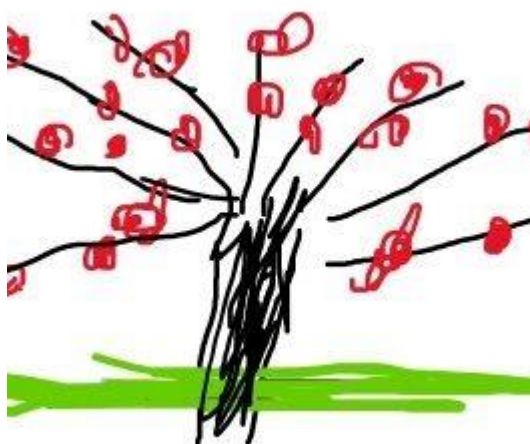




## Cherry Tree Early Years Centre



# HANDBOOK

**2022/2023**

**Harthall  
Ayr  
KA8 0PD**



**01292 612037**

# Contents

Page No.

<b>SECTION A</b>	<b>General School Information .....</b>	<b>3-10</b>
	1. Introduction by Manager.....	3
	2. Statement of Centre Aims and Values .....	4
	3. Centre Information.....	5
	• Name	
	• Address	
	• Telephone number	
	• Email address	
	• Denominational status	
	• Accommodation and capacity	
	• Early years provision	
	• Catchment map and area	
	4. Centre Staff .....	6
	5. The Centre Year and Centre Hours.....	7-9
	6. Enrolment .....	10
	7. Key Worker System.....	10
	8. Settling In.....	11
	9. Arrival and Collection of Children .....	11
	10. Voluntary Parental Contribution.....	11
<b>SECTION B</b>	<b>Learning and Teaching .....</b>	<b>12-15</b>
	1. The Curriculum .....	12
	2. Outings .....	13
	3. Additional Support Needs/Accessibility Strategy.....	14-15
	4. Equal Opportunities and Inclusion.....	15
	5. Promoting Positive Behaviour .....	15
<b>SECTION C</b>	<b>Home / School / Community .....</b>	<b>16-19</b>
	1. Attendance.....	16
	2. Clothing and Toys.....	16
	3. Wider Community .....	17
	4. Fundraising.....	17
	5. Choosing a School .....	17
	6. Transfer to Primary.....	18
	7. Parent's Activities .....	18
	8. Parental Complaints Procedure .....	19
	9. Care Inspectorate.....	19
<b>SECTION D</b>	<b>Care and Welfare.....</b>	<b>20-28</b>
	1. Nurturing Nursery.....	20
	2. Child Protection .....	20
	3. Healthy Eating and Oral Health Promotion.....	20-21
	4. Security Measures.....	21
	5. Fire Drills .....	22
	6. Emergency Closure .....	22
	7. Transport .....	22
	8. Insurance.....	23
	9. Valuable Items.....	23
	10. Health and Medical Information.....	23-24
	11. Smoking Control .....	24
	12. General Data Protection Regulations 2016 (GDPR) .....	24-25
	13. Freedom of Information (Scotland) Act 2002 .....	25
	14. Education Statistics Privacy Notice .....	26
	15. Helpful Addresses and Websites.....	27

# SECTION A – General Centre Information

## 1. *Introduction by Manager*

Dear Parent

On behalf of everyone at Cherry Tree Early Years Centre – Welcome!

I hope you will enjoy reading our Handbook and that you will find it interesting and helpful. It is intended as a guide to all parents/carers of children in the Centre.

We find ourselves in strange times with the Covid Pandemic. As this is an ever-moving situation, please check our Centre Website for information and staff will be able to provide updates as well.

Through the Handbook, I have tried to give you an impression of life in our Centre and of the ways in which all staff try to cater for the individual needs of each child. If you still have questions or would like more details on any aspect of your child's early years' experience, please do not hesitate to contact me.

Parental involvement and working in partnership with parents is an important feature in our centre's life and close parent/staff liaison is encouraged. You will find the early year's staff here extremely approachable and only too willing to address any parental concerns.

I am looking forward to getting to know you and hope that your family will soon feel welcomed and valued members of our Cherry Tree community.

Jackie Kelly  
Early Years  
Centre Manager



## **2. Statement of Centre Aims and Values**

### **South Ayrshire Council has set out its six Core Values**

These are:

- Help for those who need it most
- Commitment to Quality Public Services
- Pride in the Community
- Service to others
- Lifelong Education
- Partnership

### **South Ayrshire Early Education Aims**

We aim to:

- Provide a safe, secure and caring learning environment where children are happy and feel valued.
- Provide a broad balanced and stimulating curriculum appropriate to the needs of the individual child.
- Encourage children to become active, confident and enthusiastic lifelong learners.
- Promote partnerships with parents and the wider community.
- Encourage continuity and progression in care and education.

### **Our Aims**

At Cherry Tree Early Years Centre, we aim to contribute, as appropriate, to the South Ayrshire Council Outcomes as well as reflect the aim of the National Vision as identified in the Well-being Indicators, to ensure that all children are:

- Safe, Healthy, Active, Nurtured, achieving, Respected, Responsible, and Included.

We value to qualities of honesty, compassion, tolerance, fairness, equality, diversity and mutual respect.

### 3. Centre Information

<b>Name</b>	Cherry Tree Early Years Centre
<b>Address</b>	Harthall Ayr KA8 0PD
<b>Telephone Number</b>	01292 612037
<b>Website</b> <b>E-mail address</b>	<a href="http://www.cherrytree.sayr.sch.uk">www.cherrytree.sayr.sch.uk</a> <a href="mailto:CherryTree.Mail@south-ayrshire.gov.uk">CherryTree.Mail@south-ayrshire.gov.uk</a>
<b>Denominational status</b>	Non-denominational
<b>Accommodation and capacity</b>	The Centre caters for children between the ages of 6 weeks and 5 years. There is capacity for a maximum of 200 pre and ante pre-school spaces, up to 60 2-3-year-old spaces and 18 0-2-year-old spaces.
<b>Catchment map and area</b>	There are no catchment areas for early year's provision. South Ayrshire residents can apply to any South Ayrshire Early Years Centre school/class or partnership center of their choice. Early education and childcare places are allocated in line with South Ayrshire Council's Admission's Policy Guidance which can be found on the Council's web site at <a href="http://www.south-ayrshire.gov.uk">www.south-ayrshire.gov.uk</a>
<b>General Information</b>	All staff have either a Teaching or an Education and Care qualification and regularly attend in-service training to update their knowledge and skills. Added to this all staff and students have been Disclosure checked or are a member of the PVG scheme before commencing employment or placement. Staff are also registered with either the Scottish General Teaching Council or the Scottish Social Services Council, dependant on their qualifications.

**4. Centre Staff**

<b>Name</b>	<b>Designation</b>
Jackie Kelly	Early Years Centre Manager
Diahann McKerracher	Early Years Depute Manager
Aileen Carter	Early Years Teacher 0.6
Kate Gillon	Equity & Lead
Ainslie Boyd	Senior Early Years Practitioner
Jackie Stewart	Senior Early Years Practitioner
Cathy Ballantyne	Early Years Practitioner
Anita Kozicki	Early Years Practitioner
Karen Al-Hidar	Early Years Practitioner (TEMP)
Jasmine Barrie	Early Years Practitioner (P/T)
Michelle Christie	Early Years Practitioner (P/T)
Ann-Marie Eaglesham	Early Years Practitioner
Gillian Grierson	Early Years Practitioner (P/T)
Lisa McDonald	Early Years Practitioner
Louise McLaughlan	Early Years Practitioner
Emma Stupart	Early Years Practitioner - maternity
Kennedy Pollock	Early Years Practitioner
Annmarie Corti	Early Years Practitioner
Karen Paul	Early Years Practitioner
Toni Russell	Early Years Practitioner (P/T)
Anne Scobie	Early Years Practitioner (P/T)
Kimberly Reid	Early Years Practitioner (TEMP)
Sheena Sturgeon	Early Years Practitioner (PT)
Elaine Kidd	Early Years Practitioner (TEMP)
Gail Thomson	Early Years Practitioner
Frankie MacPherson	Early Years Practitioner
Tracey Barr	Early Years Practitioner
Yvonne Benson	Early Years Practitioner (P/T)
Tony Bell	Early Years Practitioner
Rebecca Harkness	Early Years Practitioner
Louise Little	Early Years Practitioner
Emily Darroch	Early Years Practitioner (TEMP)
Tracey Thieman	School Assistant
Zoe Hopkins	School Assistant
Kirsty Anne Fisher	Early Years Practitioner (TEMP)
Jacqui Campbell	Clerical Assistant (P/T)
Sofi Psygka	Clerical Assistant (P/T)
Caroline Dunlop	Campus Janitor

## **5. The Centre Year and Centre Hours**

The nursery is open 52 weeks of the year and offers a wide range of sessions. Dependent on individual needs, every effort is made to accommodate specific requests.

### **0 – 2 Room**

**Morning Session – 08.30am – 11.40am**

**Afternoon Session – 12.40pm – 3.50pm**

### **2 – 3 Room**

**Morning Session – 8am – 12 noon**

**Afternoon Session – 1pm – 5pm**

### **3 – 5 Room**

**Morning Session – 08.00am – 12.45pm**

**Term Time Session – 9am – 3pm**

**Afternoon Session – 1.15pm – 6pm**

**2 ½ day Session – end of week**

**Wed – 2.15pm – 6pm**

**Thurs & Fri – 08.00am – 6pm**

**Centre staff are employed 35 hours a week and follow a shift pattern to accommodate 1140 hours**

All places are allocated according to South Ayrshire Council's Management Guidelines for Admissions for Children aged 3-5 years and Admissions for Children aged 2 and 3 years. Copies of which are available in the Centre office.

Admission for three year old children (ante pre-school) is as follows:-

- If your child becomes three between enrolment and the start of term they will start nursery at the beginning of the new session in August.
- If your children turns three after the first day of term they will officially start nursery the Monday (or the next day nursery is open) after their third birthday.

Admission for two year old children is as follows:-

Early Learning and Childcare places are available for children aged two to three whose parents are in receipt of the following benefits:-

- Income Support
- Jobseekers Allowance (income based)
- Incapacity Benefit or Severe Disablement Allowance
- Child Tax Credit where household income is £16, 105 or less
- Child Tax Credit and Working Tax Credit where household income is £6420 or less
- Universal Credit
- State Pension Credit
- Any income related element of Employment and Support Allowance
- Support under part V1 of the Immigration and Asylum Act 1999

Any changes to dates etc, will be notified as soon as they are known.

**SOUTH AYRSHIRE COUNCIL**  
**Educational Services**  
**Amended School Holiday Arrangements: 2021/2022**  
**TERM TIME**

17 August 2021	Inservice day
18 August 2021	Inservice day
19 August 2021	Pupils return - All
17 September 2021 - 20 September 2021	Schools closed
8 October 2021	Schools close - Term Time
18 October 2021	Inservice day
19 October 2021	Pupils return - Term Time
22 December 2021	Schools close
<b>Second term</b>	
6 January 2022	Pupils return - All
10 February 2022	Schools close
11 February 2022	Schools closed
14 February 2022	Schools Closed
15 February 2022	Inservice day
16 February 2022	Pupils return
1 April 2022	Schools close
<b>Third term</b>	
19 April 2022	Pupils return
2 May 2022	Schools closed, May day holiday
4 May 2022	Schools close
5 May 2022	Inservice day
6 May 2022	Pupils return
2 June 2022	Holiday
3 June 2022	Platinum Jubilee holiday
29 June 2022	Schools close



<b>50 WEEK CHILDREN - CLOSURE DATES - 2021/22</b>	
<b>First term</b>	
In-Service Training Day	17 August 2021
In-Service Training Day	18 August 2021
Pupils Return	19 August 2021
Local Holiday	17 September 2021
Local Holiday	20 September 2021
Local Holiday	11 October 2021
In-Service Training Day	18 October 2021
Pupils Return	19 October 2021
Christmas Holidays - Close	22 December 2021
Pupils Return - 52 Wk Children Only	29 December 2021
New Year Holidays - Close	31 December 2021
Pupils Return	6 January 2022
<b>Second term</b>	
Local Holiday	11 February 2022
Local Holiday	14 February 2022
In-Service Training Day	15 February 2022
Pupils Return	16 February 2022
Good Friday	15 April 2022
Easter Monday	17 April 2022
<b>Third term</b>	
Local Holiday	2 May 2022
In-Service Training Day	5 May 2022
Local Holiday	2 June 2022
Platinum Jubilee holiday	3 June 2022

## **6. Enrolment**

### Registration Procedures

Children are eligible to start nursery the week after their third birthday. Children who become three after the end of February and before the start of the next school session will start in the August of the new school year and will receive two full years of early education.

The Registration week, for pre-school and ante pre-school places, takes place in January or February of the year that your child would be eligible to start their ante pre or pre-school placement.

Please note that parents/carers of ante pre-school children already attending the centre must make a new application for their pre-school year. Two year olds attending, must re-apply for their ante pre-school year. 0-2 year olds must apply to South Ayrshire Council for a 2 year old place using the early years and childcare application when they are approaching their 2<sup>nd</sup> birthday or arrange for an updated Request for Assistance to be completed.

### Admission Procedures

Registration for pre and ante pre-school places takes place in February and the allocation process takes place during March/April.

Currently, admission for children under the age of 2 is generally agreed by the Central Early Years Team, who meet monthly. Children who are offered places in the 0-3 unit are generally visited at home prior to their first visit to nursery. The first time parents and children visit the nursery they will be introduced to staff and shown around the centre. At this point enrolment forms are completed and start dates agreed.

## **7. Key Worker System**

Each child is allocated a “key worker”. This is a member of staff who will take responsibility for the child’s care and welfare during their time at nursery. Parents are encouraged to share information with key workers informally, as required, regarding their child’s needs, progress and interests. In accordance with Care Inspectorate regulations, a Care & Learning Plan will be completed for each child. Parents will therefore be asked to meet termly with their child’s keyworker to complete/update these plans.

## **8. Settling In**

Once your child has been offered a place at nursery and once a home visit has taken place – a “pre-admission” visit will be set up. On that first visit to nursery, you will be introduced to staff and shown around. You will be asked to complete enrolment/consent forms. On these forms we will ask you to provide the name, address and telephone numbers of two people we can contact in case of emergencies. (N.B. Please keep us updated on any change of telephone numbers and keep mobile phones on during your child’s time at nursery).

Generally, children only stay for a short period on their first day. This is gradually built up with your agreement, depending on how quickly the child seems confident. As confidence grows, their time will be lengthened until he/she is staying for a full session. The length of time for settling varies from child to child.

## **9. Arrival and Collection of Children**

It is expected that a responsible adult will bring your child to and from the Centre. In the interests of your child’s safety you should make a point of telling the Manager/Key Worker if he/she is to be collected by someone other than yourself. This avoids difficult situations when a child cannot be allowed to leave with someone not known to the staff. Please also note that it is not legally possible for us to allow a child to leave the Centre with anyone we believe to be under the age of 16 years. Children should be signed in and out of the playrooms.

It is important that children are collected on time as they can become very upset if parents/carers are late. If you have been held up please try to contact us, so that we can reassure your child and plan for their care until they can be collected.

## **10. Voluntary Parental Contribution**

This contribution is £1.00 each week, and is used to provide the snacks and treats e.g. birthday cakes and cards. Any residue goes towards toy repair or renewal. The snack money, as we call it, may be handed in at the beginning of the Monday sessions. With the help of parents and staff we are able to plan and subsidise entertainments, special events and activities for the children.



## SECTION B – Learning and Teaching

### 1. The Curriculum

*"I could not be happier with all the staff and facilities at the nursery. Both 0-2 and 3-5 staff have been amazing for my child's' development and education."*

**Care Inspectorate report December 2018**

#### **0-3 Curriculum**

At Cherry Tree we use South Ayrshire's 0-3 planning format linked to the National Wellbeing indicators, which ensure every child is Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included. This planning is also linked to National Guidance as set out in "Building the Ambition".

#### **CURRICULUM FOR EXCELLENCE**

Every child has their own individual care and learning plan and profile based on their stage of development which will reflect progress in their learning.

At Cherry Tree, our ante pre and pre-school children build up their skills and knowledge of 'Early Level CfE' through participating in a wide variety of age and stage appropriate activities. The 'Early level' stage continues into Primary 1 and it is hoped that most children will have securely achieved Early Level outcomes by the end of Primary 1. This level, which spans the stages helps to promote an effective and smooth transition from Nursery to P1. There are eight curricular areas:-

- 1) Literacy and English: - promotes listening and talking skills, phonological awareness, early reading and writing skills.
- 2) Maths and Numeracy: - develops skills in number, shape, pattern, measurement and problem solving.
- 3) Health & Wellbeing: - promotes personal & social development, healthy eating & lifestyles and physical activity.
- 4) Science: - develops knowledge and skills through exploring and investigating topics such as 'my body', 'living things', forces, planets and recycling.
- 5) Technologies:- encourages the development of computer skills & using tools, equipment and resources to design and construct.
- 6) Social Studies:- offers opportunities to learn about people around us, our community, places in Scotland and the wider world.
- 7) Expressive and Aesthetic:- art, music and dance.
- 8) Religious and Moral Education:- encourages, respect and concern for others, citizenship, positive attitudes, religious celebrations and cultural awareness.

#### **Care and Learning Plans**

Each child has an individual care and learning plan which is linked to the Wellbeing indicators. These plans are used to set and review individual learning targets, with parents, on a termly basis.

#### **Summative Assessments**

Children's progress is summarised before each point of transition. These 'summative assessments' are discussed with parents, new keyworkers, other nurseries or receiving primaries.

### **How will we deliver this curriculum?**

Decisions regarding activities and resources provided in playrooms and outdoor areas are based on staff knowledge of children's interests and stages of development. This knowledge is gained through careful observation and planning.

### **Observation**

Using a variety of means e.g. sharing information with parents, interacting with children and assessing their play, key workers are able to assess the stage of a child's development and identify next steps to progress learning. Progress is tracked using 'I can' statements and the use of SAC's Curriculum Frameworks.

Children's Profiles of Achievement are a collection of photographs, drawings, artwork and comments that evidence your child's progress at nursery. We encourage children to revisit these profiles to look back on their achievements and interests to begin the process of self-evaluation in its simplest form.

### **Planning**

Using the information gathered in observations, etc and in accordance with Education Scotland Guidelines, staff carefully plan to provide a variety of activities and experiences which will promote children's development and learning across the Broad General Education .

The 'journey' from the children's comments, to the activities, and the links with Curriculum for Excellence learning outcomes and next steps are recorded daily in 'Talking and Thinking' Floorbooks. These books are illustrated with photographs and pieces of children's work.

### **Reporting Back**

Termly, parents/carers are invited to attend a one-to-one meeting with their child's keyworker. This is an opportunity to review progress and identify next steps for learning for their care plans.

As the centre operates an 'open door' policy, we encourage parents to share information and discuss issues/concerns at any time with a keyworker or member of the management team.

## **2. Outings and Parental Consent Forms**

Forms completed on Pre-Admission visits during registration include a Parental Consent Form, which will provide the Centre with your permission for local visits or outings. However, outings requiring more information and planning will require you, as parent or guardian, to read, complete and return specific permission forms in advance of planned events.

Please note that children can only take part in outings when the necessary parent/guardian permission slips have been received by the Centre.

We ask for permission to take photographs of the children for educational display and for the Centre website. We would ask that no photographs are taken by parents that include children other than their own. This follows confidentiality and the new GDPR guidelines.

**We would also ask parents/carers not to put any photographs taken at the Centre on any social networking sites to respect the privacy and safety of our children.**

### 3. **Additional Support Needs/Accessibility Strategy**

Legislation, concerning the provision for children with additional support needs came into effect in Scotland on the 14<sup>th</sup> November 2005. The term “additional support needs” refers to any child or young person who experiences a barrier to learning, however temporary in nature. Please ask if you would like more information on what may constitute an ‘additional support need’. If they have an identified need they will also become part of SAC’s “Staged Intervention” and staff will provide information regarding this.

The centre has a duty to ensure that all our children have equal access to the curriculum and that support is appropriate to the child’s needs is offered. Not only does this cover the provision of appropriate experiences and activities, but also the physical environment e.g. a wheelchair bound child may need ramp access to the building.

Sometimes we know before a child starts nursery that he/she will require some extra support and can, in consultation with parents and other professionals, make appropriate plans/adaptations. Sometimes it is not until a child has been attending for a little while that they may need some extra support. At this point parents will be consulted and, with their permission, the child may be referred to other professionals e.g. Speech Therapy, Educational Psychology, etc. When a child is involved with other services/agencies a Team Around the Child (TAC) meeting may be convened from time to time to review the child’s progress with parents and all others involved.

#### **GETTING IT RIGHT FOR EVERY CHILD – (GIRFEC)** Individual Care Plans

When your child is in Cherry Tree Early Years Centre we aim to meet all their educational and health needs. We already plan for their learning in a variety of ways using guidance from the Curriculum for Excellence and Pre-Birth to Three.

So that we can ‘**get it right for your child**’ we are required by the Care Inspectorate to record your child’s specific needs using the Scottish Government’s Health & Wellbeing outcomes:-

- Safe **S**
- Healthy **H**
- Achieving **A**
- Nurtured **N**
- Active **A**
- Responsible **R**
- Respected **R**
- Included **I**

Over the year, keyworkers will meet with parents/carers to discuss these and jointly set appropriate targets for your child. If it is decided that your child might need additional support during their time at nursery then a ‘Team Around the Child’ meeting would be arranged and South Ayrshire’s Staged Intervention process would begin. This is broken down into 3 stages and depending on the support required your child will either be supported within the centre, stage 1 or may require other agencies such as SLT, stage 2 or if more than one service is needed then would be stage 3.

#### **4. Equal Opportunities and Inclusion**

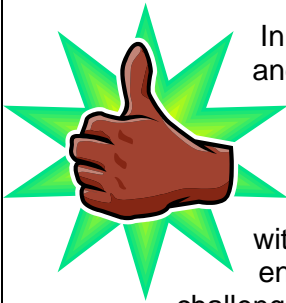
In our centre we promote equality, equity and support every pupil to benefit from education, with particular regard paid to pupils with disabilities and additional support needs as part of our inclusion policy.



All staff ensure equal opportunities are given regardless of race, religion, sex or ability.

All incidents of racism are treated seriously and reported to the education authority for follow up.

#### **5. Promoting Positive Behaviour**



In the Centre, we aim to encourage a high standard of behaviour and achievement through a wide range of strategies, experiences and activities on offer, Children are encouraged to develop friendships, learn to share, take turns and show consideration to others. This is generally achieved by setting simple rules (“Golden Rules”) for the children and responding to situations with a calm, fair and consistent approach. Children are encouraged and praised for their efforts and achievements. If challenging behaviours or tantrums do occur, one of our strategies is, we try to divert the child away from the cause of the behaviour and re-engage them in an alternative activity.

We hope our strategies are very similar to those used by most parents in the home, as consistency is important. Should a child’s behaviour be causing concern and the child is not responding to strategies as described in the Centre “Promoting Positive Behaviour” policy, parents will be consulted and joint strategies planned in order to support the child. We are happy to discuss and share our ‘Promoting Positive Behaviour’ policy at any time.

## SECTION C – Home / Centre / Community

### 1. Attendance

Children enjoy coming to nursery and we hope that their attendance can be regular and consistent to allow them to gain the maximum benefit from their time with us. Attendance will be discussed at Care Share meetings. Also, we hope to establish good habits for later life and so expect the children to attend every day, unless they are ill.

Please let us know if your child is ill or going on holiday. If you no longer wish to keep the early years place, please let us know as soon as possible so the place can be reallocated to another child on our waiting list.

### 2. Clothing and Toys

#### CLOTHING

Children have fun, learn and enjoy themselves taking part in a variety of activities - including messy ones! We do provide aprons and tabards to safeguard “good” clothing, however we would encourage you to dress your child in “play-clothes” for the following reasons: -

- to be comfortable
- to prevent spoiling “good” clothes
- to encourage independent learning (toileting, toothbrushing, dressing & undressing)



Please also make sure that your child has suitable outdoor clothing as they have the opportunity to play outside every day.

We would prefer you **NOT** to allow your child to wear jewelry, especially earrings as they could be pulled out, causing injury, during energetic play.

**Please write your child’s name or initials inside coats etc. to allow them to be identified as we often have children with similar items.**

Sweatshirts, polo-shirts and some other items of clothing with the Cherry Tree logo as well as name labels are available to order. These can be purchased online from School Trends at the following website address: -

<https://www.schooltrendsonline.com/uniform/CherryTreeEarlyYearsAyrshireKA80QP>

#### TOYS

We know when children are settling into nursery, especially the younger ones, that they need a familiar toy or comfort item from home. We understand how important this is but once they are settled we ask that children **DO NOT** bring toys from home into the playroom. Children get upset having to share and they could get lost or broken. To save any upset please encourage your child to leave their precious toys at home, as we have plenty.



### **3. The Wider Community**

Over the years good links have been built up with our community and the many agencies working within it. We aim to continue to build upon this good practice in the future. There is regular contact with Community Health Care, mainly with Health Visitors, and with North Ayr Social Work Team based in Whitletts Road.

Pupils from SAC secondary schools, attend the early years on work experience courses. We support students from Ayrshire College on Child Care and Education courses, as well as students from The University of the West of Scotland (Craigie Campus) on B.A. & B.Ed degree and post graduate teaching courses. We are also part of SAC's Modern Apprentice training for Early Years Practitioners. We also welcome Nursing/Health Visiting students on half day placements.

### **4. Fundraising**

Fundraising is ongoing throughout the year. Events in the past have included – Prize Bingo, Raffles, Sponsors, Selling cards/crafts, to name but a few! Some funds raised have been used to provide outings, Christmas presents and parties, etc. Some fundraising events are organized to support others less fortunate than ourselves e.g. Red Nose, Sport Relief, Yorkhill Children's Hospital. Volunteers and new ideas are always welcomed.

### **5. School Registration**

Under the placing request arrangements parents have the right to choose a school other than the catchment school for their area. This is known as a placing request and application forms can be obtained from the primary school office or the Council Offices at Wellington Square, Ayr, telephone 01292 612264. Unfortunately, it is not possible to guarantee that a placing request will be successful but parents will have the right of appeal should it be unsuccessful. Full details of the placing request arrangements are contained in the application form.



You should be aware that if you decide to make a placing request your child would no longer be automatically considered for a place in their catchment school.

## **6. Transfer to Primary School**

The Centre has established good liaison programmes in our area e.g., Dalmilling and St John's Primaries. Liaison can take many forms, Primary staff visiting the children in nursery, Cherry Tree staff escorting children on visits to schools, joint activities e.g. singing times, assemblies, etc. This all helps to build confidence and make the transition easier.

As previously stated, the Centre staff will start to complete Summative Assessments for children in their pre-school year, these are then passed on to the child's Primary One teacher.

The children enjoy showing their Profiles of Achievement to primary staff when they visit, prior to their school's induction programme starting.

## **7. Parent's Activities**

**Unfortunately, due to the current Covid situation we have been unable to run any of our Parent Groups.**

A Parents Room is available in the Centre. Parents are welcome to use it as a drop-in facility almost any time.

We aim to provide an effective partnership between nursery and home with an emphasis on communication and we are always keen to work in partnership with parents who would like to become involved in the work of the Centre e.g. Parent's Committee.

Monthly newsletters aim to keep parent/carers up to date with what is happening in the Centre. Posters and notices are also displayed in entrance area, as are photos of the children at play. Please take a few minutes regularly to keep up to date with what is going on.

## 8. Parental Complaints Procedures

A complaint is an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action, or about the standard of service provided by or on behalf of the Council.



If you have any comments or complaints please approach the Manager in the first instance. If the Manager does not resolve the issue to your satisfaction, you should:

- Visit one of South Ayrshire Council's Customer Service Centres, or any local office
- Phone South Ayrshire Council Customer Services Team on 0300 123 0900
- E-mail: <https://my.south-ayrshire.gov.uk/article/30696/Make-a-complaint>
- Write to: Customer Services, South Ayrshire Council, FREEPOST NAT 7733, Ayr, KA7 1DR

If you have a concern (early years and childcare only) and wish to complain to the Care Inspectorate directly, please write to:

Care Inspectorate, Sovereign Road, Suite 3, Academy Road, Irvine, KA12 8RL

It is not advisable to make complaints or comments about the Centre or staff on any social networking sites. Parents/Carers are requested to speak to the Manager before posting any comments on social networking sites. Your co-operation is much appreciated.

## 9. Care Inspectorate

If you wish to make a complaint about a care service which is regulated by the Care Inspectorate or about the Care Inspectorate itself, you can contact the Care Inspectorate at the following address:

Care Inspectorate  
Compass House  
11 Riverside Drive  
DUNDEE  
DD1 4NY

Tel No: 0345 600 9527  
[www.careinspectorate.com](http://www.careinspectorate.com)



## **SECTION D – Care and Welfare**

### **1. Nurturing Nursery**

Cherry Tree Staff highly value the principles and practices of nurture. This gives us an insight into children's social, emotional and behavioural needs, as well as some practical ideas about how to use nurture more effectively within the environment of the playroom to improve outcomes for our children.

Nurture Displays in the nursery give more information on this approach and staff are happy to discuss further with parents, if requested.

### **2. Child Protection**

It is the responsibility of every adult to protect children from abuse, which may present itself in one of 12 categories which are known as indicators of risk. These can be found on the South Ayrshire Council's website.

All staff at Cherry Tree Early Years Centre have had training in Child Protection. The Manager and Depute are the Child Protection Co-ordinators for the centre.

If staff have any reason to be concerned about a child in any respect they have a professional obligation to report their concerns to a member of the Senior Management Team, and agree a course of action.

This action may only be to monitor the child for a period of time and discuss the issue with the parent/carer. It may, however, result in a discussion or a more formal referral with a colleague from another agency e.g. Social Services or Health Board. An investigation may take place which ultimately, in extreme cases, may result in statutory measures being enforced.

### 3. **Healthy Eating & Oral Health Promotion**

#### **SNACK**

A snack is provided during each session in the centre. All food offered is prepared in accordance with the following guidelines:-

“Setting the Table” – NHS Health Scotland 2014

“Food Standards Agency – Allergens” – December 2014



We are now required to display information on the 14 major food allergens and link the information to our weekly playroom snack menus.

Parents are requested to inform staff if their child has/or develops any allergies.

#### **ORAL HEALTH PROMOTION**

Childsmile:

The Childsmile Programme’s aim is to improve the dental health of children in Scotland and it is funded by the Scottish Government. Childsmile has 3 main elements:

- **A core toothbrushing programme** – In Ayrshire & Arran, daily supervised toothbrushing takes place in all early years centres and many primary schools. Free Childsmile oral health packs containing a toothbrush and fluoride toothpaste are given out twice a year to children at nursery school and on entry to Primary 1. During their first year of life, all babies are given an oral health pack and a drinking cup to encourage health weaning by swapping bottle for cup as soon as baby is able to drink from a cup. All children should be registered with a dentist (General Dental Practitioner) and visit regularly to help keep their teeth as health as possible. **Remember – water and milk are recommended as safe drinks for teeth for all children.**
- **An infant programme** – Childsmile Practice promotes oral health from birth. Parents of newborn children may be referred to the programme by their Health Visitor. Dental Health Support Workers visit parents in their home to give information, oral health advice and to arrange regular visits to the local Dental Practice.
- **A nursery and school programme** – this initiative provides preventative oral health programmes for children aged 3 years and upwards. It targets children in identified nursery and primary schools, who will benefit from additional preventative care. This care will involve the application of fluoride varnish to children teeth by Childsmile Clinical Teams in the nursery and primary schools. The Childsmile and Oral Health Promotion Teams will also deliver oral health promotion messages and be supported by Dental Health Support Workers who are the main contact point for parents, teachers, all school staff, dental practice staff and School Nurses.

For more information about the Childsmile Programme, please visit the website at [www.childsmile.org](http://www.childsmile.org)

#### **4. Security Measures**

All entrances to the centre are security controlled for the safety of children and staff. Visitors should call at the office and complete their details in the visitor's book and receive a badge.

Please remember to sign your child in and out of the playrooms and let staff know if someone different is coming to collect your child.

##### **Safety Around Centre**

Please keep your child safe in the area around the centre/school by encouraging your child to hold your hand while walking.

#### **5. Fire Drills**

Fire procedure notices are displayed throughout the Centre. There will be four fire drills throughout the school year. The first will be "announced". That means that it will be explained to the children what will happen and what they are to do. All further drills are "unannounced" and the children and staff evacuate the building as quickly and calmly as possible. Returns for these fire drills are completed and recorded in the Fire Registers.



#### **6. Emergency Closure Arrangements**

Should the Centre experience difficulties with severe weather, power failures, fuel supplies etc. it will obviously be necessary to close the building. We will keep you closely informed via telephone, notices, press or radio releases.



## 7. Transport

The Centre can be reached by bus or car by those outwith walking distance:

Local Bus Service:                   Service 2 – Dalmillig-Hayhill-Ayr-Prestwick  
  Service 3 – Kincaidston-Ayr-Whitletts (Main Rd)

Country Bus Services:           Service 43 – Tarbolton/Mossblown  
  Service 43A – Annbank/Mossblown  
  (Both stop on High Rd and Main Rd, Whitletts)

### **Please note:**

In the interests of Health & Safety, parents coming by car should park in Dalmillig Drive or Harthall and not in Dalmillig Primary car park or on the zig-zags around the school. The Car Park is only for the use of staff and taxis/parents transporting **children** with disabilities. Thank you for your co-operation in this matter.

## 8. Insurance

South Ayrshire Council hold Public Liability, Employer Liability and Officials Indemnity Insurance, with QBE Insurance (Europe) Limited—under policy number Y087606QBE0117A. In addition, the school will provide information on School Excursion Insurance when necessary. Further information regarding insurance and an appropriate claim form can be obtained from County Buildings, Wellington Square, Ayr, telephone 0300 123 0900.

## 9. Valuable Items

The Council is concerned at the level of claims being received regarding the loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessary expensive items of clothing are not brought to school. Parents should note that the Council does not carry insurance to cover loss of such items and any claims submitted are likely to be met only where the Council can be shown to have been negligent.



## 10. Health and Medical Information

If your child has any medical problems, it is very important that staff are informed and made aware of any difficulties.

### **Medication**

If your child requires medication during his/her time at nursery – please discuss with the Manager. A consent form for the Administration of Medicine must be completed. Please note that staff do have the right to refuse to administer medication.

It is essential for you to keep us up to date with relevant medical information.

### **If Your Child is Unwell**

The Centre would welcome a telephone call if your child is not able to attend on a particular day.

If your child becomes ill while at the Centre we will try to contact you or the emergency contact which you give us on your child's admission to nursery. (Please keep us up to date if any contact numbers change).

If your child has an infectious disease such as chickenpox etc., could you please check with your doctor as to when it is safe for the child to come back to the Centre. This will help to contain outbreaks. (Information about common infections are available on the hallway noticeboard.)

**Please note that there is a 48-hour exclusion policy if your child has / had sickness or diarrhoea**

### **Minor Accidents & Upsets**

This will be dealt with by the member of staff trained to administer first aid within the Centre. We will always inform you about these minor accidents.

### **Visits by Medical Staff**

Every year an Orthoptist from Ayr Hospital comes into the Centre to carry out eye-tests on children who are in their pre-school year. Appointments are issued in advance and parents are welcome to attend with their child.

Often if children require extra support from other Medical staff e.g. Speech Therapists, Physiotherapists, Occupational Therapists, they may visit them in nursery as part of their treatment plan. Parents would be informed in advance and given regular feedback on their child's progress.



## 11. Smoking Control



The whole campus is a smoke-free zone. We would ask that you note and support this decision.



## **12. General Data Protection Regulation 2016 (GDPR)**

When you enrol your child at school or early years centre you are required to provide some personal information about yourself and your child in order to access services provided by Educational Services.

### **How we will use the information about you and your child**

All personal data is processed by Educational Services staff. We will only collect personal data from you that we need in order to provide educational services and oversee the provision of these services to your child. We will use your personal data to contact you; if the school requires to discuss your child's education, in an emergency and to keep you fully involved in your child's educational journey.

### Who we share your information with

Your child's personal information will only be shared where it is appropriate to do so in order to ensure full access to services such as national assessments, health promotion, transport, school meals, careers and online services.

In addition the Council has a duty to protect public funds and to this end, we may check the information you have given with other information we hold, share your information with other Council Services and share your information with other local authorities, for the purpose of protecting public funds and to prevent or detect fraud or crime.

### What are my rights?

You have various rights in relation to the personal data that the Council holds about you. This includes the right to ask us to provide you with access to your personal information and to rectify any inaccuracies contained within the personal information.

For more information about these rights please see the full privacy notice.

### If you have a complaint

If you are unhappy with the way the Council has dealt with your personal data, you can complain to the Council's Data Protection Officer:

Data Protection Officer, Information Governance Team, Legal & Democratic Services, County Buildings, Wellington Square, Ayr KA7 1DR

Email: [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk) | Telephone: 01292 612223

If you remain dissatisfied, you have the right to complain to the Information Commissioner: Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL Email: [scotland@ico.org.uk](mailto:scotland@ico.org.uk). | Telephone: 0131 244 9001 | (<https://ico.org.uk/for-the-public/>)

### **If you have no Internet Access**

Please contact us at the above postal address or telephone number if you wish a copy of any of the above information and you do not have access to the internet. We will provide you with a hard copy of the information.

### **How to access our full Privacy Notice**

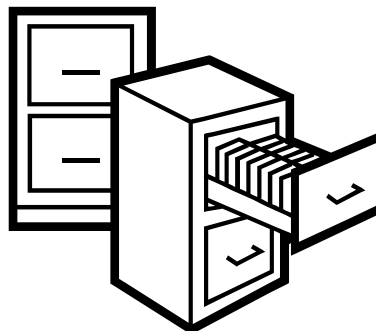
The Educational Services full privacy notice is available from the school website or please ask staff in the school office and they will provide you with a hard copy.

### 13. Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities; Scottish Executive and its agencies; Scottish Parliament; Local Authorities; NHS Scotland; Universities and further

education colleges; and the Police. Public Authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision-making;
- The reason for decisions made by it.



The legal right to access includes all types of 'records' information of any data held by the Scottish public authorities. From 1<sup>st</sup> January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

### 14. Education Statistics Privacy Notice

#### Transferring Educational Data about Pupils

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

#### Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- o plan and deliver better policies for the benefit of all pupils
- o plan and deliver better policies for the benefit of specific groups of pupils
- o better understand some of the factors which influence pupil attainment and achievement
- o share good practice
- o target resources better
- o enhance the quality of research to improve the lives of young people in Scotland

The full Education Statistics Privacy Notice can be found at the undernote link or by requesting a copy from the school office.

<https://www.gov.scot/topics/statistics/scotxed/schooleducation/ESPrivacyNotices>

#### Your Rights and Further information

Parents have the right to request access to their child's education record under the Pupils' Educational Records (Scotland) Regulations 2003.

### 15. *Helpful Addresses and websites*

Organisation/Contact	Address	Telephone Number
South Ayrshire Council <b>Douglas Hutchison</b> <b>Depute Chief Executive</b> <b>&amp; Director - PEOPLE</b>	County Buildings Wellington Square AYR KA7 1DR	0300 123 0900
South Ayrshire Council <b>Aileen Valenti</b> <b>Quality Improvement Manager</b> <b>Early Years</b>	County Buildings Wellington Square AYR KA7 1DR	0300 123 0900

Psychological Services <b>Carole Campbell</b> <b>Principal Educational Psychologist</b>	C/o Queen Margaret Academy Dalmellington Road AYR	01292 612806
District Councillors	County Buildings Wellington Square AYR KA7 1DR	01292 612293
Care Inspectorate  <a href="http://www.careinspectorate.com">www.careinspectorate.com</a>	Compass House 11 Riverside Drive DUNDEE DD14NY	01382 207 100
Community Groups	There are numerous Community Groups within the area – for more information, contact the Centre Office.	
<a href="http://www.education.gov.scot/parentzone/">www.education.gov.scot/parentzone/</a>	<a href="http://www.hmie.gov.uk">www.hmie.gov.uk</a>	

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

- a) before the commencement or during the course of the school year in question;
- b) in relation to subsequent school years.