



Forehill Early Years Centre Handbook



**Forehill Early Years Centre
Cessnock Place
Ayr
KA7 3JU
01292 612461
01290436760 (4pm-5.40pm)**

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Head of Centre Welcome

Dear Parent/Carer,

A warm welcome to Forehill Early Years Centre.

We are delighted that your child will be joining us at Forehill to begin their care, play and learning journey. It is important to us that your child feels **safe and loved, has fun, and is always treated with kindness** when attending our centre.

Our staff team provide high quality care and learning experiences across a broad and flexible curriculum that empowers, supports and challenges children of all abilities before transitioning on to Primary School.

We recognise that you are your child's first and most important educator and we look forward to working in partnership with you and sharing your extensive knowledge that you have of your child. Sharing this knowledge with us will help us to build on your child's previous experience and enables us to plan for their future development.

We hope the following pages are helpful in answering any questions you have but should any questions remain unanswered, please do not hesitate to contact me.

Best Wishes,
Kimberly Lennox



Contact Information

Name: Forehill EYC

Address: Cessnock Place, Ayr, KA7 3JU

Telephone: 01292 612461 (8am-4pm)
01292 436760 (4pm - 5.40pm)

Email: ForehillEYC.mail@south-ayrshire@gov.uk

Glow blog: <https://blogs.glowscotland.org.uk/sa/forehilleyc/>

Working Capacity: 120 children ages 3+, 10 aged 2-3

Vision, Values & Aims



These are our homelink mascots



Safe - **Simoa** the Elephant

Fun - **Fred** the Frog

Loved - **Icecream** the Llama

Kind - **Kevin** the Koala

(Our names were voted for by our children and families 2026!)

Our Staff Team

Senior Management Team



Head of Centre
Kimberly Lennox



Depute Manager
Jackie Kelly



Depute Manager
Angela Milligan

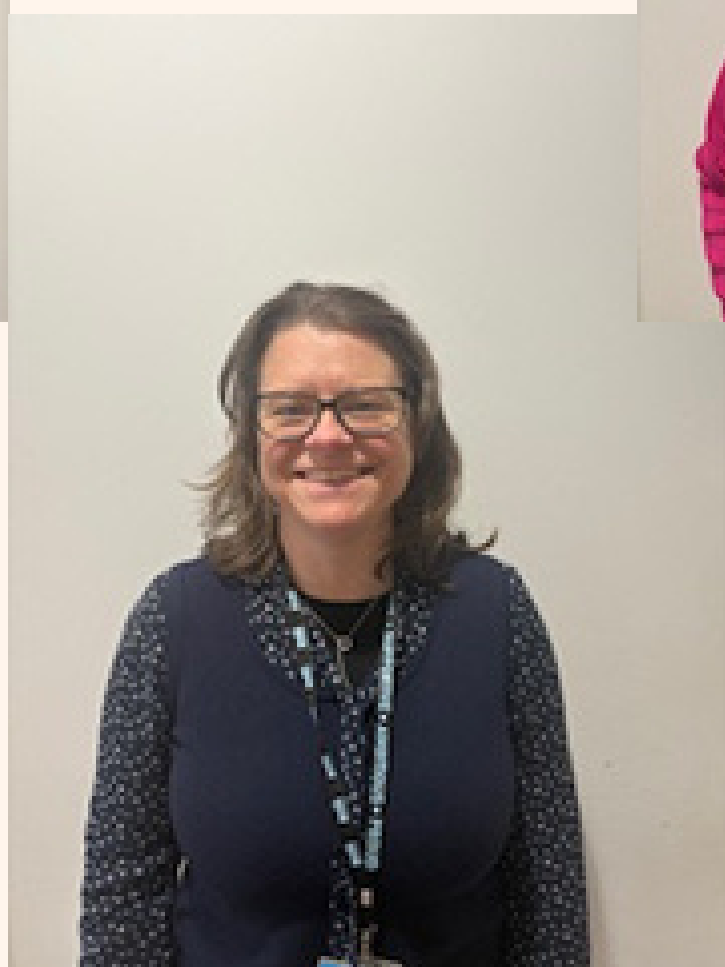
Senior Early Years Practitioners



Fiona



Stephanie



Toni



Vicky

Buttercup Room Staff



Melanie
Pink



Brooke
Purple



Sarah
Orange



Cheryl - Red



Jennifer - Blue



Chloe - Lime



Lorna - Green



Gillian - Yellow

Daisy Room Staff



Jade - Blue



Charan - Pink



Lynn - Purple



Kerry - Yellow



Caitlin - Red



Sam - Orange



Rhona - Lime



Courtney - Green

Little Nest Staff



Avril



Brooke

Additional Staff



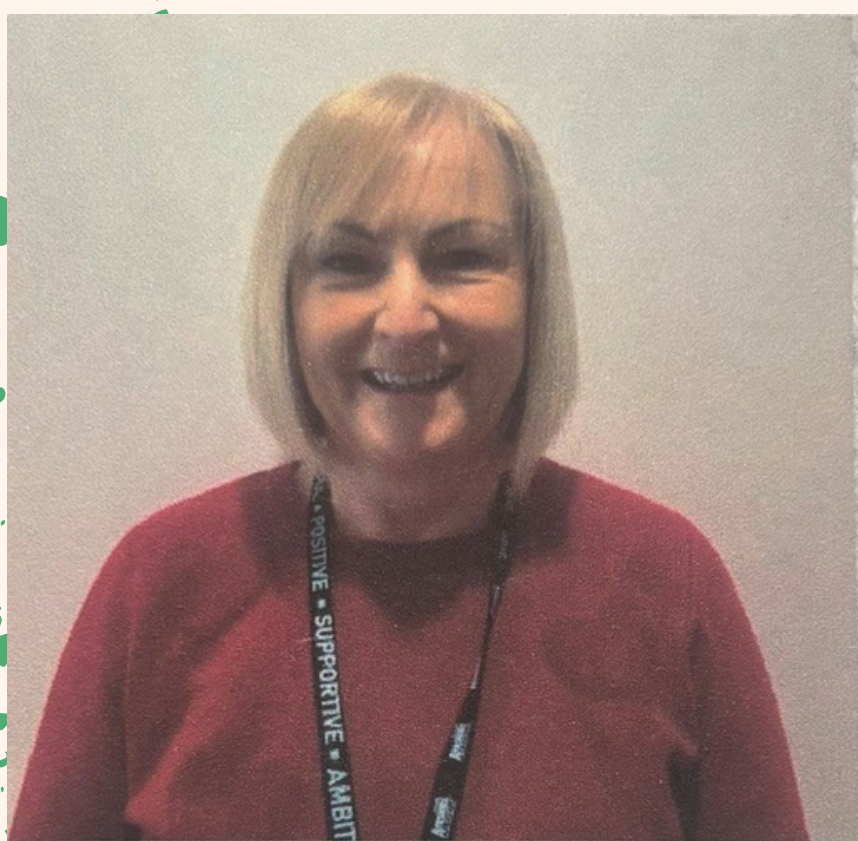
Silvia - Support Assistant



Linsey - Principal
Teacher



Lindsey - Equity &
Excellence Lead



Annette - Clerical



Brian - Janitor

Our Playrooms

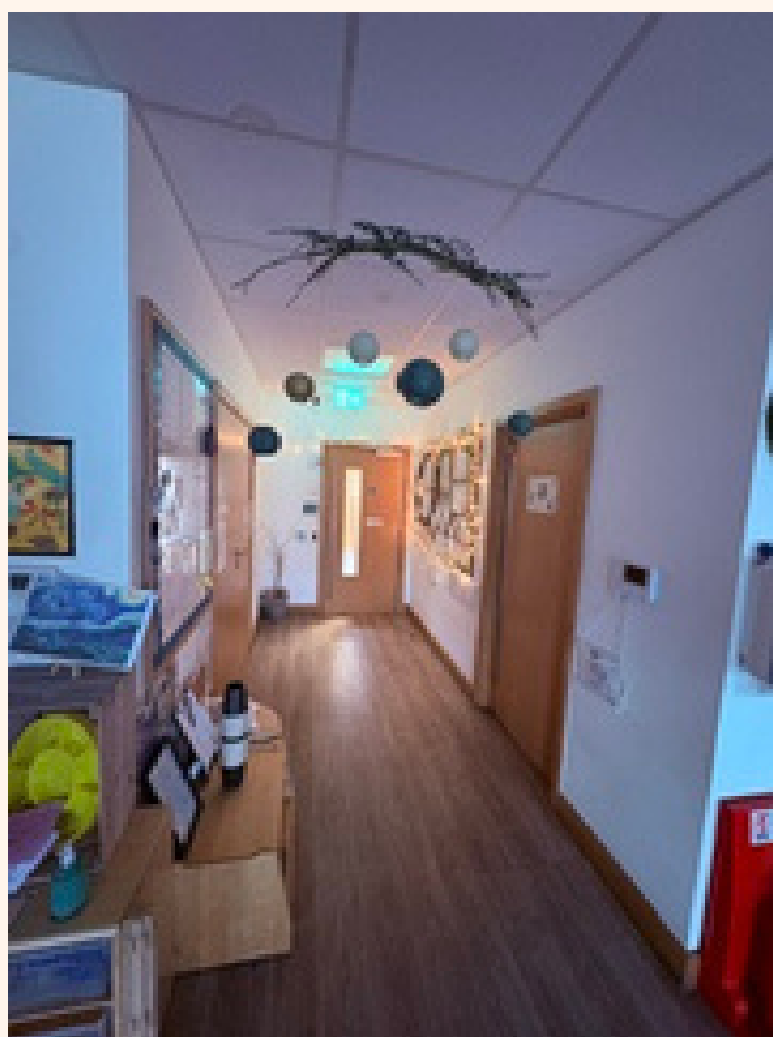
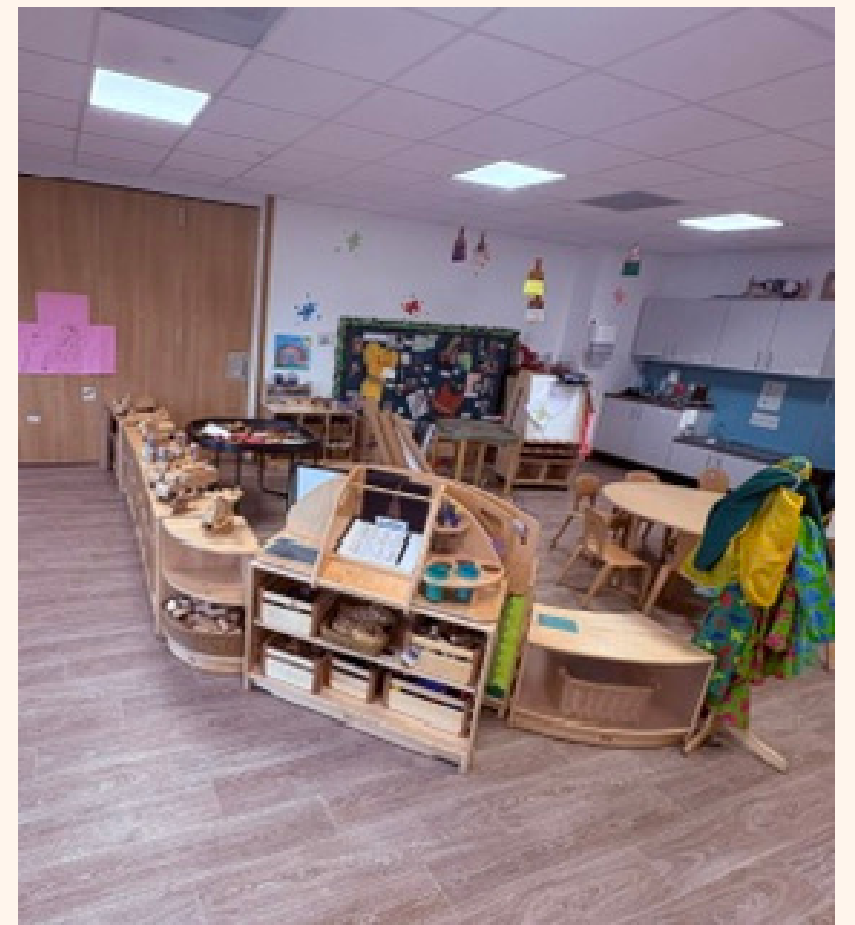
Each child has a designated playroom that they enter and exit from but after a short morning welcome time the children are free to explore all areas of each playroom. Our Buttercup room is our social zone where we prepare and enjoy snack, role play in the home corner, rest in the book corner, develop our fine motor and mark making skills and tell stories with our small world characters!



The Buttercup Room

Our Playrooms

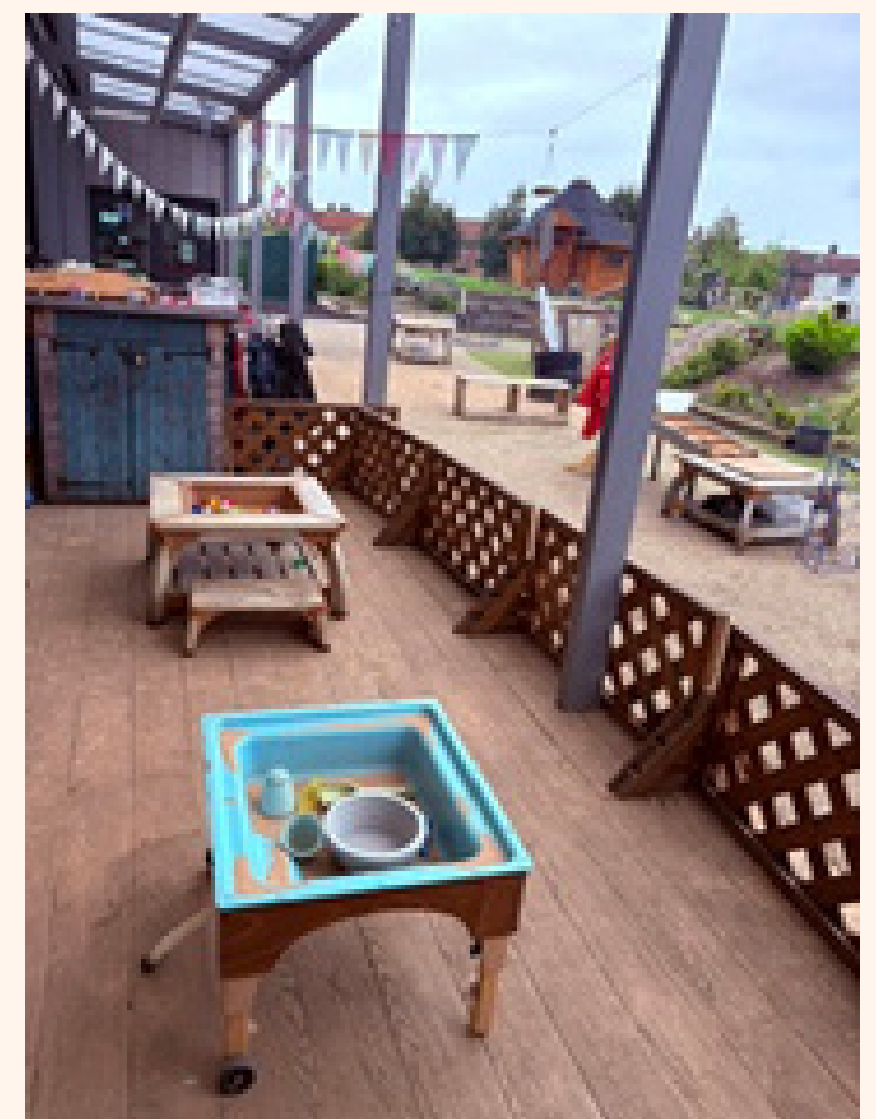
Our creative and discovery zones are based within our Daisy room. Children explore and experiment with a variety of sensory resources including clay, sand and water. Children are encouraged to make and build their own designs while using a variety of materials including blocks, fabrics and paints.



The Daisy Room

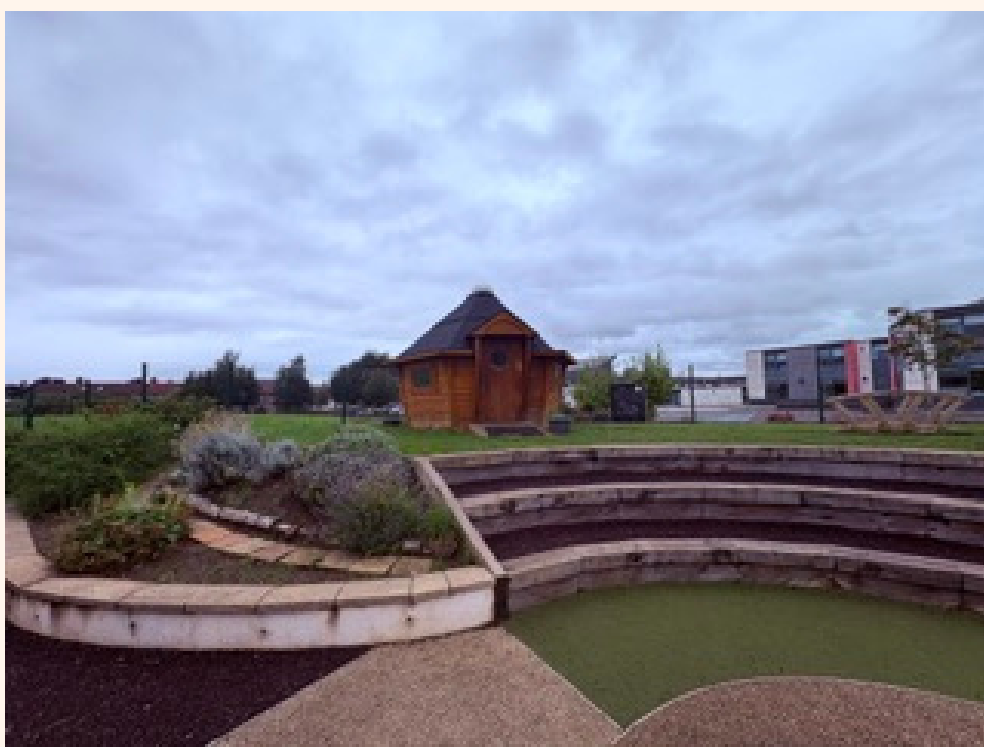
The Little Nest

Our Little Nest room is for children aged 2 and 3 years old. The children have their own outside area they can access through freeflow.



Outdoors

Our outdoors area is open for all children to access. The garden is zoned so that a staff member is in each area to supervise. We also explore our local community through walks to the local shops and library. We run our Forest Kindergarten sessions in blocks which take place at Castlehill woods and parents are invited along.





Our Curriculum

The EYC supports children's learning and development through a child led approach and adult initiated/led learning. We use National Guidance that includes 'Realising the Ambition' and the 'Curriculum for Excellence', taking into account information in key Early Years documents such as, 'Our World Outdoors' & 'My Creative Journey'.

Wider Achievement

In Forehill Early years Centre, our children celebrate their achievements regularly. We have our achievement wall and encourage parents and carers to email any photographs of children's achievements no matter how big or small! We then transference these into their brilliant book so they can share them with their peers and at home.

Your child will also have 'Next Steps' that they will aim to achieve and these will be visible in their brilliant book when they are working towards or have achieved their 'next step'.

APPLYING FOR A PLACE

South Ayrshire Council is committed to providing a high-quality early years experience for every child. South Ayrshire Council will provide 1140 hrs of funded early learning and childcare for all 3 and 4 year olds and eligible 2 year olds. Provision will support flexibility for parents/carers underpinned by the key principles of quality, flexibility, accessibility and affordability.

Eligibility

4 Year Olds: If your child's date of birth is on or between 1 March 2022 and 28 February 2023. Your child will be eligible for a funded early learning and childcare place from August 2026

3 Year Olds: If your child's date of birth is on or between 1 March 2023 – 31st August 2024, Your child will be eligible for a funded early learning and childcare place from August 2025

3 Year Olds: If your child's date of birth is on or between 1st September 2023 – 28th February 2024. Your child will be eligible for a funded early learning and childcare place **the week after their third birthday.**

Applications for eligible 2-year old spaces can be made directly through the South Ayrshire Council website. More information is available at [Eligible 2 year old - South Ayrshire Council](#)

Induction Process

Each parent will receive an emailed letter to confirm your child's place at Forehill and their start date. You and your child will then be invited to an Information session in June where you can explore the EYC with your child and listen to a short presentation with Kimberly our Head of Centre to discuss the next steps for your child's journey at Forehill. You will then be invited to a stay and play session during the summer before starting in August. If your child attends after September then you will be invited into another stay and play session before they start.

Personal Care Plans

All children are required to have a personal care plan in place within 28 days of attending the centre. Parent's and carers must complete these with their child's keyworker so that we can provide the right support for your child from the very beginning. These plans will be reviewed in November and May but they can be updated as and when required.

Eating in the EYC

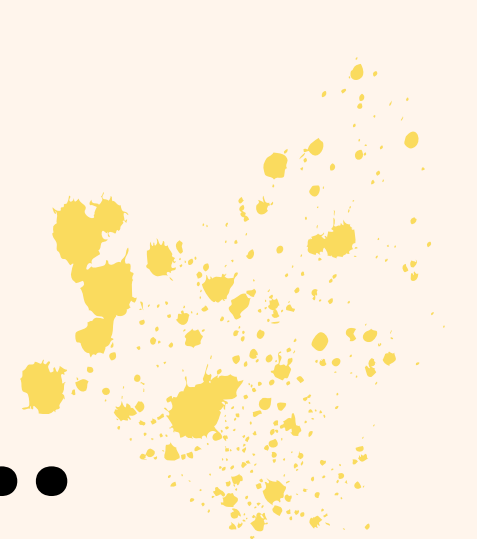
All children will be provided a snack and lunch while attending the centre. Our snack and lunch menu is available on our BLOG and a copy can be found at the front reception area, we follow national guidance from 'Setting the Table'. Children attending full day sessions will have an afternoon snack also.

ALLERGIES - If your child has an allergy or intolerance to any foods or drinks you **MUST** inform the EYC and complete the catering form online so that your child's meals can be adapted appropriately. We are a **NUT FREE** centre and we require any foods entering the building **do not contain NUTS**.

Packed Lunches - We encourage all children to try our hot lunches daily. We fully support children who have a particular eating requirement and will always work with families to ensure your child feels valued by their choices. We have a packed lunch leaflet to support parents with healthy choices to add in your child's lunch. All packed lunches should be in a clear food bag that is labelled and dated with your child's name. **We do not accept packed lunch bags as we do not have storage for these.**

Please be reassured that staff will inform you if your child has not eaten lunch in the centre.





Need to know information...

ARRIVAL AND COLLECTION OF CHILDREN TIMES FOR SESSION 2026-2027

Morning session (52 weeks): 8.00 am – 12.45 pm

Full year (52 weeks) Flexible - 2 ½ days can be used as 2 full days (8 a.m. - 5.30 p.m.) and 1 morning (8 a.m. - 12.45)

Term time: 8.50am – 2.50pm

The safety of your child is of paramount importance to us and therefore we must ask that each child is brought and collected by a responsible adult (16 years and over). You will be asked to communicate to staff who is going to collect your child each day.

If this arrangement changes, it is essential that you telephone the school office on 01292 612461. This avoids difficult situations arising when a child cannot be allowed to leave with an adult who is a 'stranger' to staff.

SECURITY MEASURES

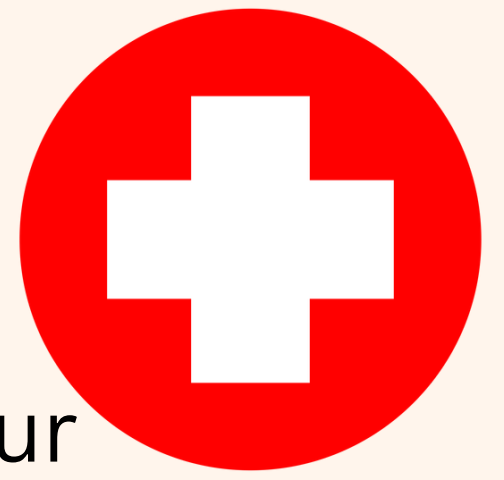
All entrances to school are security controlled for the safety of children and staff. At the beginning of each session, a member of staff welcomes everyone and supervises the doors where you drop off.

Once all children are in, the door is closed again and alarmed. Anyone wishing to gain access to the Centre outwith these times will be required to ring the buzzer on the wall outside the main entrance.

Gates are open from 8am until 9.05am in the morning. Our gates will open at 2.50pm - 3.05pm. All other collections will be at the main entrance. (12.45pm and after 3.05pm.)



Car Park



Our car park is for staff and blue badge holders only. Our gates will close at 8.35am and open at 9.05 am once our gates close. In the afternoon our gates will close at 2.30pm and open at 3.05pm. We understand parking can be difficult but due to over flowing traffic, damage to cars and accidents we feel this is the best safety measure. **PLEASE DO NOT OPEN THE GATES.**

Accidents/Medication

Accidents will be dealt with within the Centre. If help is required, one of our First Aiders will be called upon to deal with the situation. We will always inform you about any minor accidents when you collect your child and, if your child is seriously injured, we will make every effort to contact you immediately. Accidents are noted in our 'Accidents/Incidents book, where we record all accidents/incidents along with a note of the action taken. All entries are shared with the parent/carer, who will be asked to sign the entry, confirming that they have been made aware of what has taken place.

Suitable Clothing and Footwear

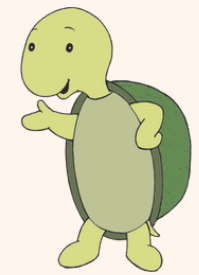
Children learn, and enjoy themselves, having fun and taking part in a variety of activities - including messy ones! Our children are encouraged to access the outdoor play area on a daily basis – including our Mud Kitchen where they will get dirty - appropriate outdoor clothing will be needed for outdoor play so please bring a waterproof suit and wellies. Sweatshirts and polo shirts, in sky blue are for sale at BEUniforms.com or Made4class in Girvan, these are not compulsory.



Promoting Positive Behaviour

Children are praised for positive behaviour and are encouraged to take responsibility for their behaviour through a nurturing lense of reflection and restorative practice. After the children have been with us for a few weeks, we introduce them to our 'Paths Rules' :

- We are gentle – we don't hurt others
- We listen – we don't interrupt
- We look after the toys – we don't damage things
- We are kind and helpful – we don't hurt anybody's feelings



We use the PATHS Programme (Promoting Alternative Thinking) to support children with developing positive feelings about themselves and others i.e. confidence and self-esteem. This Programme involves engaging with various animal Puppets and children will get the chance to be 'Twiggle the Turtle's Helper giving them a sense of responsibility.

ADDITIONAL SUPPORT NEEDS (STINT)

At all times we try to ensure that each child progresses as an individual. Any child experiencing difficulties will be brought to the attention of the Depute Managers who are the Pupil Support Co-ordinators.

In the first instance, children in this category are given extra help/attention from the Centre staff and, after consultaion with parents, an appropriate programme of work will be drawn up to cater for the child's needs. We may also require to involve some of the support services which are also available to assist children with additional support needs.

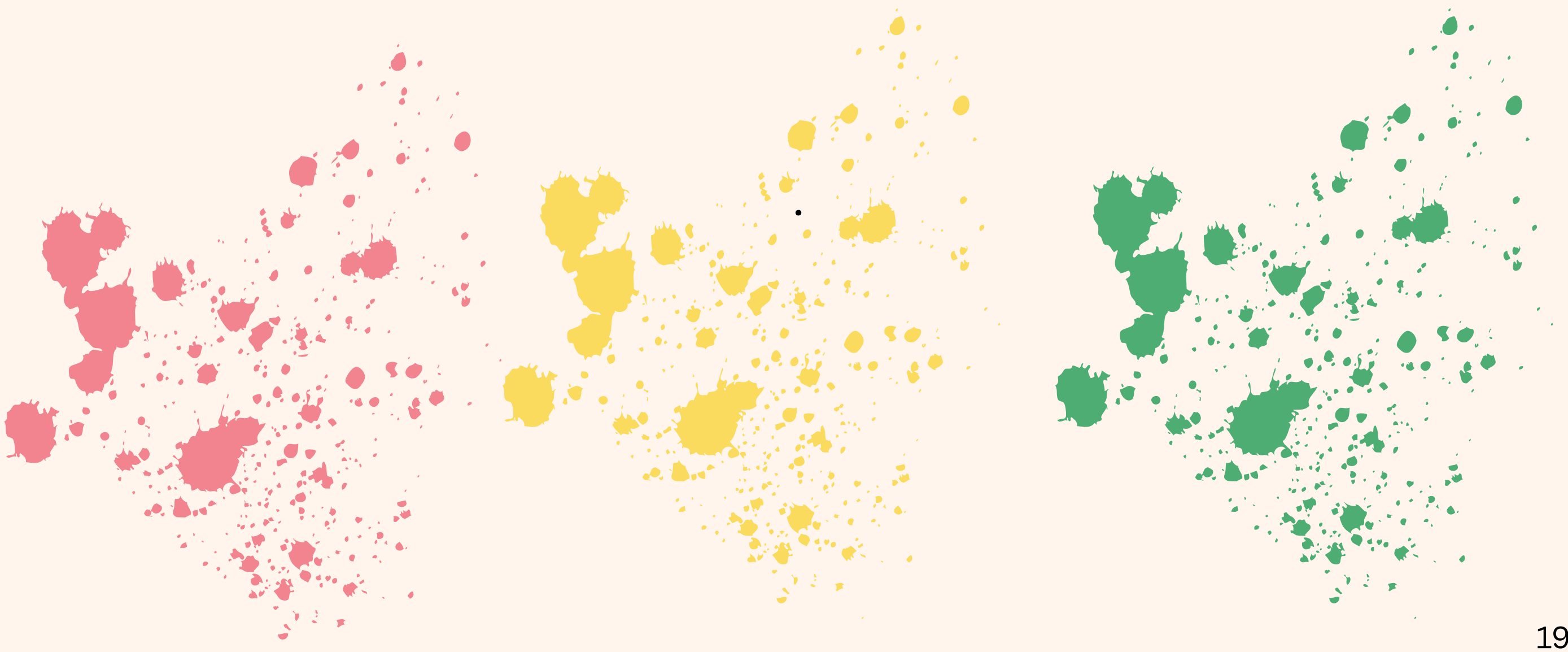
Advice may be sought, with parental agreement, from professionals such as: Educational Psychologist, Speech and Language Therapist, Physiotherapist, Occupational Therapist, Dieticians , Teacher for the visually impaired, Teacher for the hearing impaired, Teacher for English as an additional language, Family learning team.

CONFIDENTIALITY

The Early Years Centre's confidentiality procedures aim to protect the privacy of the individual and ensure that an appropriate level of confidentiality is maintained in dealing with personal information and data. Underpinning these procedures is the recognition that the safety and well being of children, families and staff is of paramount importance. The procedures followed in Forehill Early Years Centre reflect South Ayrshire Council's Data Protection Policy and Code of practice (September 2001). Any parent wishing to speak confidentially about their child should approach the Centre Management team to arrange an appointment. Parent Helpers within the Early Years Centre or those accompanying children on outings etc. will also be advised of the need for confidentiality.

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

Forehill EYC actively promotes partnerships with parents. We are always keen to improve our service and value any input from parents. If you would like to talk to someone we operate an open-door policy at Forehill Early Years Centre. and would be happy to hear from any parent who has suggestions on how to improve the work of the EYC. Parents are encouraged to raise any issues or concerns with a member of the management team who will assist in every way possible to reach a positive conclusion.

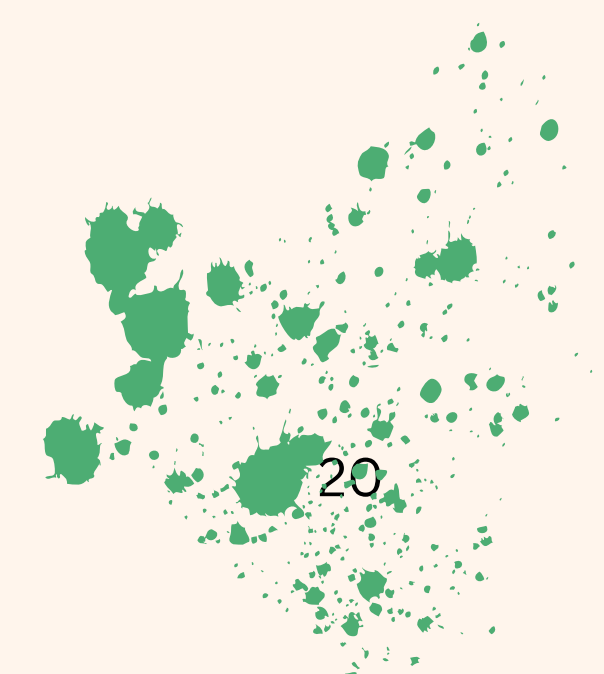
If you would like to talk to someone we operate an open-door policy at Forehill Early Years Centre.

Formal complaints should be made in writing to the Head of Centre, who will endeavour to solve your concern as quickly as possible. **If you have any comments or concerns please approach the Head of Centre in the first instance.** If this does not resolve the issue to your satisfaction you should:

- Visit one of South Ayrshire council's Customer Care Centres or any local office Phone South Ayrshire Council Customer Services Team on 0300 123 0900
- E-mail: listeningtoyou@south-ayrshire.gov.uk
- In writing to: Customer Services, South Ayrshire Council, Freepost, NAT 7733, Ayr KA7 1DR

Anyone can make a complaint to us, including the representative of someone who is dissatisfied with our service. In the case of the Early Years Centre, if you have a concern and wish to alert the Care Inspectorate directly – please write to:

Care Inspectorate:
Compass House
11 Riverside Drive
Dundee
DD1 4 NY





Primary 1 Transition

Our EYC works in close partnership throughout the year with Forehill Primary School and other Primary's to ensure that children moving into Primary School have a seamless transition. Teachers are invited into the centre to observe and meet the children. We then plan for visits to schools before starting so that children can explore the environment and build relationships with staff. Children are also supported by the children attending P6 in primary school who are called 'the buddies'. This is to help the children and become a familiar face.

Registration for P1 will be in October 2026 which is earlier this year.

Parent Council

We are so lucky to have such a dedicated parent council team who work together to provide our EYC and Primary School with the best experiences. Our parent council are very flexible and understand that parents and carers cannot attend every meeting or event but need volunteers who can provide a small amount of time at some points in the year. Please contact Nicola or Colin at "Forehill Parent Council" forehillpcfrg@gmail.com if you would like to join.

Thank you for taking the time to read our EYC Handbook, we look forward to working with you to support your child to have the best early years experience during their journey at Forehill Early Years Centre!

**Sincerely,
*Kimberly Lennox***