



Doonfoot Early Years Centre

Handbook
2024-2025



Doonfoot Primary School,
Abbots Way,
Ayr,
KA7 4HJ

Contents

School Aims and Values	Page 2
General Information	page 2
Centre Hours	page 3
Staffing	page 3
Applying for EYC Provision	page 4
Starting EYC	page 4
Planning	page 5
EYC Curriculum	pages 6 & 7
Children with Additional Support Needs	page 8
Equality	page 8
Medical Information	page 8
Accident & Incidents	Page 8
Snack and Lunch Provision	page 9
Health and Safety	page 10
Parent Council	page 10
Child Protection	page 11
Quality Assurance	page 11
Assessment	Page 11
Parental Partnership	page 12
Transition to Primary 1	page 13
Data Protection	page 13
Suggestions and Complaints	page 14

Our Vision and Values

At Doonfoot Primary School we are proud to provide an inclusive, nurturing, happy learning environment which maximises the potential of all pupils.

Our unique, stimulating environment provides all learners with the lifelong skills to meet the challenges of the future.

Education without walls

We share the values of Resilience, Respect, Kindness, Honesty and Included.

General Information

School Name Doonfoot Early Years Centre (EYC)

Address Doonfoot Primary
School,
Abbots Way,
Ayr,
KA7 4HJ

Telephone 01292 612702 (school)
01292 612704 (EYC direct line)

Capacity 60

Age covered 3-5 years

Denominational Status Non-denominational

EARLY YEARS CENTRE HOURS

The centre operates between the hours 8am and 6pm, with a number of options for your child's sessions, please see below:

- Option 1 (full year) - 8-12:45pm, Mon - Fri
- Option 2 (full year) - 1.15-6pm, Mon - Fri
- Option 3 (full year) - 8-6pm (Mon & Tues), 8-12:30pm (Wed)
- Option 4 (full year) - 2.30-6 pm (Wed), 8-6pm (Thurs & Fri)
- Option 5 (term time) - 9-3pm, Mon - Fri

Your child must be brought and collected by a responsible adult. Please telephone the EYC or school if you are going to be late collecting your child at the end of a session.

In the interests of your child's safety, it is essential that you inform 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. All parents/carers will be asked to provide a pin code when their child starts at the setting, which the adult collecting your child must state on arrival.

All entrances to the centre are security controlled for the safety of children and staff. The EYC door is supervised by a member of staff at the beginning and end of each session.

EARLY YEARS CENTRE STAFF

Name	Designation
Mrs Sarah Flint	Head Teacher
Mrs Nicole Flynn	Depute Centre Manager
Miss Jade Lumsden	Senior Early Years Practitioner (Mon, Tues, Wed)
Miss Rachel Gordon	Senior Early Years Practitioner (Thurs & Fri)
	Early Years Practitioner (Mon, Tues, Wed)
Miss Erin Milligan	Early Years Practitioner
Miss Lisa McVittie	Early Years Practitioner
Miss Jenna Gribbin	Early Years Practitioner
Miss Taylor Wallace	Early Years Practitioner
Miss Rebecca Macey-Lillie	Early Years Practitioner (Wed, Thurs, Fri)
Miss Megan Hamilton	Early Years Practitioner
Miss Jade Robertson	Early Years Practitioner (term time)
Miss Melissa McNeillie	Early Years Practitioner (term time) (Tues, Wed, Thurs)
Miss Ainsley Little	Early Years Practitioner (term time, Mon, Tues & Wed)
Miss Vicki Cowan	Early Years Practitioner (term time, Mon, Tues & Wed)
Mrs Gillian Duffy	Early Years Practitioner (term time)
Miss Kerlie Magill	Early Years Practitioner (Thurs, Fri)
Mrs Kirsty Neil	Principal Teacher (Tues)

Parents can be confident that all our EYC staff are fully qualified, SSSC registered, and have gone through careful selection procedures. Depending on our admissions throughout the year our staff quota may change. You will be informed via Newsletter and introduced to any new member of staff. Photographs of the school Leadership Team and EYC Staff are displayed on our parent notice board.

APPLYING FOR EARLY YEARS PROVISION

We offer places to 3 and 4 year old children with enrolment taking place each year in January (dates are published on the South Ayrshire Council website). All places are allocated according to South Ayrshire Council's Pre-5 Admissions Policy - a copy of which is available from the EYC or school office. Admission for three year old children (ante-pre school) is as follows:

- If your child turns three between enrolment and the start of term they will start the EYC on the first day of the new session in August.
- If your child turns three after the first day of term they will officially start nursery the Monday (or the next day nursery is open if it is closed on a Monday) after their third birthday.

Following enrolment children and parents will be invited to visit the nursery and meet the staff.

STARTING THE EARLY YEARS CENTRE (EYC)

Following enrolment an induction meeting is arranged for families. This will then be followed by children and their family will be invited to visit the EYC, to meet the staff and become familiar with setting.

If dates are not suitable, parents/carers should contact the school where alternative dates will be arranged to accommodate you.

Parents/carers are notified by letter of their child's start date. Due to staff shift patterns, we operate a two key worker approach and your child will therefore be assigned a staff pair to ensure there will be always one familiar face during their session with us. They will be responsible for your child's progress, assessment and care both in and out of the EYC.

Children will be admitted on a staggered basis, in small groups. This provides the EYC Staff with an opportunity to build up a rapport with each individual child and it also allows each child time to find their way about the EYC.

Parents are very welcome to come along to the EYC on their child's first day. It is reassuring for your child to know you are close by and it also provides an opportunity for you to look round the room, chat with the staff and to see first hand what goes on in the EYC.

Please note that some children may take time to settle. It would be unfair to gauge your child's progress against that of others, as we all develop at our own pace. Every child is special and the needs of individuals vary enormously.

SUITABLE CLOTHING

Children learn and enjoy themselves by having fun and taking part in a variety of experiences - including messy ones! We provide aprons to protect clothing; however, we would encourage you to dress your child in play clothes such as tracksuits, sweatshirts, t- shirts which will help them:

- ♦ To be comfortable
- ♦ To prevent spoiling 'good' clothes
- ♦ To become independent in dressing and undressing (especially when using the toilet)



OUTDOORS SHOES & CLOTHING

Outdoor learning forms an important part of our curriculum in Doonfoot Early Years Centre. The centre will provide outdoor waterproof suits, however would be grateful if parents/carers could supply a pair of wellies which can be kept at the centre, please ensure your child's name is visible on them.

TOYS FROM HOME

If a small familiar toy offers some feeling of comfort or security for your child, then certainly bring it along to support the settling in process. However, to prevent toys from getting lost and broken, please encourage your child to leave them at home following the settling in period.

OUTINGS AND PARENTAL CONSENT FORMS

When outings are planned you will be asked to complete a consent form giving your permission for your child's participation. Please note that children can only take part in outings when the necessary consent forms have been received by the EYC.

EYC ENVIRONMENT

We aim to provide rich quality learning experiences for your child by providing suitable equipment in safe, nurturing surroundings. This will encourage your child's natural curiosity and allow them the valuable opportunity to progress at their own pace in a stimulating, learning environment which will help them to achieve their full potential.

PLANNING

We use information gained from parents, children and staff, to plan and provide interesting challenging and achievable learning experiences taking account of individual needs, stage of development and interests of each child.

The plan is then used to ensure your child is developing and learning in a relaxed and stimulating environment. Staff will use the national curriculum, Curriculum for Excellence and Realising the Ambition guidance to support and challenge your child's individual interests and needs. All EYC staff are involved in weekly planning sessions, with plans monitored by the management team on a regular basis.

WORKING TOGETHER TO SUPPORT LEARNING

We recognise the role of parents/carers as the child's first educator. We operate a two key worker system in which staff members are responsible for a small group of children. Please take time to share experiences daily as you bring and collect your child. Your child's key worker will also complete termly care plans and invite you into the setting to discuss your child's progress. They will also complete a "profile" documenting your child's learning and participation in EYC experiences.

HOW WE PROMOTE LEARNING

The first five years of a child's life encompass a complex period of rapid growth and development. The experiences which children have during these early years exert a powerful influence on their long-term development and, more immediately, on their future learning. We work to provide a 'Curriculum for Excellence' where we will support and lay the foundations to challenge every child to become a successful learner, confident individual, effective contributor and responsible child.

Literacy and English

- Extending language through books and stories
- Development of conversation and listening skills
- Further speech and listening through more complex activities
- Asking and answering questions
- Exploring sounds and letters and how they work together
- Use language to find useful or interesting information
- Exploring different materials for writing and ways of recording experiences
- Exploring the richness and breadth of Scottish literacy and heritage

Health and Well Being

- Help the very young become aware of others and begin to encourage independence
- Enable children to share equipment with friends and adults.
- Encourage the development of friendships with others
- Encourage the children to express their feelings and opinions and to make decisions
- Prepare for future experiences in school and out
- Explore different ways to keep safe and healthy
- Develop running, climbing, riding bikes, feeding and dressing skills
- Master scissors, buttons, zips, hopping, skipping, catching

Expressive Arts

- Introduce new experiences e.g. sand, water, and "gloop" to help with further activities
- New textures and ways of creating pictures
- Develop drawing, painting skills and colour knowledge
- Pre-writing skills and more detailed activities
- Explore movement and role play
- Explore ways to move rhythmically by using and controlling the body
- Have opportunities to present to different audiences

Science

- Allow children to experience changes in their world
- Develop and stretch this knowledge further e.g. water-ice / ice-water
- More science activities e.g. growing, baking, mixing colours
- Looking at life cycles e.g. caterpillar - butterfly. Talk about seasons.
- Use senses

Numeracy and Mathematics

- Matching, sorting and counting
- Exploring numbers
- Patterns in the environment
- Using signs and charts
- Using media
- Exploring and recognising different coins
- Time and seasons
- Collect, gather, sort objects
- Ask and answer questions, share ideas
- Solve patterns
- Explore 2d and 3d shapes in the environment

Social Subjects

- To explore, investigate, experience
- The past - celebrations / special events
- The past - people
- The local environment and the world around
- Caring for the environment
- Journeys and travel
- The community - people and places, shops and services
- Making decisions and choices

Technologies

- Exploring different kinds and what they can do
- Take part in Eco schools projects
- Explore ways to construct models and solve problems
- To communicate with others in nursery and beyond
- Use technology to help solve problems
- Gain confidence and develop skills in ICT.

CHILDREN WITH ADDITIONAL SUPPORT NEEDS

At all times we try to ensure that each child progresses as an individual. A range of support services are available to assist children with additional support needs. 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.

EQUALITY

We are 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.

MEDICAL INFORMATION

It is very important that EYC staff are aware of any medical problems that your child may have, these are treated confidentially. If your child suffers from asthma, please inform staff of any activities which may trigger an attack. Inhalers may only be administered to pupils by staff after arrangements have been made.

All children in their pre-school year will be seen by the orthoptist. Parents will be issued with letters and permission slips for pupils to receive routine eye tests, during the pre-school year. Should you have any concerns about medical issues, please speak with EYC staff.



ACCIDENTS & INCIDENTS

Minor accidents and upsets which occur in setting are dealt with by EYC staff. We will always inform you about any minor accidents when you collect your child. If your child is seriously injured we will make every effort to contact you immediately. Please be assured that there is always a first aid trained member of staff in the setting and on outings. Jade Lumsden (Senior EYP) has overall responsibility for all first aid procedures within the establishment.

All accidents and incidents are recorded - outlining what happened and the steps taken by the staff. The adult collecting the child will be fully informed by staff about any accidents or incidents.

IF YOUR CHILD IS UNWELL

Please inform staff in the EYC of any absence by telephone call. You can telephone the EYC mobile or Doonfoot Primary School. If your child becomes unwell at any time during EYC, staff will contact parents. If you are unavailable, the emergency contact will be used. Please inform staff of any changes to circumstances so that the contacts are up to date.

If your child has an infectious disease such as chickenpox, please inform the setting as this will help to contain outbreaks and protect any vulnerable children in our care.

SNACK AND HEALTHY EATING

Healthy eating is promoted at snack time and in accordance to Setting the Table Guidance. Milk and water is available at all times are available each day along with a variety of healthy and nutritious snacks. It is vital that parents inform EYC staff if any children have food allergies or of any foods which they do not wish their children to try.

Menus, along with any allergens that they contain are displayed in advance on the notice board for parents/carers. **Always inform staff of allergies or any other dietary requirements.**

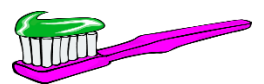


LUNCH PROVISION

In order to ensure your child receives a positive and high-quality lunch experience whilst in our care, the centre adheres to 'Guidelines for lunch provision in Early Years Centres' (August, 2019) created by South Ayrshire Council. Children will attend the dinner hall located within the school. Lunch menus will be provided at the start of the year and will offer your child a wide variety of health and nutritious meals. Staff will encourage your child to try new foods and eat alongside children, whilst providing the opportunity for children to self-serve using utensils to enhance independence skills.

Where children bring a packed lunch to the centre, we ask parents to ensure their child's lunch is in a clear sealed sandwich bag with their name on it. Staff will then decant this into the fridge within the centre and for portion control, it is suggested an A5 size bag is used. Guidance states children should only get milk or water to drink with their packed lunch and it is advised that centres provide this rather than children bringing in their own drinks. At lunch time packed lunches should be set out and served to the children on a plate. We encourage families to provide health packed lunches for their child and healthy lunch ideas can be provided by the centre.

TOOTH BRUSHING



Doonfoot EYC encourages tooth brushing after snack. The tooth brushing scheme is managed and maintained by the Department of Dental Health Promotion and Epidemiology. They provide children with toothbrushes, practical demonstrations and information on how to care for their teeth.

If you do not wish your child to be involved in our daily toothbrushing routine, please inform a member of staff.

FIRE DRILLS

Doonfoot EYC will ensure that all staff, volunteers and service users are aware of the centres fire procedures. This will include the display of signage through the centre that details the positions of all fire appliances within the facility, and all escape routes from the facility. The organisation will seek to ensure that all fire alarm systems within the centre are tested on a weekly basis, to ensure that the system is operating. Fire drills and fire prevention checks will be undertaken on a regular basis (four throughout the school year) and will include both announced and unannounced drills. All checks and tests on the system will be recorded by the Mr B Robb & Mr F Baird.



SMOKING

Doonfoot EYC are a smoke free zone in accordance with South Ayrshire Council policy. It would be helpful if parents and visitors to the Centre could refrain from smoking in the surrounding area. We appreciate your co-operation in this matter.

EMERGENCY CLOSURE PROCEDURES

In the event of an emergency, such as difficulties with severe weather, power failures, fuel supplies, etc it will be necessary to close the building. In the unlikely event, the children and staff are unable to re-enter the EYC building the children will be taken to Doonfoot Primary School and may be collected by parents and carers from there. Please be reassured that your child's safety and well-being is our prime concern and we will endeavour to keep you closely informed via telephone, notices, press or radio releases as necessary.

Please keep staff informed of any telephone number changes

PARENT COUNCIL

There is a lively and enthusiastic Parent Council, which organises social and educational events throughout the session. The committee monthly and operate a Facebook page - Friends of Doonfoot Primary School, which is regularly updated.

CHILD PROTECTION

School staff provides support to children and young people in their daily work and have a vital role to help protect them from harm. School staff helps 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 and centre have a Child Protection Co-ordinator, Mrs Connell, Head Teacher, who will co-ordinate the school's response to concerns for children and young people's safety and wellbeing. If Mrs Connell is not available please speak to Mrs Mandy McMaster, Depute Centre Manager, regarding any concerns. 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 or another member of staff.

There is a copy of the Child Protection policy available on request.

QUALITY ASSURANCE

As a registered centre our EYC will be inspected regularly by the Care Inspectorate and Education Scotland. Education Scotland will inspect the nursery class when they carry out a whole school inspection. In addition, South Ayrshire Council has its own system for promoting quality in Council and Partnership Centres. The Head Teacher, Senior Management Team and all staff contribute to the on-going quality assurance systems that are in place for Doonfoot Early Years Centre.

When completed these reports can be:

- ❖ Obtained on request from the school or
- ❖ Can be requested from the Care Inspectorate at the address at the back of this booklet
- ❖ Read online at enquiries@careinspectorate.com

ASSESSMENT

Sharing of information between parents and staff is very important. Staff observe the children and keep notes of their progress which parents are welcome to access. Please feel free to discuss with staff your child's on-going progress and any concerns you may have.

Staff complete 'Care Plan's three times a year and you will also have regular opportunities to discuss and contribute to these plans with your child's key worker. A written report is also completed for children in their pre-school year.

During your child's time at EYC their key worker will create a "Personal Profile" to document their achievements and successes at EYC. This will be given to you when your child leaves the centre and we hope will be a lovely record of your child's EYC days.

PARENTAL PARTNERSHIP

The EYC operates an 'Open Door' policy which means families are welcome to visit at any time. We encourage you to become actively involved in your child's education during their time in EYC. We invite you to spend time within the EYC during 'stay and play' sessions observing your child and helping with daily experiences. Parents are also invited to attend informal 'Coffee and Chats' held in the school regularly. Dates of sessions, will be included in monthly newsletters you will receive.

If you have a special knowledge or interest in any subject e.g. art and craft or are involved in something which might interest the children e.g. fire service, police, please inform the EYC Staff. Information about the experiences your child is involved in during their time in the setting is displayed throughout the playroom and is updated on a regular basis.

We share your goal - to provide the best for your child.

HOW CAN I HELP AS A PARENT?

Please:

- ☐ Keep us up to date with any changes to address or telephone numbers.
- ☐ Inform school/EYC immediately when an emergency contact number changes
- ☐ Clearly label your child's clothing and footwear
- ☐ Inform school or EYC staff if child is being collected by another adult
- ☐ Let school know if your child may be upset by something which has happened at home eg death of a pet or illness of a family member
- ☐ Encourage your child to talk about their experiences at the EYC
- ☐ Support the Parent Council which regularly raises funds for the whole school including the EYC. Details of fundraising events are included in Newsletters
- ☐ Enjoy your child's time at EYC!



TRANSITION TO PRIMARY ONE

During your child's pre-school year, staff from the EYC and school will work together throughout the year to ensure a smooth transition from Doonfoot EYC to their new setting.

A Record of your child's learning and achievements will be passed on to the receiving school. This includes a copy of their Developmental Milestones which are assessed in October and May.

We will display the Primary 1 registration dates for Doonfoot Primary School and surrounding schools in the centre to enable to enrol your child for their school journey to begin, as there will be a set time period for this to happen.

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

SUGGESTIONS AND COMPLAINTS

At regular periods you will be asked to fill in a short questionnaire as this helps us to improve and evaluate our service. Your opinion is important to us. Please try and return these to us.

We are delighted to know when you are happy with the service. At the same time we are always looking for ways to improve. If you have any comments, suggestions or complaints to make about the service, please contact the head of the establishment in the first instance.

If you feel your complaint has not been satisfactorily resolved then please contact:

Lyndsay McRoberts
Director of Educational Services
South Ayrshire Council
County Buildings
Wellington Square
AYR KA7 1DR
01292 612000

Aileen Valenti
Quality Improvement Manager Early Years
South Ayrshire Council
County Buildings
Wellington Square
Ayr KA7 1DR
01292 612378

Sarah Pye
Early Years Quality Improvement Officer
South Ayrshire Council
County Buildings
Wellington Square
Ayr KA7 1DR
0300 123 0900

Care Inspectorate
Compass House
Discovery Quay
Riverside Drive
DUNDEE
DD1 4NY
0845 603 0890

South Ayrshire Council
Elected Members
Councillors:
-Bob Sheilds
-Martin Dowey
-Lee Lyons
-George Weir
South Ayrshire Council
County Buildings
Wellington Square
AYR KA7 1DR
0300 123 0900

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 ensure that any important changes of information are made available to you.