

**Colmonell Primary School**

**Early Learning and Childcare**



**Welcome**

**to our**

**Early Learning and**

**Childcare Class**

**Head Teacher**  
**Principal Teacher**  
**ELC Teacher**  
**EYP**  
**EYP**  
**EYP**

**Mrs Yvonne Templeton**  
**Mrs Kimberley MacKintosh**  
**Mrs Joanne Anley**  
**Mrs Emma Gibson**  
**Miss Louise Shedden**  
**Miss Margaret McNeill**

**Session 2025 - 2026**

Dear Parent

On behalf of everyone at Colmonell Primary School, welcome to our Early Learning and Childcare Centre. I hope you will find this handbook interesting and helpful. It is intended as a short introduction to our Early Learning and Childcare setting for parents of children attending during session 2025-26.

Throughout this booklet we have tried to give you an impression of life in our early learning and childcare class and the ways we will cater for the individual needs of each child. If the answers to your queries are not here, please do not hesitate to contact me.

*"Early Learning and Childcare will help young children gain vital language and learning skills, improve their social development and help them do better at school when the time comes. It will also support parents to work, train or study."*

*Scottish Government*

Parental involvement and working in partnership with parents is an important feature in our school life and we actively encourage close parent/staff links in a number of ways. You will find the early learning and childcare staff extremely approachable and only too willing to address any of your concerns.

Most children will progress from our early learning and childcare to our primary school and therefore we will have a long relationship. I look forward to getting to know your family and hope that you will soon feel a welcomed and valued member of our school community.

Yours sincerely

A handwritten signature in cursive script that reads "Yvonne Templeton".

Yvonne Templeton  
Head Teacher

## **Early Learning and Childcare Centre Information**

**Name:** Colmonell Early Learning and Childcare Centre

**Address:** 75 Main Street  
Colmonell  
South Ayrshire  
KA26 0RY

**Telephone:** 01465 716806

**Email address:** [Colmonell.Mail@south-ayrshire.gov.uk](mailto:Colmonell.Mail@south-ayrshire.gov.uk)

**Denominational Status** Non-denominational and co-educational

**Accommodation and Capacity** The current roll is 9. The capacity agreed by Care Inspectorate is a maximum of 10 children in each session. However, this remains flexible according to the individual needs of our children.

**Session times** The early learning and childcare session takes from 9am - 3pm

**Access to Early learning and childcare room** - Parents should use the entrance to the early learning and childcare room at the back of the school. There is an area for our children to hang up their coats, cycling helmets and wellies.

## When is Colmonell EYC closed for holidays?

| SOUTH AYRSHIRE COUNCIL  |                           |                               |       |                         |
|---|---------------------------|-------------------------------|-------|-------------------------|
| Educational Services  |                           |                               |       |                         |
| Approved School Holiday Arrangements – 2025/2026  |                           |                               |       |                         |
| Term  | Break                     | Dates of Attendance           |       | Cumulative Working Days |
| First   | Mid Term                  | Teachers ( <b>Inservice</b> ) | Mon   | 18 Aug 2025             |
|   |                           | Teachers ( <b>Inservice</b> ) | Tues  | 19 Aug 2025             |
|   |                           | Pupils return                 | Wed   | 20 Aug 2025             |
|   |                           | <i>local holiday</i>          | Fri   | *19 Sept 2025           |
|   |                           | <i>local holiday</i>          | Mon   | *22 Sept 2025           |
|   |                           | Close                         | Fri   | 10 Oct 2025             |
|   |                           | Teachers ( <b>Inservice</b> ) | Mon   | 20 Oct 2025             |
|   |                           | Re-open (Pupils)              | Tues  | 21 Oct 2025             |
|   |                           | Close                         | Fri   | 19 Dec 2025             |
|   |                           |                               |       |                         |
| Second  | Mid Term                  | Re-open                       | Mon   | 5 Jan 2026              |
|   |                           | Close                         | Thurs | 5 Feb 2026              |
|   |                           | <i>local holiday</i>          | Fri   | 6 Feb 2026              |
|   |                           | <i>local holiday</i>          | Mon   | 9 Feb 2026              |
|   |                           | Teachers ( <b>Inservice</b> ) | Tues  | 10 Feb 2026             |
|   |                           | Re-open (Pupils)              | Wed   | 11 Feb 2026             |
|   |                           | Close                         | Thurs | 2 Apr 2026              |
|   |                           |                               |       |                         |
| Third   |                           | Re-open                       | Mon   | 20 Apr 2026             |
|   |                           | <i>May Day</i>                | Mon   | 4 May 2026              |
|   |                           | Close                         | Wed   | 6 May 2026              |
|   |                           | Teachers ( <b>Inservice</b> ) | Thurs | 7 May 2026              |
|   |                           | Re-open (Pupils)              | Fri   | 8 May 2026              |
|   |                           | Close                         | Fri   | 22 May 2026             |
|   |                           | <i>local holiday</i>          | Mon   | 25 May 2026             |
|   |                           | Re-open (Pupils)              | Tues  | 26 May 2026             |
|   |                           | Close                         | Tues  | 30 June 2026            |
|   |                           |                               |       |                         |
|   | Session 2026/27           | Teachers ( <b>Inservice</b> ) | Tues  | 18 Aug 2026             |
|   |                           | Teachers ( <b>Inservice</b> ) | Wed   | 19 Aug 2026             |
|   |                           | Pupils return                 | Thurs | 20 Aug 2026             |
| NB  | Good Friday: 3 April 2026 |                               |       |                         |
| * Please note that the September weekend is provisional subject to confirmation of the date of the Ayr Gold Cup |                           |                               |       |                         |
| Pupil's attendance will be 190 days after deducting 5 in-service days.  |                           |                               |       |                         |

## WHAT IS COLMONELL EARLY LEARNING AND CHILDCARE CLASS?

Our EYC Class is:

*A place where your child can:*

make friends  
learn to give and take

*Where she/he can:*

run  
jump  
climb  
sing  
make a mess

*A place where your child can develop the ability to use  
language effectively by:*

observing

creating

experimenting

questioning



talking

*through play....*

# And Have Fun!

All of which is vital for their future development.

# Early Learning and Child Care

The Scottish Government is committed to encouraging high quality, flexible early learning and childcare which is accessible and affordable for all families.

Free early learning and childcare is available for all three and four-year-olds and for around a quarter of two-year-olds in Scotland.

Scotland's free early learning and childcare helps to give children a great start to their education. It encourages them to learn through play with other children and promotes the development of language and social skills in a safe and fun environment. It also helps them to prepare for school.

It's good for parents too, giving them the flexibility the EYC need to organise family life. It also allows parents to get back to work, study or training by supporting their childcare needs.

For most people early learning and childcare will mean a place at an early learning and childcare centre but it can also mean childminders, playgroups or other types of childcare providers.



## Values and Aims of our EYC Class

### Values:

**Creative    Hardworking    Accepting    Happy**  
**Honesty    Courageous**

### We aim to:

- Provide a quality service for your child;
- Provide a caring, safe and stimulating environment in which children feel happy and secure;
- Develop each child's individual skills through interesting and appropriate activities;
- Create opportunities for children to extend their communication skills;
- Promote good manners, consideration for others and self discipline;
- Foster a genuine partnership with parents;
- Ensure that equal opportunities are given to all children in their development.

## South Ayrshire Council Values

**Respectful    Positive    Ambitious    Supportive**

## What age must my child be?

Two-year-old children are eligible for free early learning and childcare if their parent or carer receives:

- Income Support (IS)
- Job Seeker's Allowance (income based)
- Any income related element to Employment and Support Allowance
- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credit (CTC), but not Working Tax Credit and your income is less than £16,105
- Both maximum CTC and maximum Working Tax Credit and your income is under £7,330
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit

In addition, children aged two and over who are (or have been at any point since turning two) looked after by a local council, the subject of a kinship care or guardianship order are eligible.

We also offer places to 3 and 4 year old children with registration taking place each year in February. All places are allocated according to South Ayrshire Council's Pre-5 Admissions Policy - a copy of which is available in the Nursery.

Please note that three year old children will now be given entry during the week after their third birthday, except for those who turn three from March - June, who will begin in August. A letter of confirmation of allocation of a place will be sent to parents sometime in the summer term by South Ayrshire Council.

There is now the option for any 2-4-year-old child's parents to buy further sessions if available. See South Ayrshire Council website for further details.

Parents and children will be invited along to the EYC just before the EYC start early learning and childcare to visit the playroom and meet the staff.

# When should my child come to Colmonell's Early Learning and Childcare Class?

Colmonell EYC Class runs for five days per week during school terms.

**Sessions are 9am – 3pm**

Children are invited to begin EYC from the day all school children begin school for the session, or just after their third birthday or when allocated a place as a two year old by South Ayrshire Council. Initially each child will be encouraged to stay on his/her own for a short spell reassured that his/her parent is nearby.

Please note that many children will attend for the full number of sessions (5 per week) from Day 1 but some children may take longer to settle and choose to attend only a few sessions a week.

You should bring your child into the Early learning and childcare at **9.00am** and you should collect him/her at **3.00 pm**.

Your child must be brought and collected by a responsible adult. In the interests of your child's safety, it is essential that you make a point of telling staff if someone else will be collecting your child. This avoids difficult situations arising when a child cannot be allowed to leave with an adult who is a 'stranger' to staff. Parents and carers must complete the signing in sheet each morning.

Regular attendance of the EYC is encouraged. However, please let us know or telephone the school (**01465 716806**) if your child is going to be absent.

Parents and children will enter and leave the EYC room by way of the EYCC entrance.

## Security

All entrances to the EYC are security controlled for the safety of children and staff. At the end of each session children are gathered on the carpeted area. A member of staff will open their EYC door to let parents know it is time to enter. Children will only be allowed to leave the carpeted area when a member of staff has called their name. This ensures that no child leaves the EYC without his/her parent. Parents are asked to ensure our EYC doors stay closed at all times and that only adults operate EYC main doors.

## Fire Procedure

Notices are displayed throughout the building including the EYC. There will be four fire drills throughout the school year. The first of these drills will be 'announced'. That means that it will be explained to the children what will happen and what the EYC are expected to do. The rest are 'unannounced' with the children and staff actively encouraged to evacuate the building as quickly and calmly as possible. Returns for these fire drills are completed and forwarded to the Council Offices every June. In the event of an emergency, children would be taken to Colmonell Community Centre from where you should collect your child.

## Emergency Closure Arrangements

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

# What will my child learn?

**Play** allows children to learn in a broad variety of ways - it allows them to listen and observe, to talk, to explore, investigate and experiment, and to learn about the world, which surrounds them. **Play is important** because it makes a powerful contribution to a young child's development and learning.

Curriculum for Excellence 3-18 targets 8 areas as recommended by Scottish Executive.

- **Expressive Arts**  
Painting/drawing/dough/collage/music/drama
- **Health and Wellbeing**  
Running/jumping/cutting/construction/fastening.  
Home corner/group games/taking turns/form positive Relationships/respect needs and feelings of others.
- **Literacy and English**  
Story telling/games/home corner activities/sand/water/dough/library books and shared reading.
- **Social Studies**  
Playing outdoors, local walks, ACE days
- **Numeracy and Maths**  
number and maths ideas
- **Science,**  
science activities, out and about
- **Technologies**  
computer, interactive whiteboard, interactive toys
- **Religious and Moral**  
Christmas and Easter activities, Chinese New Year, Divali

Throughout **ALL** activities, your child is learning the importance of talking to, sharing with, and listening to others.

## Children with Additional Support Needs.

At all times we try to ensure that each child progresses as an individual. Those children with additional support needs are given extra help and attention and the staff will provide a more structured programme. Advice may be sought with parental agreement from professionals such as: - psychologists, speech therapists, physiotherapists, occupational therapists, dieticians, and teachers for the visually and hearing impaired. We are an inclusive Early Learning and Childcare Centre and all children will be included regardless of their needs.

## Parental Involvement

We encourage parents to become actively involved in their child's early education. If you wish to spend a morning or afternoon within the EYC helping with daily activities, opportunities are made available to do so.

If you have any special knowledge or interest in a subject e.g. art and craft, nature, or are involved in something, which might interest your children, e.g. a fire person etc, please inform the EYC staff.

Information about EYC activities is always available on the noticeboard and via the termly newsletter. Alternatively, information is shared on our school blog:

<https://blogs.glowscotland.org.uk/sa/colmonellprimaryschool/>

## What should my child wear?

Children learn and enjoy themselves by having fun and taking part in a variety of activities including messy ones! We provide aprons to protect clothing or you can provide your child with an old adults' shirt or t-shirt, but would encourage you to dress your child in play clothes (e.g. tracksuits, sweatshirts, tee shirts) in order to:

- be comfortable
- prevent spoiling 'good clothes'
- encourage independent dressing and undressing.

## Indoor, Soft Shoes

You are asked to provide indoor, soft shoes (e.g. slip-on plimsolls) for your child to change into. These should be named and left in EYC overnight and at weekends. Your child will learn to put on and take off shoes for use in the EYC playroom.

## Outdoor shoes and clothing

Outdoor play is actively encouraged on a daily basis. Please, always provide appropriate outdoor clothing in case it is needed for outdoor play or for a visit. Leave named clothing on your child's peg and outdoor footwear in the storage unit below the pegs. A change of old clothes should be kept in EYC in your child's bag on his/her peg. The EYC will provide your child with a 'Puddle Suit' for outdoor play activities. A spare pair of wellies would be useful, to be kept in the EYC for use on wet days.

## What should my child bring to Nursery?

If a small, familiar toy offers some feeling of security, then certainly bring it along. But please understand that we cannot be responsible for lost or damaged toys. Your child has his/her own box in EYC for personal possessions and other items. Please check at the end of session for any school information or paintings etc.

## Snack

Your child will not need a play piece since a healthy continental style snack is provided each day. Fruit is also provided on a daily basis. **Please let us know if your child has any food allergies.** At snack time children practise washing their hands, preparing and tidying up after their snack and learn to become more independent.

Colmonell EYC takes part in Ayrshire and Arran Primary Care Dental Hygiene Programme. Each day, after lunch, the children are encouraged to brush their teeth.

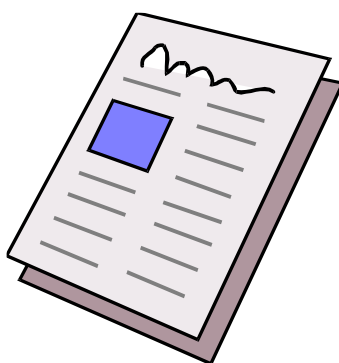


## How will I know what is going on?

A termly newsletter is issued by the school, to inform parents about what has been happening in school. All EYC parents should receive one too. An additional EYC newsletter is also given to parents to inform them of any particular Early Learning activities.

Please feel free to discuss your child's progress and any concerns you may have, either at the beginning or the end of the session, with staff.

Your child is required by the Care Inspectorate to have a Personal Plan which has to be set up within 28 days of your child starting nursery. Thereafter, Personal Plans should be reviewed at least every 6 months. Colmonell Personal Plan Policy is to regularly update Personal Plans on a termly basis and you will be invited to a 'Stay and Play' session with your child, at which time you and EYC staff, will have the opportunity to share your child's progress in a mutual discussion. Your child will also be involved in his/her Care Plan.



# My Learning Journey

Your child's progress will be observed routinely during their play session and information collected will form part of his or her profile on Learning Journals. Learning Journals information will also include your child's Care Plan. Early Years staff will track your child's progress through CfE and Milestones achieved, sharing observations and stories with you at home. This information will continue into P1, and beyond, and help your child transition smoothly from ELCC to primary school.

The approach is based on the following 6 principles:-

1. Ensures a shared understanding child development and learning in the Early Years.
2. Is dependent on the professional judgement of Early Years staff in collaboration with parents and families.
3. Starts before your child starts Early Years via home visits and transition days.
4. Includes children, who are invited to always express their views.
5. Uses current curriculum guidelines - Building the Ambition, 0-3 guidelines and Curriculum for Excellence.
6. Reflects good practice in children's development.

## Next Steps

Most children who attend Colmonell EYC Class will progress to Primary 1 at Colmonell Primary School. Staff from school and ELC will work together, throughout your child's time in nursery, to ensure a smooth transition from Early Years to Primary.

Staff also liaise closely with other EYC establishments and Primary schools to provide a smooth transition for children and continuity for parents. A profile and summative report, which details your child's learning, will be passed on to the receiving establishment.

## Outings and Parent Consent Forms

When outings are planned you will be asked to complete a consent form giving your permission for your child to take part.

Please note that children can only take part in outings when necessary consent forms have been received by the Early Years Centre.



## Transport

Transport is not normally provided for children attending Early Learning and Childcare establishments.

## Medical Information

If your child has any medical problems, it is important that staff are informed and made aware of any difficulties and that parents complete the necessary paperwork. For more serious medical conditions, a Health Care Plan will require to be put in place. This will be reviewed on a monthly basis.

## Medication

If your child requires medication during his/her time at Early learning and childcare- please inform the staff. It is essential for you to keep us up to date with relevant medical information. Parents must complete a medicine administration form, which is available from the school office. All medicines supplied by parents are required to be presented in the original packaging with administration details clearly stated on it and within use by dates.



## If your child is unwell

The EYC staff would appreciate a telephone call if your child is not able to attend EYC on a particular day, just in case the EYC have planned certain activities.

If your child becomes ill while at EYC we will try to contact you or the emergency contact, which you give us on your child's admission to EYC, as soon as possible.

If your child has an infectious disease such as chickenpox, please inform the EYC staff as this will help contain outbreaks. We have been advised by the school nurse, that any child with sickness or diarrhoea should stay off EYC for 48 hours after the last episode.



## Accidents

These will be dealt with within the EYC. We will always inform you about any minor accidents/incidents when you collect your child, these will be recorded in your child's learning journal. If your child is seriously injured, we will make every effort to contact you immediately. All accidents/incidents are recorded with a note of action taken.

## Visits by Medical Staff

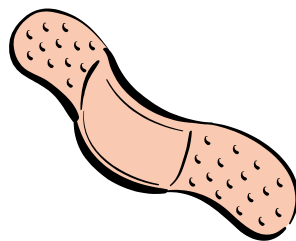
All children in their EYC year will be seen by the orthoptist. Parents are invited to be present during the visit.



The Dental Health Co-ordinator also visits the EYC on a regular basis.

## First Aid

All children who require First Aid will be referred to the paediatric First Aider; Miss Sheddon, Mrs Gibson or Mrs Bisset. Miss McNeill is our school/EYC appointed First Aider.

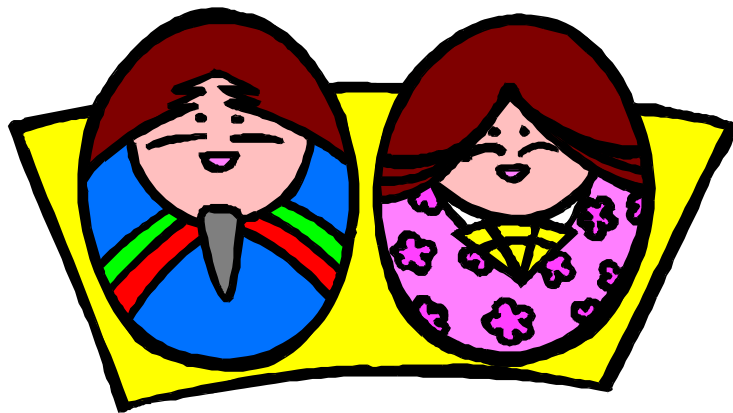


# Equality

Colmonell EYC is committed to ensuring that no service user will be subject to discrimination.

All children are encouraged to develop positive attitudes towards others whose gender, language, religion or culture, for example, is different from their own.

Parents from Ethnic Minorities who celebrate particular religious' festivals may wish their children to be absent in order to attend religious events. Such occasions will be supported by the establishment.



# Child Protection

School staff provide support to children and young people in their daily work and have a vital role to help protect them from harm. School staff help keep children and young people safe and well by:

- Helping them learn about their personal safety
- Being a trusted adult who children and young people may turn to for help, and who will take them seriously
- Identifying when children and young people may need help
- Understanding the steps that must be taken when there are concerns for children's and young people's safety and well-being.

The school has a Child Protection Co-ordinator (Mrs Templeton, Head Teacher) who will co-ordinate the school's response to concerns for children and young people's safety and wellbeing.

The Authority has a designated officer for Child Protection who will ensure schools work effectively to keep children safe and well.

If you have any concerns about the safety and wellbeing of a child or young person, including a 'gut feeling', talk about this to the school's Child Protection Co-ordinator (Mrs Templeton) or another member of staff.

## How can I help as a Parent?

Please:-

- Keep us up to date with any changes to address or telephone number
- Inform school if emergency contact number changes
- Clearly name your child's clothing/footwear
- Inform school if child is being collected by another adult
- Let school know if your child may be upset by something, which has happened at home e.g. death of a pet or illness of a family member
- Encourage your child to talk about his/her experiences in EYC
- Encourage your child to move carefully within the school, to use toilets properly and to respect other people's belongings
- Support the School Parent Council, which raises funds for the whole school including the EYC. Details of Fundraising events are included in newsletters
- Volunteer when help is required for outings, parties etc.
- Enjoy your child's time in the Early Learning and Childcare Class!



## **Please Note**

Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt within it, either before your child's placement begins or during the course of their placement. The head of the establishment will tell you of any changes to the information.

## **Data Protection Act**

**Personal information on children, their parents or guardians may be processed for teaching, registration, assessment and other administration duties. The information is protected by the Data Protection Act 1998 and will only be disclosed in accordance with the appropriate code of practice.**

**Any non-essential or outdated data held for your child will be destroyed in compliance with GDPR guidelines.**

# National Standards for Early Education and Childcare

The Health and Social Care Standards for childcare cover services for children and young people up to the age of 16 years which are to be regulated under the Regulation of Care (Scotland) Act 2001 ('the Act'). They apply equally to services operating in the public, private and voluntary sectors, and in domestic or non-domestic premises which provide services for over two hours a day and for six days or more each year.

The range of services covered include

- Early learning and childcare classes
- Crèches
- Childminders
- After school clubs and
- Playgroups

Providers will use the standards to find out what is expected of them in offering childcare and early education services. The standards make it clear that everything about the service should lead to you and your child enjoying good quality services. The EYC should guide the provider over who to employ and how the EYC should manage the service.

The standards reflect the rights of children and young people, as set down in the UN Convention on the Rights of the Child. The EYC also reflect the general principles applying to all the standards developed by the National Care Standards Committee.

The main principles are dignity, privacy, choice, safety, realising potential and equality and diversity.

# Parental Complaint Procedure

Colmonell Primary actively promotes partnerships with parents.

*We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the head of establishment (Mrs Templeton) in the first instance. There is also a suggestions box in the front porch into which you may leave a suggestion.*

*If you feel your complaint has not been satisfactorily resolved with the Head Teacher, please contact Mrs Lynsay McRoberts, Director of Education, County Buildings, Wellington Square, AYR, KA7 1DR*

If you have a concern and wish to complain to the Care Inspectorate directly, please write to:

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

Information & Advice regarding care issues and Complaints are available from:-

**Care Inspectorate**

**Compass House**

**Discovery Quay**

**Riverside Drive**

**DUNDEE**

**DD1 4NY**

Telephone:- 01382 207100

### **Complaints Procedure**

If you have any issues or complaints please contact:

Central East Region

Compass House

11 Riverside Drive

Dundee DD1 4NY

Tel: 01382 207200

For further information log on to [www.careinspectorate.com](http://www.careinspectorate.com) or telephone the above office.