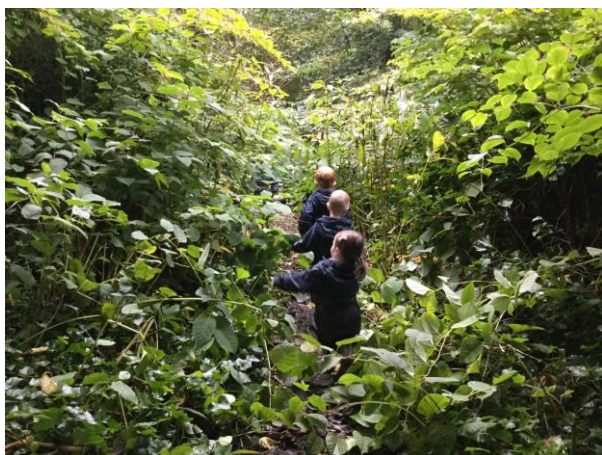


McCready Family Centre



Handbook 2019/2020

Welcome to McCready Family Centre

On behalf of everyone at McCready Family Centre I welcome you to our centre. I hope you will find this handbook interesting and helpful. The purpose of this handbook is to provide information on all aspects of the centre and the work undertaken.

Throughout this handbook we have tried to give you an impression of life in our centre and the ways we cater for the individual needs of each child. If the answers to your questions are not here, please do not hesitate to ask.

We are proud to put children at the heart of all we do within our centre. We respect children and their right to be a child. The wellbeing, learning and development of each individual child is carefully supported, nurtured and challenged in our learning spaces indoors and outdoors.

We are part of East Renfrewshire Council's Education Department and share their vision of "Everyone Attaining, Everyone Achieving through Excellent Experiences." We are non-denominational and respect and welcome children and families of all religions, faiths and beliefs. For our youngest children we follow the Pre-birth to Three national guidance which recognises the vital and rewarding role our staff play in promoting Responsive Care, Respect, Relationships and the Rights of the Child.

Staff in our team nurture the children in their care so that they develop a capacity for love, empathy, respect, resilience, positive relationships and the chance to succeed. They understand that every child has the right to a positive start in life and use the principles within the guidance to support children as they learn about themselves, significant people in their lives and the world in which they live.

We value working in partnership with parents and carers to ensure that children are given the best possible learning experiences that match their interests and stage of development. Our highly trained educators provide an exciting play-based curriculum that supports children's curiosity, inquiry and creativity.

We look forward to getting to know you and your family and hope that you will soon feel a welcomed and valued member of McCready Family Centre.

Donna Jeffries
Head of Centre

VISION STATEMENT

In McCready Family we believe all children should have the opportunity to play, explore and to grow into someone who makes a difference

VALUES

In McCready Family Centre we:

1. Provide foundations that encourage each individual to fulfill their potential, develop a sense of curiosity, creativity and develop a love for learning.
2. Promote equal opportunities, respect diversity and value the special contribution everyone can make
3. Believe our joint partnership with families is based on openness and honesty and is the key to our success
4. Value our Family Friendly approaches which echo our beliefs that every child, family and member of staff matters

AIMS

We aim to:

1. To create a challenging, engaging and responsive learning environment that supports individual interests, skills and stages of development
2. To nurture happy content, independent, resilient individuals who develop the strength to face challenges with confidence
3. To foster empathy and support friendships
4. To build a staff team of nurturing, respectful and professional Child Development Officers who have a sound knowledge of child development
5. To work in partnership with feeder family centres, agencies and the community
6. To continually strive to be innovative, display best practice and to be a centre of excellence



Family Centre Information

Address: 2 Water Road
Barrhead
G78 1SQ
East Renfrewshire

Telephone number: 0141 570 7550

Email: mccreadyfamilycentre@ea.e-renfrew.sch.uk
Twitter: McCready FC @mccreadyfamily
Website: www.ea.e-renfrew.sch.uk/mccreadyfamily/info.htm

Denominational Status: non-denominational

Nursery Roll: 47 Full-time equivalent

Age Group: 6 weeks - 3 years

ADMISSIONS

We can accommodate up to 35 two-year-olds and 12 babies age 6weeks -2 years old per nursery session.

Places are allocated by East Renfrewshire Council in accordance with their admissions policy which reflects The Standards in Scotland's Schools Act 2000 and The Children and Young People (Scotland) Act 2014, which place a duty on local authorities to provide 600 hours of free Early Learning and Childcare for all eligible 2year olds. Core hours for eligible 2 year olds are as follows

- 5 sessions of 3 hours and 10 minutes during term time
8.35 - 11.45 or 13.00 - 16.10

Applications for eligible two-year-old children can be made as your child turns two, once a place has been allocated they will usually start within that term. All places are allocated in accordance with East Renfrewshire's Admission Policy by the admissions team within the Education Department.

Any child requiring an additional or alternative placement must be referred by their health visitor, social worker or educational psychologist to the admissions panel of the local authority, the Early Years Intervention Group, who consider each case on an individual basis. All enquiries regarding allocations should be made to:

Education Department

Admin & Support Section

211 Main Street Barrhead

G78 1SY

Telephone: 0141 577 3288

Email: pre.five@eastrenfrewshire.gov.uk.

Many children attending McCready Family Centre have been allocated a place either through the Early Years Intervention Group (E.Y.I.G.) or our Local Authority Placement system (L.A.P). We also offer a limited number of paying places and extended hours. For more information regarding this please speak to a member of the management team who will be happy to assist you in respect of Family Centre availability, cost etc.

Core Hours for children allocated through E.Y.I.G:

Morning session 8.45am - 11.45am

Afternoon session 1.00pm -
4.00pm



To allow the children to benefit from their full nursery session please adhere to these times.

If you need to collect your child before the end of the session please inform management who will advise a member of staff that your child will be collected early on this occasion. For health and safety purposes, when picking up or dropping off your child we ask that only one adult enters the building. Any parent dropping off/collecting their child between 9am-11.30am and 1.15pm - 3.30pm will be required to use the back playroom entrances. (Front gates will be closed for safety reasons.)

Public holidays and staff in-service days will be displayed on playroom notice boards/website/Twitter/email and can also be found at:

<http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=2543>

The Staff of McCreedy Family Centre



Michelle Liddell
Depute Head
of
Centre



Donna Jeffries
Head of Centre



Donna Allison
Senior C.D.O
(Acting)



Linda Glen
C.D.O



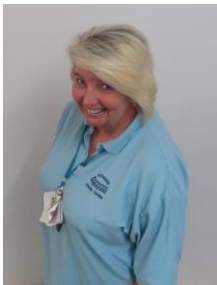
Samantha Courtney
C.D.O



Nicole Robin
C.D.O



Rebekah
Hitchens
C.D.O



Evelyn McFarlane
C.D.O.



Eleanor Milloy
C.D.O.



Aileen Gibson
C.D.O.



Lorna Weir
C.D.O.



Anne Little
C.D.O.



Marie Shankland
Business Support
Assistant



Wilma MacLean
Janitor/Cleaner



Stephanie McInnes
Catering Assistant.



Prior to Entry

A member of the Senior Leadership Team and your child's key worker will visit you at home. It is really important that your child makes the best possible start at nursery. The home visit allows you and your child to get to know the staff and ensures a familiar face on their first day at nursery.

We try to make this experience as positive as we possibly can (*experience has shown that children (and parents) are more relaxed when they are at home*). The home is a safe and secure place for your child and often we can see them as they really are.

During this visit enrolment forms, parental consent forms (tooth brushing, photographs etc.) will be completed and practical information regarding McCready Family Centre will be shared; you will also be given your child's start date and placement information.

- *Please do not go to any special lengths in preparation for our visit. We do not expect tea or coffee, in fact this may interrupt us working with your child.*
- *We timetable the visits because we have a lot of children to see. If you need to cancel the visit, please telephone the nursery on 0141 570 7550 and leave a message to this effect. We will get back to you to rearrange.*

(Parents and children are encouraged to visit the centre before your official first day)

On Entry

Please remember that the first few days at nursery will be a new experience for both you and your child. On day one, while the children visit their playroom, we ask the parents/carers to remain in the building. An individual settling-in programme will be discussed at this time. Some children do take longer than some to settle and we will plan to meet each child's needs. During the settling period you will be asked alongside the keyworker to complete information regarding your child's developmental stage and "All About Me" information. This information will enable the key worker to gauge your child's stage of development and to plan individual learning opportunities.

Please remember:

- To bring your child's birth certificate and your council tax invoice on first day of nursery
- To bring a supply of spare clothes, nappies and wipes to nursery for your child. You will be reminded when the nappies/wipes are running low
- To provide a change of shoes preferably with Velcro fastening as - this encourages your child to become independent
- To close all outside gates and doors when entering and leaving the building
- To please name all clothing and footwear as the nursery cannot be held responsible for loss or damage to children's belongings.
- To fold your pram if making use of the pram shed.
- Many children are brought to nursery by car and parking facilities are very limited in this area. Please do not park in designated areas for the disabled unless you are entitled to.
- To let us know if someone else will be collecting their child at the end of the sessions.

McCready Family Centre consists of two main playrooms. Each playroom offers a variety of nurturing experiences to help support the development of the child, depending on their stage of development.



Busy Bee Room
Adult/Child ratio 1:3



Rainbow Room
Adult/Child ratio 1:5

Your child will have a key worker; this is a designated member of staff who has responsibility for a small group of children. The key worker will keep accurate records of your child's progress; attend reviews and liaise with other agencies. Opportunities are given to meet with key workers, both formally and informally to discuss children's progress.

Family Centre Security/ Arrival and Collection of Children

- Within McCready we operate a secure entry system. Please ensure that you do not hold the door open for anyone coming in to the Family Centre behind you. We appreciate this is bad manners, but staff must verify who is entering the building, by using the video intercom system.
- It is essential that a responsible adult brings and collects your child. The person must be over 16 years of age. (In the interest of your child's safety you will be asked to complete a section on the enrolment form listing names of adults who are allowed to collect your child from the nursery. (To comply with General Data Protection Regulations please ensure that this person has given their permission to be added for this purpose) Anyone arriving to collect a child whose name is not listed on our records will be refused on entry).
- For additional security we have a sign in and out book, which requires to be completed on a daily basis.



Absence Procedure

If your child is unable to attend please contact the centre either in advance (if planned) or by telephone on the first day of absence. If the centre has not been notified by 9.30am (morning children) or 1.30pm (afternoon children) you will be contacted by text to confirm your child's absence.

- We care about you and your child so we monitor attendance carefully. This also ensures places are being used to best capacity for all families in the community.

Changes to Personal Details

It is crucial that you inform us immediately of changes to your personal details, including change of mobile numbers and change of address. You will understand the importance of being able to contact parents in the event of an emergency.



Emergency Closure Arrangements



Establishments may be affected by severe weather, power failures or difficulties with heating. If this happens we will do our best to let you know the details of the closure by telephone, on our website, in the press or on local radio. East Renfrewshire Council's website will also provide up to date information through their Twitter feed. You can follow us on Twitter - @mccreadyfamily

Medical Information

If your child is in need of medication during centre hours, you should discuss details with the Head of Centre or your child's key worker. Prescribed drugs will be given at the discretion of the Head of Centre. A medical form, which authorises staff to administer the drugs to your child, must be completed by the parent/carer and authorised by the Head of Centre. In the event of your child being prescribed antibiotics it is recommended that the child must be treated for at least 48 hours prior to returning to nursery.

Illness

Please let us know if your child is unable to attend nursery - a telephone call will do. If your child becomes unwell, we will make the child as comfortable as possible and then contact either yourself or one of the emergency contacts. Please let us know immediately of any change of address or telephone number. If we were unable to contact anyone, we would contact emergency services directly if necessary. If your child is unwell prior to coming to nursery, it is important that you keep him/her at home. This will ensure a speedier recovery and prevent other children or staff becoming infected.

Sickness

If your child has been sick or had diarrhoea please do not return to nursery until:
Sickness - 48 hours have passed
Diarrhoea - 48 hours have passed.

For more information regarding exclusion criteria for childhood illnesses see:
www.hps.scot.nhs.uk/haic/ic/guidelinedet



Accidents

Minor accidents will be dealt with in the nursery by staff and/or our trained First Aider (Michelle Liddell).
Accidents are recorded in our accident book and you will be asked to sign this when you collect your child.

Health Promoting Centre



Snack Time- if we are asking children to be active learners then it is important that we promote their energy levels accordingly. We offer milk or water to drink and provide a variety of healthy snacks for children to choose from such as fruit, toast or cereal, oatcakes etc. **Please inform us if your child has any allergies or if there are any foods your child doesn't like. McCready Family Centre is a nut free zone. Please do not give your child any nut based products.**

From time to time we will have special snacks to learn about religious festivals, we also give the children opportunities to take part in baking and cooking activities.

We endeavour to encourage children to adopt a healthy lifestyle and to see the benefits in choosing healthy options. We encourage children to eat healthily by offering only healthy snacks and encourage parents to provide healthy packed lunches for those children who are required to provide a packed lunch.

We encourage fitness by offering a programme of physical development and movement with daily opportunities to engage in energetic physical play both indoors and out. We actively promote oral hygiene, each child has their own toothbrush and participates in supervised brushing every day as part of the Childsmile programme. If you do not wish for your child to be part of the Childsmile programme, can you please put it in writing?

As part of our nurturing approaches and keeping with our centre's vision, values and aims for all of our families, our snack time/lunchtime is based on the principles of the Swedish Pre-School Model. Lunchtime for the children is a nurturing experience and we endeavour to deliver lunch to children in a more home like environment. Children are encouraged to develop their independence, self-help skills, confidence and social skills. We do this by supporting children to help set the table for lunch, serve themselves their food and help others. Serving themselves their lunch ensures children make healthy choices, discuss food and develop their conversational skills with others. The atmosphere of the lunchtime approach is very relaxed and at a pace suited to individual needs of the children.



Suitable Clothing

All children will have their "special peg/box" in the cloakroom where you can leave a change of clothes e.g. trousers/skirt, t-shirt, pants socks etc. We have a very limited stock of spare clothes therefore it is important that your child's bag/box is replenished after use. It is essential for every child to have a pair of soft shoes to wear within the playroom. Apart from comfort it is more hygienic and therefore essential that your child changes from outdoor shoes.

When dressing your child for nursery we ask that you consider the following:

- Children enjoy taking part in 'messy' activities and although every effort is made to see that they wear the aprons provided, accidents do happen.
- We encourage every child to become independent in self-help skills such as going to the toilet on their own. (belts on trousers, stiff buttons etc can make this difficult)
- Outdoor learning is an important part of our curriculum, and to allow this the children should be suitably dressed for the weather e.g. warm jacket, wellies, hat, gloves etc.

PLEASE NAME ALL CLOTHING AND SHOES.



Why not save your child's clothes from being covered in paint glue etc. by buying them a nursery polo shirt or sweatshirt. These items can be bought from the front office and are priced at:



Polo shirt £5.95

Sweatshirt £7.95



Family Centre Funds

We strive to be generous with the children's treats throughout the year and your donation is now more important than ever. We aim to keep costs to a minimum and request that you contribute £2.50 to the fund on a weekly basis. The fund also pays for your child's parties, Christmas presents, trips, outings and various events throughout the year. If all parents contribute, this will ensure all children receive the same high standard of quality play and learning activities. Monies should be paid directly into your Parent Pay Account.

I thank you in anticipation of your goodwill and generosity.
Accounts can be seen on request. We fundraise once a year for a named charity and occasionally when we require additional funds for the centre.



Toilet Training

At McCready Family Centre we will support you with your child's toilet training. When you think your child is ready to be trained please speak to your child's key worker who will explain the procedures we use to support you and your child through the training. It is important that this experience is fun and positive for your child. Potty training is a challenge for everyone involved but in working together we can make a difference.

- The key worker will not start this training in the nursery without having discussed it with you first and agreed on a start date that suits everyone
- Parents must ensure a supply of nappies and wipes are brought to nursery for children that are not yet toilet trained.



Your children's achievements are important and we encourage you to share them with us so that we can **CELEBRATE** your child's **ACHIEVEMENTS** together. We also document your child's learning journey and encourage all parents to make use of your child's Learning Journal (feel free to take this home) - adding any pictures from outings, home, parties etc and comments regarding your child that you would like to share with us.

For more information speak to your child's key worker.



At McCready Family Centre we are committed to achieving and maintaining 'Family Friendly Status'. We do this by providing a mutually beneficial partnership between centre and parents that strengthens the service we provide when supporting and developing the parenting capacity of all our families.

We pride ourselves on having excellent relationships with our parents. If you are worried or anxious about any matter concerning your child please speak to your child's key worker or a member of the management team, who will do all they can to work alongside you to achieve a positive outcome.

To help us improve our service, throughout the year we will seek your views in a variety of ways, including questionnaires and consultations. We value the opinions of all our stakeholders and rely on feedback in order to maintain the high standard we provide.

If English is not your first language we can arrange to have information explained in other formats.

It is the policy of McCready Family Centre to encourage a happy and positive partnership between home and the centre. Our open door policy is extended to parents/carers to participate in the work of the centre. This involves parents/carers supporting children's activities such as reading stories, games and arts and crafts or short walks to the local library. If you would like to spend time within the centre please inform your child's key worker who will arrange this.

Please note that all helpers must be checked by Disclosure Scotland

Parents Fundraising Group

The Parent's Group is a very important part of McCready Family Centre life. We are always keen for new parent's to come and join us. If you are interested in becoming part of the group please inform your child's key worker.



Scottish Schools (Parental Involvement) Act 2007

The present system of School Boards was replaced in August 2007 by a new system of Parent Councils. The Act makes provision for all parents to be members of the Parent Forum at a school, and to have their views represented to the school, education authority and others, through a representative Parent Council for the school.

The intention behind the new legislation is to support parental involvement in a much wider sense than before. It aims to help all parents to be:

- Involved with their child's education and learning
- Welcomed as active participants in the life of the school
- Encouraged to express their views on school education generally and work in partnership with the school

The main changes on the 2007 Act are as follows:

- The school's parent body (the new Parent Forum) will decide the size and composition of their Parent Council
- The method of appointing (and co-opting) Parent Council members will be decided by the parents. In denominational schools a church nominee must be co-opted
- The Parent Council is now required to support school management in improving the quality of education the school provides, and develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school
- The Parent Council will develop and engage in activities which support the education and welfare of pupils
- The Parent Council can ascertain views of parents on any matter of interest or concern
- The system of approval of headteacher spend on books and teaching materials, subject to authority guidance and policy is discontinued.
- Now if representations made to an authority or headteacher remain unresolved, a Parent Council may take them to HMIE
- The headteacher has both a duty and a right to attend Parent Council meetings
- The Parent Council have a role in the appointment of head teachers and depute head teachers

Further information is available on www.parentzonescotland.gov.uk

Learn as a Family

At McCready Family Centre we recognise that parents are the prime educators of their child. The centre is continuously developing a range of creative ways in which to address the needs of children and parents. These methods will nurture, support and enhance family well-being. We achieve this by engaging individual families using a two way approach that consists of Play Visits within the home and Family Day within the centre.

Play Visits

McCready Family Centre offer home visits to families within our centre and the local community. Two members of staff will visit offering a fun experience which will be relaxed and tailored to individual family's needs and the child's stage of development. Through the play visits we build good relationships with families and help develop their confidence to engage with the centre and the wider community. The main benefit of these visits is to enhance parent/guardian child relationships and give families suggestions and ideas for them to implement at home.

<http://www.ea.e-renfrew.sch.uk/curriculumlinks/links/linksforParents.htm>

Family Day

Family Day was introduced in October 2009 and through a carefully planned programme of events has been a very successful addition to the life of McCready Family Centre. Through Family day activities and by using high quality multi agency supports and resources children and their families are nurtured, supported and encouraged to develop their own solutions in a holistic and integrated fashion. Families within the local community are welcome to attend on a Wednesday for our programme of events.

Our vision is to improve the quality of life for all children and families attending the Family Day. Therefore on a Wednesday parents are expected to attend and participate in their chosen activity. Each programme of activities lasts for 6 weeks. Parents work alongside their child in the morning and attend informal, relevant information sessions in the afternoon.

Please look out for regularly updated information on playroom notice boards regarding information on groups and workshops





Child's Play

All parents want the best for their children - and one of the best things is play! Through play children are learning about the world around them, practising talking and listening and developing social skills that will help them in later life. Children benefit from creative play as it helps to enhance senses and of course children enjoy nothing more than 'messy play'

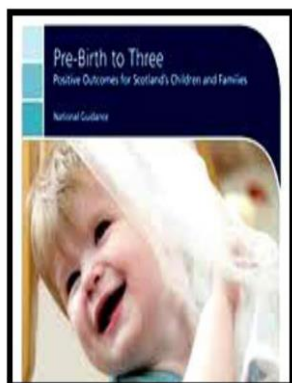
Do You Know?

Outdoor Play is crucial to a child's development and during their first two years, children need to move around. This new found movement is important as they are constantly developing their motor skills and building their core strength.

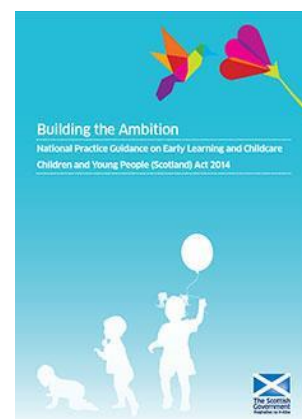
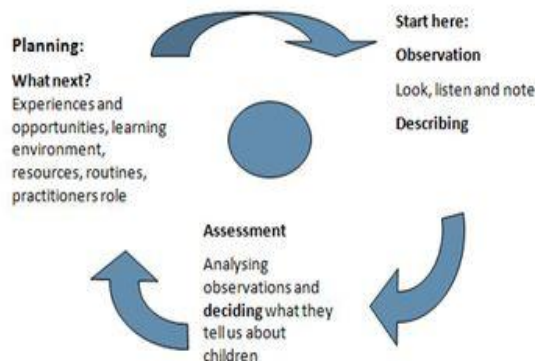
Outdoor Play is important for physical fitness and development and for developing a child's confidence. At McCready, all children have access to the outdoor environments on a daily basis. Activities and resources provided ensure that the children are challenged and promote curiosity, creativity and inquiry.



Supporting Young Children to Develop and Learn at McCready Family Centre



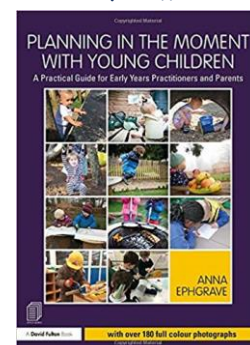
Planning for learning cycle



At McCready Family Centre we value and understand that children are unique individuals and active participants in all that happens around them, with particular needs, interests, preferences and capabilities. Children's views and attitudes are shaped from a very early age and being part of a family and community helps to determine individual values and beliefs. When planning for our children's learning and development, we have high aspirations and ambitions for them and we strive to ensure that all children are successful learners, confident individuals, responsible citizens and effective contributors to society and at work. We take guidance from the 'Pre-Birth to Three' document, which is a valuable tool to support the 'Rights of the Child', 'Relationships', 'Responsive Care' and 'Respect.' We also take guidance from the national document Building the Ambition. This helps us to take into account what children need from adults and environments at different stages of their learning and development.

In order to support our children, we:

- Have a key focus on literacy, numeracy & health & well-being
- Have a nurturing approach
- Provide a curriculum that promotes a sense of curiosity, creativity and inquiry
- Encourage children to enhance skills for life, learning and work
- Focus on individual children's needs and interests
- Encourage child-led learning and plan "In the Moment" based on children's interests. The idea is to capture the interest of a child or children in the present moment
- Ensure children are offered outdoor physical activities on a daily basis
- Work in partnership with parents and share learning experiences both in nursery and at home
- Work alongside partner organisations in the community and beyond



Assessment and Reporting:

Assessment reflects an understanding of what is happening to children as they develop.

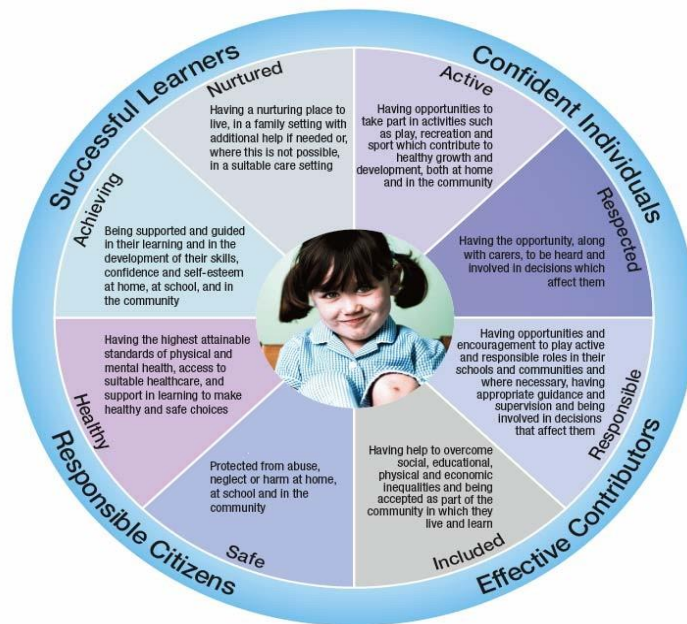
The purpose of assessment at McCready Family Centre is to:-

- Recognise each child's achievements
- Obtain information for possible lines of development
- Collate information for reporting to parents, colleagues and other professionals such as Psychologists, Speech and Language Therapists and Next Steps nursery

We report our findings by:-

- Daily informal discussions
- Parent Consultations
- Child's Learning Journals

Well-being



The best way of getting to know your child is by using information only you can give to us.

- Information from the home visit - GIRFEC Framework and developmental tracker will give a starting point for planning under the headings SAFE, HEALTHY, ACHIEVING, NURTURED, ACTIVE, RESPECTED, RESPONSIBLE AND INCLUDED
- Personal Learning Goals will be decided by parents and key workers - taking into consideration individual needs, interests and stage of development
- Learning and development will be implemented through planned purposeful play and through a mix of adult led and child-led experiences
- Children's Learning Journals will reflect both learning and events, from home, centre and the local community

You can find more information by accessing the links below:

<http://www.educationscotland.gov.uk/parentzone/index.asp>

<http://www.educationscotland.gov.uk/earlyyears/prebirthtothree/parentsandcarers.asp>

Community Partnerships

We use many of the assets in the local community to enhance children's learning. Carlibar Park provides a base for our forest school approach and the children are often seen exploring here. We also make good use of the Foundry and regularly visit for Book bug sessions.



Our Family Centre enjoys excellent links with a number of departments within East Renfrewshire Council including Adult Learning, Libraries, Community Health Care Partnership, Parks & Recreation and the Education Department's Psychological Services.

These services all add value to the work of the nursery in delivering relevant and meaningful learning experiences to our children. We work closely with other nurseries in East Renfrewshire, sharing expertise and discussing and developing local and national initiatives in early education. We also have a close bond with Arthurlie Family Centre in Barrhead as we work with many of the same families.

Health visitors, Speech and Language Therapists and other colleagues in the local health services are involved in the life of the nursery providing advice and support ensuring quality provision for our children. We invite visitors to the nursery from the emergency services to talk about their work and to teach children about keeping safe and well.

We welcome students from a range of colleges and courses to our nursery to develop the skills required to be an excellent Child Development Officer or play worker. Students attend nursery in varying patterns depending on their course and will work with children under supervision from their mentor, the Senior Child Development Officers and the Senior Leadership Team. We also offer work experience placements to students from local East Renfrewshire High Schools.

Transitions

Children making transitions from home to nursery, room to room and centre to centre is a crucial stage in both their development and their learning. It is therefore necessary for all stakeholders to co-ordinate an approach for transition arrangements that maximises continuity and progression in learning for all children and to ensure that they are provided for socially and emotionally at this key time.

Transition to 3-5 Placements

Good liaison with receiving nurseries is essential if continuity and progression in children's learning and development is to be achieved. Almost all children reaching their third birthday will transfer to their chosen nursery if there is availability. All your child's achievements will be passed on prior to transfer. If your child experiences any problems in settling to the new environment we will make every effort to arrange his/her key worker to support the nursery attended. Our transition policy adheres to the following procedure:

Prior to your child transitioning you will be invited to come along for an informal chat where a member of the management team, from the nursery your child will move onto will share information with you regarding parent groups, committees, etc. This opportunity allows you to ask any questions regarding these groups as well as getting to know other parents whose children will be moving to the same catchment nursery

- The Key worker from receiving family centre will visit your child at McCreedy Family Centre. The staff will use this visit to gather information regarding your child
- The key worker (from McCreedy) and parent will visit the new nursery with the child prior to starting
- All children will transfer on or as soon after their third birthday
- All children reaching their third birthday after the end of February will transition in August or over the summer period if felt necessary

Our main catchment nurseries are:



Arthurlie Family Centre



Carlibar Family Centre



Madras Family Centre

Learning Support

Michelle Liddell our Depute Head of Centre is our Additional Support Needs Co-Coordinator and is always available to discuss any areas of concern.

Where a child requires a little help with an area of development, staff will work with parents to find ways of giving support. Occasionally, it is necessary to call on the expertise of others to advise on children's needs. We have very close links with Health Visitors, Speech and Language Therapists and Educational Psychologists. Contact with outside agencies would only be made after discussion with parents. Parents can also approach all of these services independently.

Joint Support Team Meeting

The purpose of this multiagency approach is to ensure that the intervention/support given suits the individual needs of both the child and the family. The team of professionals would include Depute Head of Centre, key workers, Siobhan Wilson/Educational Psychologist, and any other identified workers. The nursery can offer a variety of support with the help of various agencies. Please let us know if you require any further information about JST support.

Siobhan Wilson our Educational Psychologist works in partnership with families and other professionals, to help children and young people achieve their full potential. They use their training in psychology and knowledge of child development to assess difficulties children may be having with their learning. No discussion regarding a child would take place between nursery staff/Psychologist without first being discussed with the parent.

Children requiring specific strategies will be given a Wellbeing Plan. This individual plan will be specific and solution focused and will be shared with parents and reviewed on a termly basis.

Centre Policies

McCready Family Centre has policies in place to ensure that staff, parents and visitors to our centre are clear on our work practices and standards. Our policies are written in line with local and national guidelines including How Good is our Early Learning and Childcare, Health and Social Care Standards, Pre Birth to 3, and Supporting our Youngest Children which are documents we use to plan, monitor and evaluate our work. Our policies are reviewed regularly and can be found on our website



The policies are available from the office and on our website. Policies are monitored and reviewed regularly by our staff, parents, children and partners, reflecting our commitment to continuous improvement which meets the needs of all stakeholders.

Equality



East Renfrewshire Council Education Department is committed to ensuring equality and fairness for all. In accordance with the requirements set out by the Equalities and Human Rights Commission, we seek to-

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2012
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relationships between people who share a protected characteristic and those who do not

McCready Family Centre has clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department. We encourage that any concerns be raised with us.

Our Equalities Coordinator is Aileen Gibson and can be contacted by emailing the nursery or by telephoning the nursery.

CHILD PROTECTION POLICY AND PROCEDURES

At McCready Family Centre We Work Hard to Keep Our Children Safe



At *McCready Family Centre* we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community.

Within our school we strive to provide a safe, secure and nurturing environment for our pupils, which promote inclusion and achievement.

All staff in Education has a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Our child protection policy and procedure sets out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These policies are designed to ensure that children get the help they need when they need it.

Every staff member undergoes a minimum of one child protection training activity every session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All schools in East Renfrewshire have comprehensive Pupil Support systems in place and we work closely with our partners in Social Work, Health and the Police. The school operates a multi-agency Joint Support Team to ensure that the best possible supports are available to pupils when they need them.

The Child Protection Co-ordinator for the school is our **Head of Centre Donna Jeffries**. If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment to see Donna Jeffries.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Head of Centre/ Depute or to a member of staff at one of the following numbers:

Barrhead Social Work Office: 0141 577 8300

Clarkston Social Work Office: 0141 577 4000

Strathclyde Police Family Protection Unit: 0141 532 4900

Standby Social Work Out of Hours 0800 811 505

Improvement Planning



We will seek your views in a number of ways, including questionnaires, consultations and focus groups, to help us improve our service. We value the opinions of all our stakeholders and will always ask what you think before we make any big changes. We also include the children in our consultations as they have the right to be involved in making decisions which affect them.

Each year we evaluate the quality of our service using the quality indicators from How Good is our Early Learning and Childcare and the Health and Social Care Standards, we share this with everyone through our standards and quality report. We identify what has gone well and what our next steps will be. The next steps are then taken forward in our improvement plan. You can find both of these documents on our website. Our inspection reports from the Care Inspectorate are also available

Suggestions and comments

We are always seeking to improve the service that we provide. Any suggestions or comments from parents are always welcome. Please share your thoughts and ideas with staff and other parents by contributing to our termly newsletter, or through discussion with a staff member.

Complaints

If you are upset by any incident, which has happened at the nursery there are several courses of action open to you, discuss it with a member of staff or discuss it with the Head of Centre.

If you feel that any query or concern has not been dealt with effectively by the Head of Centre then you can contact the following agencies for further support or guidance:-

East Renfrewshire Education Department
211 Main Street
Barrhead G78 1SY
East Renfrewshire
0141 577 3000

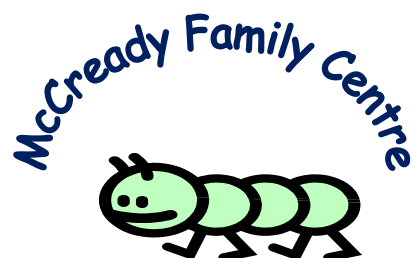
Care Inspectorate
4th Floor
1 Smithhill Street
Paisley PA1 1EB
Tel: 0141 843 4230

Useful Contacts

| | | |
|-------------------------------------------|-----------------------|----------------------|
| East Renfrewshire Council | | 577 3990 |
| Director of Education | Mhairi Shaw | 577 8635 |
| Head of Service | Janice Collins | 577 3204 |
| Quality Improvement Officer | Rosamund Rodriguez | 577 3222 |
| Psychological Services | Nick Smiley | 577 8510 |
| Social Work Offices | Barrhead Clarkston | 577 8300 577 4000 |
| Early Education & Childcare Admissions | Lynda Kiernan | 577 3288 |
| Arthurlie Family Centre | Vicky Devlin | 570 7500 |
| Carlibar Primary School | Siobhan McColgan | 577 4100 |
| Madras Family Centre | Gerald Curly | 570 7540 |
| Glen Family Centre | Christine Bell | 570 7510 |

East Renfrewshire Council Policies and Links

| | |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A.S.L. parents website | http://www.ea.e-renfrew.sch.uk/parents/asn/ |
| Complaints: | http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1573 |
| Child Protection: | http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1923 |
| Curriculum for Excellence: | http://www.scotland.gov.uk/Topics/Education/Schools/curriculum/ACE/cfeinaction |
| Curriculum guidance: | http://www.educationscotland.gov.uk/thecurriculum/ |
| Dressing for Excellence | http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Parents/Parents%20Leaflets/DressingForExcellence.pdf |
| Dyslexia: | http://www.addressingdyslexia.org/ |
| Emergency Closure of Schools and Establishments - Severe Weather Conditions: | http://intranet.erc.insider/CHttpHandler.ashx?id=4193&p=0 |
| ENABLE - ASN Support: | http://www.enable.org.uk |
| ENQUIRE - ASN Support : | http://enquire.org.uk/ |
| ERC Website - general enquiries: | http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1489 |
| Inclusion: | http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Teachers/inclusion.htm |
| Internet Safety | http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Parents/Parental%20Leaflets/Internet%20leaflet.pdf |
| Local improvement plan: | http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=1640&p=0 |
| Mediation: | http://www.ea.e-renfrew.sch.uk/parents/asn/mediation.htm |
| Photographing pupils: | http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Parents/Parental%20Leaflets/PhotographingChildrenandYoungPeople.pdf |
| Psychological Services: | https://blogs.glowscotland.org.uk/er/PsychologicalService/ |
| Safe use of ICT | http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Parents%20Leaflets/Internet%20leaflet.pdf |
| Twitter - East Renfrewshire: | http://www.twitter.com/EastRenCouncil |



Privacy notice – Education

Who will process your information?

The personal information you give to us through any of our forms relating to Education and any other pupil administrative information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock, G46 6UG for the administration of Education and any additional support you or your child may require.

Why do we process your information?

Your information is processed to help us administer education provision and related functions within East Renfrewshire. Your information may be shared with other departments within the council and other organisations for the same purposes and also to check the information we have is accurate; prevent and/or detect crime; and protect public funds. Other organisations may include bodies responsible for auditing or administering public funds, other councils, public sector agencies, government departments, exam bodies and other private companies or partners we use to process information and distribution services for the issue of correspondence.

What is the legal basis for us to process your information?

The council processes your information in order to perform a task carried out in the public interest and also to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

The law gives certain types of information special significance because of its sensitivity e.g. health information. If we process this type of information about you in relation to Education we do so on the basis that it is necessary for reasons of substantial public interest.

Do you have to provide your information?

Education needs your information to allow us to carry out public tasks in the public interest that is set out in law such as teaching in primary and secondary schools. It allows us to organise and administer classes, lunches, exams etc.

How do we collect information about you?

Most of the information the council holds about you will come from you as an individual and it's provided at your first encounter with education whether it is applying for a place in an early learning and childcare establishment, support in the early years or applying for a place in one of our schools.

Such information includes:-

Child's Forename

Child's Surname

Child's gender

School Stage

Details of child's medical condition

Any other name child is known by

Child's date of birth

Address including postcode

Mother's/Carer's Name

Father's/Carer's Name

Mother's/Carer's address including postcode

Father's/Carer's address including postcode

Mother's/Carer's telephone number

Father's/Carer's telephone number

Mother's/Carer's email address

Father's/Carer's email address

Single Parent/Carer family

Name of Brother/Sister

Date of Birth of Brother/Sister

School stage of Brother/Sister

Additional Information Support Application

School applying for

Preferred Alternative School

Early Learning and Childcare place applied for

Council Tax Evidence

Mortgage Statement

Rental Agreement

Rental Agreement End Date

Landlord Registration Number

Birth Certificate

Baptism Certificate

Date of Baptism

Name of Church venue

Child Benefit Statement

Utility Statements

Other Catchment Evidence

How long will we keep your information?

The council will hold your information from when your child first has contact with one of our services through to five years beyond them leaving school.

Who is your information shared with?

Your information will be accessed by council staff who need to do so to administer education and the many services that run alongside it. If such administration is provided on the council's behalf by an external agency, that agency will also have access to your information. The information will be shared with SEEMiS, CRB, ParentPay, the Diocese of Paisley (in Roman Catholic schools), Scottish Government including their Analytical Services, Education Scotland, Glow (Scotland's national education network), SQA, 2Cqr, BAM FM (Carlibar Primary, Barrhead Mearns Castle, Williamwood, Woodfarm High Schools), Bellrock FM (Mearns Primary and St Ninian's High), Skills Development Scotland, Scholar (Heriot Watt University) and East Renfrewshire Culture and Leisure Trust.

The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information and inform future service delivery. Your information may also be shared with other departments within the Council. The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you. We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

Profiling and automated decision-making

The Education Department does not use profiling or automated decision-making for administration.

Your rights

You have the right to be informed of the council's use of your information. This notice is intended to give you relevant information to meet this right.

Access personal data held about you

You have the right to access personal information the council holds about you by making what is known as a subject access request. You can receive a copy of your personal data held by the council, details on why it is being held, who it has been or will be shared with, how long it will be held for, the source of the information and if the council uses computer systems to profile or take decisions about you.

1. Request rectification of your personal data

You have the right to request that the council corrects any personal data held about you that is inaccurate.

2. Request that the council restricts processing of your personal data

You have the right to request that the council restricts processing your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer need the personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

3. To object to the processing of your data

You have the right to object to the council's use of your personal data. The council will have to demonstrate why it is appropriate to continue to use your data.

Complaints

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer by post at:

The Data Protection Officer
East Renfrewshire Council
Council headquarters
Eastwood Park
Giffnock
G46 6UG

or by email at DPO@eastrenfrewshire.gov.uk

You have the right to complain directly to the Information Commissioner's office (ICO). The address of their head office is:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF
Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at www.ico.org.uk
The ICO also have a regional office at:

45 Melville Street, Edinburgh EH3 7HI
Telephone: 0303 123 1115 e-mail: scotland@ico.org.uk

While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance.