. Fresh fruit is also provided every day. Parents are able to make a donation of £1.50 per week to supplement the provision of a variety of healthy snacks. Staff make use of the 'Nutritional Guidelines for Early Years' when planning snack menus.





## Establishment information

### **ENROLMENT**

Registration for a nursery place takes place around the end of February.

All children who will be three years old before the end of February the following year may have their names put on our register of applicants.

The dates and times of registration will be notified in the local press, displayed on posters in local shops, the doctors' surgery, library and in the Community Centre.

Places can usually be offered to all children in Crosshouse if they are three years of age at the start of the session in August and to those who will become three before March of the following year.

However, if the situation arose where there were not enough places for all the 3-5 year olds, the places would be allocated according to East Ayrshire Council's policy. The applications would be banded on a priority basis.

Children who are three before the end of August, who have been allocated a nursery place, will be invited to visit the nursery school in June. They will have an opportunity to visit the playrooms and meet the staff while their parents complete enrolment forms and chat about the nursery curriculum.

Changes to the admission policy mean that all 3 year olds are entitled to a funded nursery place from the first Monday of the month following their 3rd birthday. You are invited to make arrangements to have another visit to the nursery in the month prior to starting.

Parents are more than welcome to visit the nursery prior to making an application.





# Establishment information

## MAIN FEATURES OF THE NURSERY ACCOMMODATION

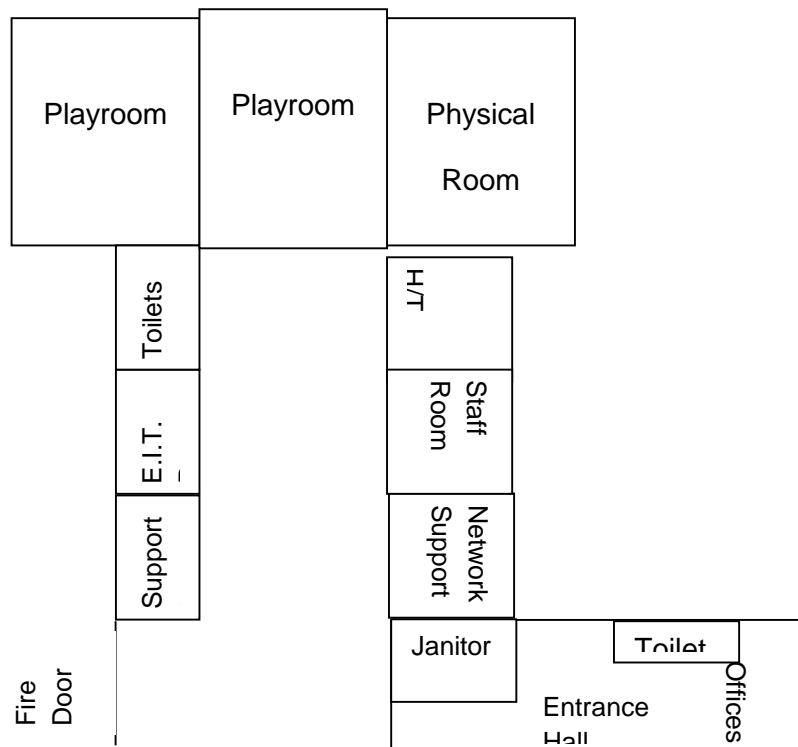
The nursery accommodation consists of 8 rooms:-

- 2 large activity based playrooms which the children use on a free flow basis.
- A physical playroom which is also used freely.
- A small room used as a library. This room is also used for circle time, group time, story time and by visiting specialists e.g. Speech therapist, community paediatrician, occupational therapist etc.
- Chill out room –another small room with TV, DVD video and soft seating.
- The head teacher's office.
- A kitchen/staff room.

The nursery accommodation is on ground floor level, so is accessible to wheel chair users. The children's toilets have been refurbished and include a wide toilet cubicle for children with walking aids and a hydraulic changing facility.

There is a large enclosed outdoor play area which we are developing into an exciting outdoor learning environment.

## ESTABLISHMENT PLAN:







## Establishment information

### **ASSOCIATED PRIMARY SCHOOLS**

Crosshouse Primary School  
Playingfield Road  
Crosshouse  
KA2 0HN  
01563 521459

Annanhill Primary School  
Grange Terrace  
Kilmarnock  
KA1 2JR  
01563 532962

St. Andrews Primary School  
Grassyards Road  
Kilmarnock  
KA3 7SL  
01563 549549

Mount Carmel Primary  
Meiklewood Road  
Kilmarnock  
KA3 2EL  
01563 525897

Gargieston Primary School  
Dundonald Road  
Kilmarnock  
KA1 1UG  
01563 533067

Should you wish to comment on or make a complaint about any aspect of provision made by the establishment, you should contact the establishment in the first instance. Our aim is to resolve as many complaints as possible at the first point of contact.

You have the right to contact the Care Inspectorate with any complaint that you have about an early childhood centre. Please see part 2 of the handbook for further information.





## Establishment security

There is a buzzer entrance at the main door of the school building and a security lock on the nursery corridor door, and the playroom door. All visitors to the building are requested to sign the visitor's book and wear the badge provided.

- At entry /exit times the doors are supervised by a member of the establishment team and the janitor.
- Please be vigilant with your child.
- Parents are asked to sign their child in and out of the establishment.
- It is expected that a responsible adult will bring a child to and from nursery
- In the interests of your child's safety, it is essential that you make a point of telling the Head of Establishment if the child is to be collected by someone not known to the Head of Establishment or staff members.
- If your child is not able to attend nursery, in the interests of safety could you please notify us as soon as possible to prevent us taking further required action.





# Establishment calendar

Holiday Arrangements 2016/2017				
Term	Break	Dates of Attendance		
First		Teachers (In Service)	Tue	16 Aug 2016
		Pupils return	Wed	17 Aug 2016
		Local Holiday	Fri	16 Sep 2016
		Local Holiday	Mon	19 Sep 2016
		Close	Fri	7 Oct 2016
		Teachers (In Service)	Mon	17 Oct 2016
		Pupils return	Tue	18 Oct 2016
	Mid Term	Close	Fri	23 Dec 2016
Second	Mid Term	Re-open	Mon	9 Jan 2017
		Close	Fri	10 Feb 2017
		Teachers (In Service)	Thu	16 Feb 2017
		Teachers (In Service)	Fri	17 Feb 2017
		Pupils return	Mon	20 Feb 2017
		Close	Fri	31 Mar 2017
Third		Local Holiday	Mon	17 Apr 2017
		Re-open	Tue	18 Apr 2017
		May Day	Mon	1 May 2017
		Teachers (In Service)	Thu	4 May 2017
		Local Holiday	Mon	29 May 2017
		Close	Thu	29 Jun 2017





## Staff information

### STAFF

#### HEAD OF ESTABLISHMENT:

Mrs Tina Gaitens

#### SENIOR EARLY YEARS WORKERS (Job share):

Mrs Alison Armstrong  
Miss Lynne Ogilvy

#### PERMANENT EARLY YEARS WORKERS:

Mrs Karen Martin  
Mrs May Steele  
Mrs Anna Brown  
Ms Deborah Clark

#### ANCILLARY STAFF:

CLERICAL ASSISTANT  
CLERICAL ASSISTANT  
JANITOR/CLEANER  
CLEANER

Mrs Carol Haining  
VACANCY  
Mrs Ann Lusk  
Mrs Marion Davidson (evenings)

#### **TOTAL NUMBER OF STAFF**

11





## Establishment improvement







## Pre-birth to 3 (ECC only)

- *contact details of 0-5 early childhood centre in early childhood network*
- *add detailed information if 0-5 service is provided*





## Curriculum 3-18

Curriculum for Excellence is the education system in Scotland. It includes nurseries, schools, colleges and community learning from 3 to 18 and beyond.

Since autumn 2010, learners from pre-school to S1 have been working to Curriculum for Excellence guidance and standards.

The table below matches the five curriculum levels to stages of learning generally applicable, with flexibility (for example, for young people who are particularly able and/or have additional support needs).

<b><u>LEVEL</u></b>	<b><u>STAGE</u></b>
<b>Early</b>	<b>The pre-school years and P1, or later for some.</b>
<b>First</b>	<b>To the end of P4, but earlier or later for some.</b>
<b>Second</b>	<b>To the end of P7, but earlier or later for some.</b>
<b>Third and Fourth</b>	<b>S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4.</b> <b>The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.</b>
<b>Senior phase</b>	<b>S4 to S6, and college or other means of study.</b>





## Curriculum 3-18

From pre-school to the end of S3 (3-15) young people will experience a broad general education which is designed to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. The broad general education will include all of the Experiences and Outcomes across all curriculum areas up to and including the third level. Throughout all learning, prime importance is given to literacy, numeracy and health and wellbeing. This includes learning outside.

<a href="http://www.youngscot.org">www.youngscot.org</a>	(learners)
<a href="http://www.parentzonescotland.gov.uk">www.parentzonescotland.gov.uk</a>	(parents and carers)
<a href="http://www.sqa.org.uk">www.sqa.org.uk</a>	(information on qualifications)
<a href="http://www.educationscotland.gov.uk">www.educationscotland.gov.uk</a>	(curriculum, learning, inspection)
<a href="http://www.engageforeducation.org">www.engageforeducation.org</a>	(share ideas and questions about education)
<a href="http://www.scotland.gov.uk/cfeinaction">www.scotland.gov.uk/cfeinaction</a>	(real-life examples)

### OUTDOOR LEARNING

All children and young people will have regular opportunity to learn outdoors both in the grounds of the establishment and in the local community.

Please ensure that your child has suitable outdoor clothing as outdoor learning takes place on a regular basis.





### TEACHER ACCESS PROGRAMME

There is 1 Principal Teacher and 9 teachers who work on a peripatetic basis across East Ayrshire in all local authority and partnership early years establishments.

The Teacher Access Programme aims to provide consistency across East Ayrshire in relation to teacher access to all eligible children accessing pre-school education in addition to qualified Early Years Workers.

The teachers will support the delivery of pre-school education by:

- facilitating focused learning experiences and opportunities for children
- extending the skills of staff e.g. planning, tracking children's progress
- modelling new approaches to adult: child interaction
- supporting heads of establishments to ensure consistency in the assessment of children's progress
- supporting heads of establishments to ensure the robustness and relevance of evidence used to underpin assessments
- supporting the transition to primary school

The teachers will also support staff with the planning and delivery of the Curriculum for Excellence in line with individual establishment's improvement plans.





## Curriculum 3-18

**A Curriculum for Excellence**, which is being implemented in our early years establishments and schools, establishes clear values, purposes and principles for the education of all children and young people from 3-18 years. It aims to enable young people to develop their capacities as successful learners, confident individuals, responsible citizens and effective contributors. The curriculum for the pre-school sector and early years of primary is presented together as one Level. This aims to ensure a smooth transition in what children learn and how they learn. The emphasis is on the importance of providing opportunities to learn through purposeful, well planned play and encourage continuity and progression in learning across the sectors.

We provide access to a wide range of resources in a carefully balanced curriculum. Play is a natural and instinctive way for children to grow and learn. Our learning and teaching is child centred, and based on play. We consult and listen to children's interests in order to plan relevant and appropriate play situations. We encourage children to learn by providing a wide range of experiences in which they can explore experiment, observe, listen, talk, think and investigate.

Our curriculum takes in eight main curricular areas. These are:-

- Expressive Arts.
- Health & Wellbeing.
- Languages.
- Mathematics.
- Religious and Moral Education.
- Sciences.
- Social Studies
- Technologies.







## Assessment and reporting

When your child begins nursery we ask you with your key worker to complete a profile giving us some information of where your child is in their learning and development. Each child has a folder of work which evidences their progress in literacy numeracy and health and wellbeing. Children's skills in literacy, numeracy and health and wellbeing are tracked through observations, discussions with colleagues and group time.

Key workers plan group time activities. These more structured play activities help staff members assess the skills your child has and what next steps are required to further develop their individual learning. Children and staff members often undertake mini topics based on children's interests and/or from their observations of play.

### Reporting to Parents

We hold Parents Meetings in November and May when you are invited to come in and meet with your child's key worker, look at your child's work and discuss his/her progress. Our transition document is called the Transition Profile, and you will get the opportunity to see this at the parents meeting. The transition profile gives some information about your child's development in literacy numeracy health and wellbeing and other curricular areas. With your permission we will pass this information on to your child's primary school to assist them in planning your child's next steps.





## Policies and procedures

The establishment has a range of policies and procedures which are available for parents to read.

### **PROMOTING POSITIVE BEHAVIOUR**

It is important that parent and staff work together to promote positive behaviour both at home and at nursery. The staff and children, together, formulate golden rules which the children follow in the nursery. Our golden rules are:

1. Walk in the nursery, try not to run
2. Listen carefully your turn will come
3. Share the toys, let everyone play
4. Look after the toys until it is time to put them away
5. Be kind to each other, don't hurt anyone because in the nursery we have lots of fun

Staff in the nursery follow agreed guidelines and if specific problems arise parents are consulted. There are various ways in which we can promote positive behaviour and if staff and parents support and co-operate with each other then a satisfactory solution will be reached.

Children participate in circle time. They talk about feelings, take part in different activities, follow rules and instructions and listen to each other.





## Additional support for learning

If there are concerns about a child's learning or development advice and support may be sought from other appropriate staff within the establishment and through consultancy with visiting professionals, including the educational psychologist.

The educational psychologist visits the establishment regularly to work with and, through the staff, to best support children and young people who are experiencing barriers to learning. Their role is often in giving advice to the establishment and in the sharing of expertise with staff.

Staff may discuss the support needs of individual children with the psychologist in order to ensure that support plans are appropriate to the individual needs of the child. However, the psychologist would not observe or meet with a child without the prior consent of the parents.

Assessment information can be drawn from a variety of professionals and meetings involving parents and relevant professionals may be held to plan next steps. Children who are placed on the Additional Support for learning log may have an Action Plan or an Individual Learning Plan which will be reviewed regularly.





## TRANSFER TO PRIMARY SCHOOL

### Links with Primary Schools

Crosshouse Early Childhood Centre has established good links with local primary schools - Crosshouse Primary School, Annanhill Primary School, Gargieston Primary School, Mount Carmel Primary School, Park School and Willowbank School although we will liaise with any primary school any of our children are intending to move on to.

Our transition programmes vary between schools but to give you a flavour most involve:

- Primary 1 teachers visiting the nursery where she plays and works with the children, looks at their learning logs and talks to nursery staff.
- Nursery staff taking the children on visits to the Primary School.
- Children visiting the Primary School with their parents.
- Pre-school children are linked with a primary 6 'buddy' to support them in the first few weeks of primary school, and in some cases a primary 2 buddy who has just been through primary 1.
- Crosshouse Primary 1 /nursery 'swap' in June – a fun day where P1 get to go back to nursery!
- The children's transition profiles being passed on to the Primary School with parental permission.





## Transition

Specific details are issued during your child's preschool year and other schools contact the nursery and parents with details of their individual transition programmes.

### **ASSOCIATED PRIMARY SCHOOLS**

Crosshouse Primary School  
Playingfield Road  
Crosshouse  
KA2 0HN  
01563 521459

Mount Carmel Primary  
Meiklewood Road  
Kilmarnock  
KA3 2EL  
01563 525897

Annanhill Primary School  
Grange Terrace  
Kilmarnock  
KA1 2JR  
01563 532962

Gargieston Primary School  
Dundonald Road  
Kilmarnock  
KA1 1UG  
01563 533067







## Parental involvement

We recognise the value of Parental Partnership.

Our aims for promoting Parental Partnership:

- To foster a good home/school partnership.
- To promote effective communication based on mutual understanding.
- To recognise the importance of parents in the education of their children.

We welcome parents who visit the nursery at any time. I would encourage you to discuss your child's progress and any concerns you have with his/her key worker or if you prefer to speak to the head teacher please feel free.

Communication with parents about nursery events is mainly through monthly newsletters and the nursery notice board which has a wealth of information including snack menus, curriculum information and an opportunity for you to feed into future planning. Our newsletters are also published on our blog available at <https://blogs.glowscotland.org.uk/ea/CrosshouseNurserySchool/>

Often the newsletter has a tear off section if we are seeking your opinion on an issue. There is a suggestions box situated in the entrance hall. Many leaflets are also available for your information but if you require information and can't find it please ask. We will find it for you through our numerous links.

In the past we have run home-school initiatives like story sacks and paired maths bags. We also have Fit Ayrshire Babies (FAB) bags for borrowing. We hope to revisit and to build on this.

We try to hold grandparents open days and/or parents open days every year which is a lovely opportunity for you to get involved in some fun activities. We also invite you to various events over the year e.g. Nativity concert, Spring Concert and end of year celebration days.

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## Learning Community

### Early Childhood Network

Crosshouse early Childhood Centre is a member of the Kilmarnock West Early Childhood Network.

### Learning Community

Crosshouse early Childhood Centre is a member of the Grange Learning Community.





## Wider community links

Crosshouse early Childhood Centre is a member of the Grange Learning Community which brings together a wide range of services to benefit young people. The principle purpose of the learning community is to ensure that services are better co-ordinated in order to meet the needs of young people and raise attainment. Learning Communities support the government's approach to GIRFEC (Getting it Right for Every Child). This means that if a child/young person needs support then, where possible, there will be one co-ordinated assessment and one plan for that child/young person.

We think of ourselves as being a valued part of the local community. We make regular outings in the local area, visit Thornton Nursing Home at Christmas and make use of the local shops and library. The community policeman makes visits and gives talks to the children on safety issues. The head teacher is shared head with Crosshouse Primary School and Communication Centre and has links with the CANCL and the community council. We participate where possible in community events such as the Gala Day and Community Scarecrow Competition.





## Other information

### Contact Details

#### Head of Education

Alan Ward, East Ayrshire Council, Economy and Skills  
Council Headquarters, London Road, Kilmarnock KA3 7BU

#### Head of Community Support

Kay Gilmour, East Ayrshire Council, Economy and Skills  
Council Headquarters, London Road, Kilmarnock KA3 7BU

#### Cabinet Member with responsibility for Skills and Learning

Councillor Stephanie Primrose  
East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU

#### Cabinet Member with responsibility for Wellbeing (Children's Champion)

Councillor Iain Linton  
East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU

#### Local elected members for ward

East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU

CLlr Tom Cook – Tel: 01563 576027  
CLlr Lillian Jones – Tel: 01563 576031  
CLlr Iain Linton – Tel: 01563 576566  
CLlr Douglas Reid – Tel: 01563 576027





# Other information







## Disclaimer

Although this information is correct at time of publication, there could be changes affecting any of the matters dealt with in the document:

- before the commencement or during the course of the school year in question
- in relation to subsequent establishment years

This document is also available, on request, in braille, large print or recorded on to tape, and can be translated into Chinese, Punjabi, Urdu, Gaelic and Polish.

Ma tha sibh airson fiosrachadh fhaighinn ann an cànan sam bith eile, cuiribh brath thugainnaig an t-seòladh a leanas.

اگر آپ یہ معلومات کسی اور زبان میں چاہتے ہیں تو برائے مہربانی نیچے دیے گئے پتے پر ہم سے رابطہ کریں۔

閣下如需要這份資料的其他語言版本，請透過以下的地址與我們聯絡。

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ  
ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰ ਹੇਠ ਦਿੱਤੇ ਗਏ ਪਤੇ ਤੇ  
ਸੰਪਰਕ ਕਰੋ ।

Dokument dost pny jest równie w alfabecie Braille'a, w wersji z powi kszonym drukiem lub w formie nagrania d wi kowego na kasecie. Na yczenie oferujemy tak e tłumaczenie dokumentu na wybrany j zyk.

