

McCready Family Centre



Handbook August 2024 – 2025



Family Centre Information

Address: 2 Water Road
Barrhead
G78 1SQ
East Renfrewshire



Telephone number: 0141 570 7550

Email: mccreadyfamilycentre@ea.e-renfrew.sch.uk

X -Twitter: McCready FC @mccreadyfamily

<https://x.com/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



Welcome to McCready Family Centre



On behalf of everyone at McCready Family Centre, I welcome you to our family centre community. We hope you will find this handbook both interesting and helpful. Its purpose is to provide comprehensive information about our centre and the work we do.

Throughout this handbook, we aim to give you a glimpse into life at our centre and illustrate how we cater to the individual needs of each child. If you have any questions that are not addressed here, please do not hesitate to ask.

We are proud to place children at the heart of everything we do. We respect children and their right to simply be children. Each child's well-being, learning, and development are carefully supported, nurtured, and challenged in our indoor and outdoor learning spaces. As part of East Renfrewshire Council's Education Department, we share their vision: "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 acknowledges the vital and rewarding role our staff play in promoting Responsive Care, Respect, Relationships, and the Rights of the Child.

Our dedicated staff nurture the children in their care, fostering their capacity for love, empathy, respect, resilience, positive relationships, and the opportunity to succeed. They understand that every child deserves a positive start in life and utilise the principles within the guidance to support children as they learn about themselves, the significant people in their lives, and the world around them.

We value our partnership with parents and carers to ensure that children receive the best possible learning experiences that align with their interests and developmental stage. Our highly trained practitioners provide an exciting play-based curriculum that nurtures children's curiosity, inquiry, and creativity.

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

Donna Jeffries
Head of Centre



"Play is the highest expression of human development in childhood for it alone is the free expression of what is in a child's soul"



The Staff Team



Michelle Liddell
Depute Head
of Centre



Wilma MacLean
Janitor/Cleaner



Donna Jeffries
Head
of Centre



Marie Shankland
Business Support
Assistant.



Donna Allison
Senior C.D.O.



Amy Roxburgh
C.D.O



Nicole Jenkins
C.D.O.



Aileen Gibson
C.D.O.



Sam Courtney
C.D.O.



Lorna Weir
C.D.O.



Eleanor Milloy
C.D.O.



Evelyn McFarlane
C.D.O.



Sophie Moore
C.D.O.



Rosa Kelly
C.D.O.



Gillian Swindell
C.D.O.



Kaitlyn Hughes
C.D.O



Anne Little
C.D.O.



Grace Baxter
C.D.O.



Robyn Dinning
C.D.O



Jane McLennan
C.D.O.



Claire Campbell
Playworker



Raheela Salim
C.D.O



Rebecca Lockett
C.D.O.



Pauline McWilliams
C.D.O

VISION STATEMENT

In McCready Family, we work with our families and community to build foundations that enable each child to build a sense of curiosity, creativity and develop a thirst for lifelong learning.

VALUES



AIMS

We aim to:

- *To create a challenging, engaging and responsive learning environment that supports individual interests, skills and stages of development.*
- *To ensure that all children enjoy and uphold their rights and the rights of others as enshrined in the UNCRC.*
- *To work in partnership with other Family Centres, agencies and the community.*
- *To build a staff team of nurturing, respectful and professional practitioners who have a sound knowledge of child development.*
- *To nurture hearts and minds and help build resilient children who develop the strength to face challenges with confidence.*
- *To foster empathy and support friendships.*





ADMISSIONS

We can accommodate a total of 35 two- three-year-olds and 12 babies aged 6 weeks -2 years per nursery session.

Places are allocated by East Renfrewshire Council following 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 1140 hours of free Early Learning and Childcare for all eligible 2year olds.

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 or the term following their birthday. All places are allocated following East Renfrewshire's Admission Policy by the admissions team within the Education Department.

Hours are as follows:

Stretched A – 5 morning sessions Monday-Friday: 8 am-12.45 pm or 5 afternoon sessions 1.00-5.45 pm per week for 48 weeks

Stretched B – 2 full days 8.00-5.30 PLUS 1 half day 8.00-12.45 or 1.00-5.45 per week for 48 weeks

Core hours – Monday-Friday 9.00-3.00 over 38 weeks (term-time)

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, this group considers 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.

Duty of Candour Report

In Scotland, all health and social care services are legally obligated to uphold a duty of candour. This means that when errors occur, those impacted are informed about what happened, receive an apology, and the organisations involved learn and improve their practices. A crucial aspect of this duty is the requirement to produce an annual report detailing the duty of candour within our services.

Annual Report

This short report describes how our care service has operated the duty of candour during the time between 1 April 2023 and 31 March 2024. We hope you find this report useful.

How many incidents happened to which the duty of candour applies?

In the last year, there have been no incidents to which the duty of candour applied.

Information about our policies and procedures

When an incident occurs that triggers the duty of candour, our staff report it to the Head of Centre, who is responsible for ensuring the duty of candour procedure is followed. The Head of Centre documents the incident and notifies the Care Inspectorate as required. Following an incident, the Head of centre and staff conduct a learning review to assess what happened and determine future improvements.

All new staff members receive training on the duty of candour during their induction. We understand that serious mistakes can be distressing for both staff and those who use our care services, including their families. To support our staff affected by a duty of candour incident, we offer occupational welfare support.

For parents and children impacted by a duty of candour incident, we have welfare support arrangements in place to provide the necessary assistance.

If you would like more information, please contact us by telephone on 0141 570 7550.

All 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 that are also allocated through L.A.P. 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.

To allow the children to benefit from their full nursery session please adhere to your allocated 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.

McCready Family Centre closures:

Many children who attend McCready Family Centre have 48 week placements meaning they attend all year except for public holidays and in-service days. We are closed between Christmas and New Year from 24th December 2024 – 3rd January 2025

Some children have term time allocations and will have the same holidays as local primary/secondary schools in East Renfrewshire.

For up to date holiday information click here <https://www.eastrenfrewshire.gov.uk/school-holidays>

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

Staff return	Monday, 12 th August 2024	Full Centre closed
In-service	Monday, 12 th August 2024	Closed to all children
In-service	Tuesday, 13 th August 2024	Closed to all children
Children return	Wednesday, 14 th August 2024	Open to all children
Last day of nursery	Thursday, 26 th September 2024	Last day of nursery
September Weekend	Friday, 27 th September 2024	Closed to all children
September Weekend	Monday, 30 th September 2024	Closed to all children
Re-open	Tuesday, 1 st October 2024	Open to all children
Last day of nursery	Thursday, 10 th October 2024	
In-service	Friday, 11 th October 2024	Closed to all children
October School Week	Monday, 14 th – Friday, 18 th October 2024	Open to non term-time only
Re-open	Monday, 21 st October 2024	Term-time children return
Last day of nursery for term time children	Friday, 20 th December 2024	Term time children stop
Last day for non-term time	Tuesday, 24 th December 2024	Non term-time stop
Re-open	Friday, 3 rd January 2025	Non term-time children only
Re-open	Monday 6 th January 2025	Term-time children return
Last day of nursery	Friday 14 th February 2025	Term time children stop
Re-open	Tuesday, 18 th February 2025	Term-time children return
In-service	Wednesday, 19 th February 2025	Full Centre closed
Re-open	Thursday, 20 th February 2025	Open to all children
Last day of nursery	Friday, 4 th April 2025	Term time children stop
Easter weekend	Friday, 18 th – Monday, 21 st April 2025	Full Centre closed
Re-open	Tuesday, 22 nd April 2025	Term-time children return
Last day of nursery	Friday, 2 nd May 2025	
May Day Holiday	Monday, 5 th May 2025	Full Centre closed
In-service	Tuesday, 6 th May 2025	Full Centre closed
Re-open	Wednesday, 7 th May	Open to all children
Last day of nursery	Thursday, 22 nd May 2025	
May Weekend	Friday 23 rd – Monday 26 th May 2025	Full Centre closed
Re-open	Tuesday, 27 th May 2025	Open to all children
Last day of nursery	Wednesday, 25 th June 2025	Term time children stop
Re-open	Wednesday, 13 th August 2025	

Prior to Entry

A member of the Senior Leadership Team and your child's key worker will visit you at home. It is important that your child is able to have 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, and 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.

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.

On Entry

The first few days at nursery will be a new experience for both you and your child. On the first day, while the children visit their playroom, we ask that parents and carers remain either with them or within contact. An individual settling-in programme will be discussed during enrolment to meet each child's unique needs, as some children may take longer to settle than others.

During the settling-in period, you will be asked, alongside the keyworker, to complete information regarding your child's developmental stage and "All About Me" details, if not already completed during enrolment. This information will help the keyworker understand your child's development and plan individualised learning opportunities.



Our nursery proudly holds the Gold Award as a Rights Respecting School (RRS). This distinction signifies our commitment to promoting children's rights as outlined in the United Nations Convention on the Rights of the Child (UNCRC). Our goal is to empower and educate children about their rights.

One way we do this is by encouraging children to make decisions regarding our story and rhyme of the month. We display their choices using a pictograph, which not only showcases their preferences but also teaches them about fairness and their "Right to Make Choices" (Article 12).

Additionally, we encourage children to choose where they want to play and learn, and what resources they need. We respect and value their decisions, ensuring that their voices are heard and acted upon.

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.

The family centre includes two main playrooms. Each playroom provides a range of nurturing experiences tailored to support children's learning, depending on their developmental stage.



**Busy Bee Room
Adult/Child ratio 1:3**



**Rainbow Room
Adult/Child ratio 1:5**

Your child will be assigned a key person, this is a staff member responsible for a small group of children. The key person will maintain accurate records of your child's progress, attend reviews, and collaborate with other agencies. There will be opportunities to meet with key workers, both formally and informally, to discuss your child's progress.

Skills for Lifelong Learning



We encourage all children to develop self-help and life skills.



I can explore shapes in my play and my environment.



I can show sustained interest in simple picture books and point to items on the page.

Family Centre Security

Arrival and Collection of Children

At McCready, we operate a secure entry system. Please ensure you do not hold the door open for anyone entering the Family Centre behind you. While this may seem impolite, staff must verify who is entering the building using the video intercom system.

Ensure that a responsible adult, over the age of 16, brings and collects your child. For your child's safety, you will be asked to complete a section on the enrolment form listing the names of adults authorised to collect your child from the nursery. In compliance with Data Protection Regulations, please make sure each person has given their permission to be listed for this purpose. Anyone not listed in our records will be denied entry.

For additional security, we have a sign-in and sign-out book that must be completed daily.

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 9.30 am (morning children) or 1.30 pm (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.

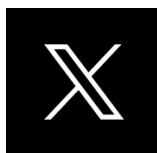
Changes to Personal Details

Please notify us immediately of any changes to your personal details, including mobile numbers and address changes. It is crucial that we can contact parents in case of an emergency.

Please ensure that you inform us if someone unexpectedly is collecting your child. Please also ensure that the person is on the collection list and you have a password if we haven't met the person before. Thank you

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 social media feed X. You can follow us on X— @mccreadyfamily



Medical Information

If your child needs medication during centre hours, please discuss the details with the Head of Centre or your child's key worker. Prescribed medications will be administered at the discretion of the Head of Centre. A medical form, authorising staff to give the medication to your child, must be completed by the parent/carer and approved by the Head of Centre. If your child is prescribed antibiotics, it is recommended that they be treated for at least 48 hours before returning to the nursery.

Illness

Please inform us if your child is unable to attend nursery, a telephone call is sufficient. If your child becomes unwell at nursery, we will make them as comfortable as possible and then contact you or one of the emergency contacts. Please notify us immediately of any change in address or telephone number. If we are unable to reach anyone, we will contact emergency services if necessary.

If your child is unwell before coming to nursery, please keep them at home. This will help ensure a quicker recovery and prevent the spread of illness to other children or staff.

Sickness

**If your child has been sick or had diarrhoea please do not return to nursery until:
Vomiting – 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 Aiders. 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 take guidance from the Scottish Government's Setting the Table and 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, this includes Nutella.

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?

McCready Family Centre introduced the Swedish Pre-School model in 2014. This model embraces our nurturing approaches and we endeavour to deliver a nurturing experience 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.



If your child has a packed lunch, please ensure your child's name is on the box and you have a cool pack inside, as the bag will be stored on a trolley. Please ensure you do not have any nut-based products in the pack. This is extremely important, as we may have children and staff with nut allergies.

Thank you





Breastfeeding Friendly



McCready Family Centre is a 'Breastfeeding Friendly' establishment where staff are specially trained to promote an environment where breastfeeding is seen as the normal way to feed babies and infants. Breastfeeding is also widely recognised as the most favourable means of infant feeding with considerable benefits for both mum and baby. At McCready Family Centre, we welcome you to breastfeed in any public or private space within our nursery. We ensure the space provided is comfortable and relaxing and staff are on hand to provide anything you need in terms of a comfortable chair or drink of water. A copy of our policy can be found on our website.

<https://blogs.glowscotland.org.uk/er/McCready/health-promoting-nursery/breast-feeding/>

It is the aim of McCready Family Centre to contribute to social and cultural change and as such:

- Staff adhere to the stipulations identified to achieve the Breast Feeding Friendly Award
- Staff recognise the health benefits of breastfeeding and understand the right of the mother to breastfeed as and where required
- Staff promote an environment where breastfeeding throughout the centre is seen as the normal way to feed infants and young children, adhering to current legislation: The Breastfeeding (Scotland) Act 2005 and the Equality Act 2010.

Objectives:

- To promote breastfeeding through staff/child interactions and discussion, posters, signage and resources
- To provide appropriate education and maintain training for staff to enable them to promote, protect and support breastfeeding. (A minimum of 80% of staff the team will be trained to Breastfeeding accreditation standards). This will be reviewed annually
- To support informed choice in relation to infant feeding
- To increase awareness of sources of support and information for breastfeeding
- To use resources which reflect breastfeeding as the cultural norm
- To provide a welcoming atmosphere for breastfeeding families and to encourage breastfeeding in the public areas of the establishment
- To support breastfeeding staff/users.
- To contribute to the promotion of social and attitude change in relation to breastfeeding
- To develop public acceptability and the promotion of breastfeeding
- To display posters and materials that promotes breastfeeding throughout the nursery.
- To incorporate Breastfeeding Friendly Nursery aims and objectives into our nursery handbook
- To ensure all resources used within the nursery promote breastfeeding as the cultural norm.
- To promote the benefits of breastfeeding.



0300 100 0212

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.



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 £2.00 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.



[SEE-SAW \(on-line learning journal\)](#)

At McCready Family Centre, you will have access to your child's on-line Learning Journal through Seesaw. This will enable you to view your child's learning at any time and for you to share any memories with us too. We will document your child's learning in terms of literacy, numeracy and health and well-being. You will be given more detailed information regarding this during enrolment. However, should you wish more information, please speak to a member of staff at any point.

Your child's achievements are important to us and we encourage you to share them with us so that we can **CELEBRATE** your child's **ACHIEVEMENTS** together. We encourage all parents to make use of your child's learning journey by adding any pictures from outings, home, parties etc and comments regarding your child that you would like to share with us.



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. We recognise the importance of parents being the child's first educator and prefer to share the learning with you. As a result, we have an open door policy, which is extended to encourage parents/carers to participate in the work of the centre. Parents/carers can also get involved by 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. There are regular opportunities to attend a range of events including Parent Information Evenings, Coffee and Chat, Stay and Play Sessions, and parent workshops.

Family Friendly Status

We were awarded GOLD for our Family Friendly Approaches in June 2023

Play Visits

McCready Family Centre offer play visits in the home 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>

Psychology of Parenting Project (POPP)
Family First can also offer support in the home.

If your child is displaying difficulty with behaviours or regulating emotions, East Renfrewshire Council have trained staff in Incredible Years Parenting Programme and Triple P. Support is available throughout the year within various areas of East Renfrewshire. If you require support, we would be able to find the right programme for you and your child/children. Please speak to a member of staff regarding this.

<p>About Family First</p> <p>Family First is a free, confidential advice and information resource in East Renfrewshire.</p> <p>Our aim is to provide support by working in partnership with families.</p> <p>We can assist and enable you to access local services professional and voluntary, ensuring the children get the best possible start in life.</p> <p>We understand that families can run into difficulties, emotionally, financially, or even physically that may prevent us doing the simplest of things.</p> <p>Whatever you would like to speak about, our team can offer support & advice on issues surrounding school, health, home, money, parenting, and confidence building.</p> <p>familyfirst@eastrenfrewshire.gov.uk</p> 	<p>Contact Family First Contact Family First</p> <p>Call, text or email to arrange and informal chat in school, at home or somewhere convenient to you.</p> <p>Barrhead Roslyn Graham Based: Auchenback Community Mobile – 07800 712388 Roslyn.Graham@eastrenfrewshire.gov.uk</p> <p>Barrhead & Neilston Shona Stevenson Based: Dunterlie Community Mobile – 07800712706 Shona.Stevenson@eastrenfrewshire.gov.uk</p> <p>Busby/Clarkston & Eaglesham May Blair Mobile - 07800831721 May.Blair@eastrenfrewshire.gov.uk</p> <p>Thornliebank/Giffnock Julie Douglas Mobile – 07393752547 Julie.Douglas@eastrenfrewshire.gov.uk</p> <p>Newton Mearns Sam Cunningham Mobile - 07393752548 Sam.Cunningham@eastrenfrewshire.gov.uk</p>	 <p>Family First</p>  <p>Are you needing a little bit of help? Do you have a child aged 0-11? Then maybe we can support you!</p>
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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'

Child's 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.

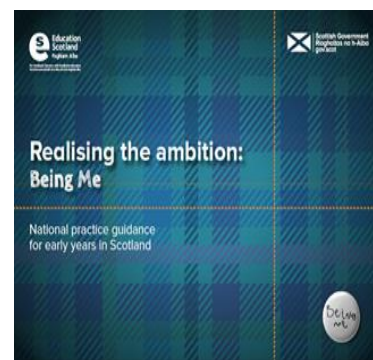
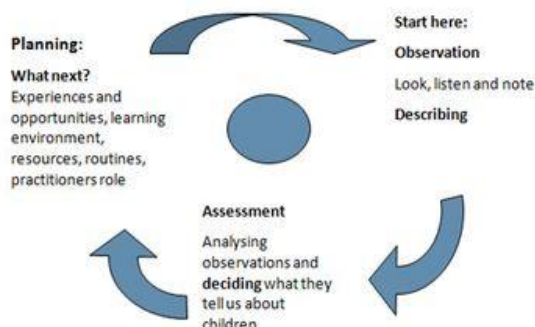
Outdoor Play is also important for physical fitness and development and for developing a child's confidence. At McCready, all children have access to the outdoor environments on a daily basis. Activities and resources provided ensure that the children are challenged and promote curiosity, creativity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

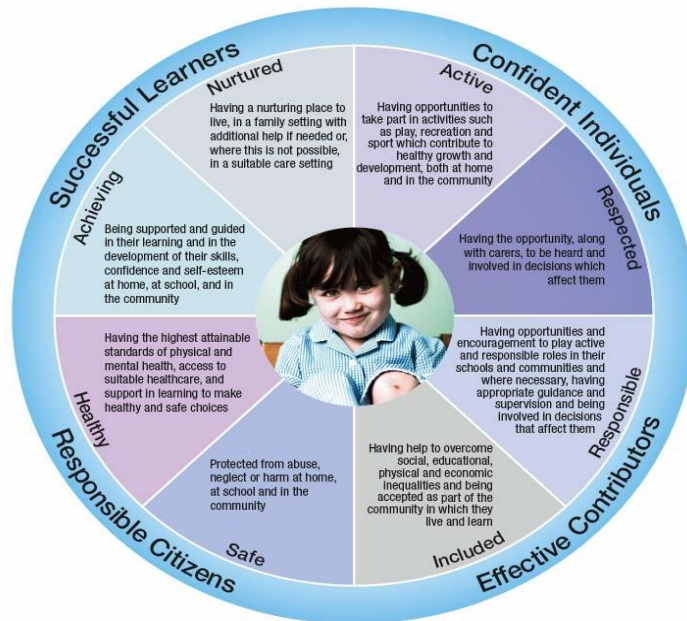
Assessment reflects an understanding of what is happening to children as they develop. The purpose of assessment at McCready Family Centre is to:

- 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 (Seesaw)

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/centre 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 responsive 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:

<https://education.gov.scot/parentzone/>

<https://education.gov.scot/media/u1khdejy/everydayslearningday0to3.pdf>

<https://education.gov.scot/parentzone/my-child/what-is-my-child-entitled-to/getting-it-right-for-every-child/>

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 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 McCready Family Centre. The staff will use this visit to gather information regarding your child
- The key worker (from McCready) 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 appropriate.

Our main catchment nurseries are:



Cross Arthurlie Nursery



St John's Nursery



Arthurlie Family Centre



Carlibar Nursery



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, Yvonne Hutchison/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.

Yvonne Hutchison 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, 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.

Website:

<https://blogs.glowscotland.org.uk/er/McCready/>



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. Everyone who is part of our centre should feel that they are fairly treated and equally valued. Bias, segregation, stereotyping or discrimination are completely unacceptable at McCready Family Centre. We have many parent/carers from different religions and cultural backgrounds, which the children are able to learn about.

Our Equalities Coordinator is Donna Jeffries 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



Donna Jeffries
Child Protection Co-ordinator



Improvement Planning



How good is our early learning and childcare?

February 2016



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

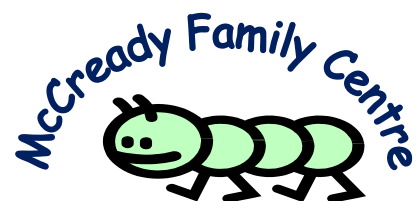
Care Inspectorate
Renfrewshire House
Cotton street
Paisley PA1 1BF
Tel: 0345 600 9527

Useful Contacts

East Renfrewshire Council	Steven Quinn	577 3990
Director of Education	Mark Ratter	577 8635
Head of Service	Siobhan McColgan	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	Pamela Watson	577 3288
Arthurlie Family Centre	Leeanne Dunnett (acting)	570 7500
Carlibar Primary School	Ian Gillies	577 4100
Madras Family Centre	Gerad 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%2pdf
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 year 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.