

E.C.C. HANDBOOK

Dear Parents/Carers,

We hope that you and your child enjoy your time here with us. The aim of the E.C.C. Handbook is to make you familiar with the routines and policies in place within the Centre, as well as giving general information. I hope that you find this booklet helpful and please do not hesitate to contact us if you have any matters you wish to discuss.

Thank you.

At Saint Andrew’s Early Childhood Centre we ensure that we provide a Curriculum which is broad and balanced. 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.

Dress - Suitable clothing

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen, so please dress your child in suitable clothes. Please make sure that your child has suitable outdoor clothing and some outdoor shoes with them that they can change into when going out to play in the wet months. Parents are requested to provide a change of clothing to be kept in the E.C.C. in the event of minor mishaps. All items of clothing and personal equipment should be labelled with the child’s name.

Attendance

We would welcome a telephone call if your child is not able to attend the Centre on a particular day. If your child becomes ill whilst at the Centre, staff will contact parents immediately and keep the child comfortable until the parent arrives. If we cannot contact you we will contact the emergency contact number given to us at enrolment. Parents are requested not to send their child if he or she is suffering from any of the following symptoms: • Vomiting • Diarrhoea • Fever • Rash (indicating measles, chickenpox, etc). A full period of 48 hours (as per instructions laid down by the Department of Public Health) should have passed without any of these symptoms being present before a child can return.

If your child is sick, or likely to be off for any length of time, you should inform the school office who will then inform the E.C.C. staff. If a child is absent from the Centre for more than two days and the parent/guardian has not contacted us, the staff will telephone the parent/guardian and enquire as to the reason for the child’s absence.

Minor accidents

Basic First Aid will be administered by a qualified member of staff and you will be informed of this when you arrive to collect your child.

Arrival and Collection of Children.

It is expected that a responsible adult will bring a child to and from the nursery. You are asked for a password or to supply photos of all persons who may collect your child from the Centre. In the interests of your child's safety you should make a point of telling the management or staff members which person will be picking up at the end of the day/session. This avoids difficult situations when a child cannot be allowed to leave with an adult who we have not been informed will be collecting your child.

Security

It should be realised that security is also the responsibility of parents. Please can parents not hold the door open for other parents to enter or leave the building, you may feel rude doing this, however it is for the safety of the children.

Emergency Contacts

May we remind you of the importance of emergency contact numbers. Parents whose children are in the Centre are asked where possible to provide us with the names, addresses and telephone numbers of two contact persons for use in case of an emergency. You are also asked to keep the Centre up-to-date with any changes. You can inform staff or telephone the office to have your information changed at any time.

Medication

Please ensure that the Centre has all the relevant medical information about your child. Please be assured that shared information about your child is confidential. If your child is in need of medication during his her/time at nursery you should discuss his/ her requirements with the Depute Head Teacher/Senior Lead Early Learning and Childcare Practitioner or your child’s key worker. Prescribed drugs will require you to complete a medicine form which authorises staff to administer the drugs to your child. For any child who has any long term health needs, we will complete a Health Care Plan with you to ensure that we are fully meeting your child’s needs.

Sun Protection

Could all parents please ensure their child is provided with sun cream and a sun hat, these should be kept at nursery in the child’s bag. This will ensure the children are suitably protected whilst playing in the outdoor area.

Working with you

Parents/Carers are encouraged to help in the playroom and/or on outings and events. We have stay and play sessions available where we encourage parents into the setting. Effective communication between home and the E.C.C. is vital. We will keep you informed of events and activities in the following ways: • Newsletters • Informal discussion (where appropriate) • Our Notice Board • We have a very informative website which is updated regularly to bring you the latest news and information ([blogs.glowscotland.org.uk › standrewspsandeccmain2017)](https://blogs.glowscotland.org.uk/ea/standrewspsandeccmain2017/)

Our APP sends out regular messages and our ECC blog contains photos and updates from the Centre.( <https://blogs.glowscotland.org.uk/ea/stanprecc/>)

Key Worker System

Your child will be assigned a ‘Key Worker’, who will be responsible for ensuring your child is settling into the E.C.C. routine. Staff will promote positive behaviour at all times in the nursery setting, children will be encouraged to form positive relationships with other children and staff. A copy of all our Policies and Procedures is available if any parent wishes to read these.

Every two weeks staff plan the learning experiences for the children based on observations and tracking information gathered in the playroom. Children are consulted regularly. Parents and Carers have the opportunity to view the planning on the website and APP and contribute and comments/ideas. Our planning is also on display in the entrance of the E.C.C. This ensures children have choice and their needs and interests are catered for.

We have a large playroom, 2 quiet rooms and a fantastic outdoor playground. We ensure that we make best use of space to provide play opportunities.

Through our varied programme, our children develop skills for learning, life and work.

We encourage all our children to become independent and responsible. We have a strong focus on the Health and Wellbeing of the children and provide experiences on mindfulness and yoga.

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.

We explore natural materials inside, in our playground and when we go walks in our campus or in the local community.

Support for children and Parents/Carers

At Saint Andrew’s E.C.C. our priority is to Get it Right for every Child. We work in very close partnership with other agencies such as Educational Psychologist and Health Professionals. When concerns are raised, relevant assessments are carried out and a Team around the Child meeting may be convened. Parents will be fully informed throughout.

Assessment

Throughout the day, staff write observations to track and assess children’s progress. We ensure children’s interests and next steps in learning are catered for through planned experiences. Our staff have regular team meetings to discuss observations, in order to best meet the needs of the children. We follow guidance contained within ‘Realising the Ambition’.

Every child has a Learning Journal and a “Care and Learning Plan” which details their personal learning plan and celebrates their achievements. 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 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 & assess children’s progress, potentially highlighting any areas of additional support that children 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.

We have a Communication Champion within the staff team who works closely with Speech & language therapists.

Other professionals that we work in collaboration with:

* Speech & Language Therapists
* Occupational Therapists
* Social Work
* Education Psychologists
* Health Visitors
* Physiotherapists
* Bi-Lingual support staff

Complaints Procedure

Any parent who has cause for complaint about the Centre, staff or any other aspect of the care of their child/children are advised to consider one of the following suggestions: i. Speak to a member of staff ii. Speak with Head Teacher in person or by telephone (01563 549549). In the event of a concern arising, the E.C.C. would endeavour to sort out any problems at an early stage; we would investigate all complaints thoroughly, enabling us to meet our commitment to be fair, responsive and open. Any complaint will be dealt with on the day of complaint if possible or within two working weeks if the matter remains in-house. If the matter has to be referred to the responsible statutory body then the completion timescale will be determined by their findings and subsequent report. You can contact the Care Inspectorate **at**

Renfrewshire House  
Cotton Street  
Paisley  
PA1 1BF

Tel: [0345 600 9527](tel:0345%20600%209527)

Child Protection Policy and Procedures

Children in our setting will be assured of continuity of care. They will be protected from harm and we will follow the guidelines set by East Ayrshire Council, with regards to action to be taken in the event of suspected child abuse. All staff should report any concern they have to the Head Teacher. The Head Teacher will give guidance in relation to recording the concern. The Head Teacher will follow the action points stipulated in the standard circular.

Here are some numbers you can call if you need help.

Social Work 01563 554200

24 hour Child Protection Line 0808 022 3222

Child Line Scotland 0800 1111