



Gardenrose Early Years Centre



At the Carrick Centre

Handbook

2022/23



Gardenrose Early Years Centre at the Carrick Centre,
Carrick Centre,
Culzean Road,
Maybole,
KA19 7DE

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Head Teacher : Mrs Fiona McDougall

Dear Parents/Carers

As the Head Teacher of Gardenrose Primary School and Early Years Centre, I am delighted to welcome you to our Early Years Centre (EYC) at the Carrick Centre. I hope you find the information in this book both useful and informative. We strive to make the EYC a welcoming, happy place for you and your child. Through the variety of learning experiences we offer your child, we aim to:-

- ❖ Provide a safe and stimulating environment, in which your child will feel happy and secure
- ❖ Encourage the emotional, social, physical and intellectual development of your child
- ❖ Encourage positive attitudes to self and others while developing confidence and self esteem
- ❖ Create opportunities for play
- ❖ Encourage your child to explore the world
- ❖ Provide opportunities which stimulate interest and imagination and to extend your child's ability to communicate ideas and feelings in different ways

We strive to involve all parents/carers fully in the life of the Early Years Centre and their children's learning. This gives Parents/Carers the opportunities to see the learning that their children are involved in and enables us to build positive relationships with all of our families.

We take proactive steps to ensure that factors such as the learning environment, family circumstances, health needs or disability, social or emotional factors, are promptly identified and addressed effectively to ensure that they do not hinder your child's learning. The hard work and commitment of all staff and partnership with parents has generated a very positive ethos in our Early Years Centre.

The information in this handbook is intended as a guide for all parents/carers. If you require any further information please do not hesitate to contact the school. I look forward to working with you in the future.

Yours sincerely

Fiona McDougall

Fiona McDougall
Head Teacher

Our Vision and Values



We are a rights respecting early years centre which promotes mutual respect amongst pupils, staff, parents and the wider community. We encourage pupils to try hard, to help each other, to show tolerance and to be open and honest.

General Information

School Name	Gardenrose Early Years Centre (EYC) at the Carrick Centre
Address	Culzean Road Maybole KA19 7DE
Telephone	07890380642
Capacity	10 morning places and /10 afternoon places
Age covered	Two-year olds
Denominational Status	Non-denominational

EARLY YEARS CENTRE HOURS



9.00-3.00pm

Wrap around care (can be purchased): 8.30-9.00am and 3.00-4.00pm

Your child must be brought and collected by a responsible adult. Please telephone the EYC /Carrick Centre 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 make a point of telling staff if someone else will be collecting your child and put their name on the register where it says to be collected by. This avoids difficult situations arising when a child cannot be allowed to leave with an adult who is a 'stranger' to staff. If something unexpected happens and the person named is unable to collect a phonecall will also be sufficient.

The EYC door is supervised by a member of staff at the beginning and end of each session. To gain access outwith these times please ring the doorbell.

EARLY YEARS CENTRE STAFF

Name	Designation
Mrs Fiona McDougall	Head Teacher/Child Protection co-ordinator
Mrs Kerry Malcolm	Depute Head Teacher/Pupil Support co-ordinator
Miss Samantha Lee	Principal Teacher
Mrs Angela Milligan	Senior Early Years Practitioner/First Aider
Miss Caitlin Mossie	Early Years Practitioner/First Aider
Mrs Esther Nyobaki	Early Years Practitioner
Mrs Jennifer Mair	Clerical Assistant
Mrs Lynn Maxwell	Clerical Assistant

Parents can be confident that all our EYC staff are fully qualified, 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.

Term and holiday dates 2022 - 2023

Date	Holiday
First term	
17 August 2022	Schools closed
18 August 2022	Inservice day
19 August 2022	Inservice day
22 August 2022	Pupils return
16 September 2022 - 19 September 2022	Schools closed
14 October 2022	Schools close
24 October 2022	Inservice day
25 October 2022	Pupils return
23 December 2022	Schools close
Second term	
9 January 2023	Pupils return
9 February 2023	Schools close
10 February 2023	Schools closed
13 February 2023	Schools closed
14 February 2023	Inservice day
15 February 2023	Pupils return
31 March 2023	Schools close
Third term	
17 April 2023	Pupils return
1 May 2023	Schools closed, May day holiday
26 May 2023	Schools closed
29 May 2023	Schools closed
30 May 2023	Inservice day

31 May 2023

Pupils return

30 June 2023

Schools close

Applying for a EYC Place for children aged two to three year old

South Ayrshire Council is making changes to childcare provision. Changes that will benefit children, parents and carers. Eligible two-year olds will receive 1140hrs of free early education and childcare.

These changes will help young children gain vital language and learning skills, improve their social development and help them do better at school.

Two-year olds will be eligible for the free entitlement starting from the first term after their second birthday.

Applications can be made for eligible 2 year olds to start in an early learning and childcare placement from term after their second birthday.

If your child's birthday is between :	Then your child can start :
1 March - 31 August	August following their birthday
1 September - 31 December	January following their birthday
1 January - last day of February	March/April following their birthday

More information can be found in the [Early Learning and Childcare Guide - Eligible 2 year old placements](#)

Qualifying benefit for funded 2 year old placement	
Income Support	Universal Credit (where net earned income is £610 or less per month)
Income-based Job Seekers Allowance	State Pension Credit
Incapacity Benefit or Severe Disablement Allowance	Any income related element of Employment and Support Allowance
Child Tax Credit (where household income is £16,105 or less)	Support under Part VI of the Immigration and Asylum Act 1999
Child Tax Credit & Working Tax Credit (where household income is £7320 or less)	

Every effort will be made to provide access to childcare within each local area, however, it may not always be possible. Transport will not be provided for children accessing early learning and childcare places.

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

Once a child becomes entitled to extra hours, they will still be entitled even if their parent or carer becomes employed or their situation with their parent or carer changes.

Children who are age two to three and meet the undernoted criteria are eligible for an early learning and childcare place. This is generally arranged as 5 sessions each week, each session is **3 hours and 10 minutes**.

STARTING EYC

Following enrolment an induction meeting is arranged for parents/carers. Later, children and parents will be invited to visit the EYC, to meet the staff and become familiar with playrooms.

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

Parents are notified by letter of their child's start date. Each child is assigned to a member of the EYC staff, who will take responsibility for the 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 activities - 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)

TOYS FROM HOME

If a small familiar toy offers some feeling of comfort or security for your child when they start in the EYC, then certainly bring it along. We would discourage this as they progress as there are lots of resources available for them to play with. We cannot be responsible for lost or damaged toys.

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. These will be updated on a regular basis. Please keep staff informed of any address or telephone changes.

PRIVACY

Each EYC has a confidentiality policy and staff respond sensitively to issues and concerns you may have. If you would like a copy of this policy, please speak to a member of staff.

DIGNITY

Staff will encourage your child to become independent in toileting and dressing during their time at EYC. If you would like to talk about your child's individual needs, please speak to a member of staff.

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.

HOW WE PROMOTE LEARNING

The first three 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 will support your child by following the nine features of practice in the national Pre-birth to three: positive outcomes for Scotland's children and families document. All staff will work with your child to ensure they have the best start with positive outcomes for the future. Staff will support your child by implementing the nine features:

Attachments

Responsive and caring adults are essential for young children to develop and thrive. If children have a secure attachment to at least one person, they are more likely to develop strong relationships and skills to cope with challenges later in life. Having a secure attachment refers to the deep emotional connection that babies form with their primary caregiver, often the mother.

Transitions

Transitions are times of change; they are part of everyday life and take place from the earliest years. Transitions occur as children move from home to setting, from room to room, from carer to carer, when

moving on from one setting to another, and during significant changes in circumstances. The Early Years Framework highlights transitions as an important issue in children's lives including the transition from home to an early years setting.

Observation, Assessment and Planning

Children are individuals, each with their own unique talents and abilities. Effective staff within early years settings ensure that learning experiences, routines and activities build on information provided by parents and start with children's needs and interests. By using this information effectively, staff, parents and children, where appropriate, can create and maintain plans which help to provide a focused and individualised approach.

Partnership Working

Staff working with children in early years settings naturally build meaningful and positive relationships with parents. Working with parents involves understanding and respecting differences, individual circumstances and the changing needs of children and their families. It is essential that all staff working with family's respect and value parents and their role.

Health and Wellbeing

Within the UNCRC (United Nations, 1989, Articles 24 and 27) is the declaration that all children have the right to experience a healthy start in life and to be offered a standard of living that meets their physical and mental health needs. It is commonly known that the earliest years of children's lives are critical to their development. Scientific evidence shows that health and wellbeing are determined to some extent by the way in which children's brains develop in terms of the relationships and the responsive care they receive.

Environments

The environment, both indoor and outdoor, plays an important role in the development of young children from their earliest experiences. In the very earliest days, a child's environment is mainly about the significant adults who care for them. Young children are very sensitive to the ambience within any environment and therefore it is important that this is recognised and managed by staff in early years settings.

Play

Play encompasses children's behaviour which is freely chosen, personally directed and intrinsically motivated. It is performed for no external goal or reward and is a fundamental and integral part of healthy development which seeks to improve play experiences for all children. There is a strong correlation between children's learning through play in the earliest years and the impact in later life. When playing, children try out ideas and come to a better understanding of thoughts and concepts as they play; others see play as a means of children coping with reality through using their imagination; and, others see play as a means to practise new skills. Therefore, the importance of play cannot be overstated.

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 Pre-birth to three: positive outcomes for Scotland's children and families and the national Building The Ambition document to support your child's individual interests and needs. All EYC staff are involved in weekly planning sessions, with plans monitored by the school management team on a regular basis.

WORKING TOGETHER TO SUPPORT LEARNING

We recognise the role of parents/carers as the child's first educator. Throughout EYC your child will complete an E-Profile which will show and follow their EYC experiences. We operate a key worker system in which each staff member is responsible for a small group of children. Please take time to share experiences daily as you bring and collect your child.

We set aside a monthly/termly "Stay & Play" session for you to visit and join in activities with your child although you are always welcome to join us at any time. We also support home learning where activity sheets are sent home monthly for you and your child to enjoy and share fun experiences. If you have any concerns or difficulties, please come and discuss them.

CHILDREN WITH ADDITIONAL SUPPORT NEEDS

Each child progresses as an individual. Children who may be experiencing difficulties will be given additional support within the EYC setting by EYC staff. The Head Teacher, staff, parents and other professionals in consultation can help to provide appropriate support for children with special needs.

EQUALITY

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.

At Gardenrose EYC we aim to provide children with an educational and social environment which will enable all children to reach their full potential irrespective of race, creed, sex or religion. It is our intention that no resources presented to the children should contain material that could be considered offensive to any sectors of the community.

In our present multicultural society, we hope to foster an attitude of respect and tolerance to different races and ethnic minorities and expect each pupil to treat others as they themselves would expect to be treated.

We follow the Golden Rules and encourage children to:

- ❖ Use looking eyes
- ❖ Use inside voices
- ❖ Use Gentle hands
- ❖ Use walking feet
- ❖ Use Listening ears

MEDICAL INFORMATION

Please inform staff in the EYC of any absence by telephone call. You can telephone the EYC mobile or Gardenrose Primary School.

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.

Health professionals, such as Health Visitor and Childsmile visit the EYC regularly to speak to the children. Parents will be issued with permission slips for pupils to receive treatment from childsmile staff. Should you have any concerns about medical issues, please speak with EYC staff.



These will be dealt with within the EYC. 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. All accidents are recorded with a note of action taken. The EYC at the Carrick Centre has two trained first aiders:

Mrs Angela Milligan & Miss Caitlin Mossie

INCIDENTS

Any incidents brought to the attention of the staff by parents are recorded for future reference.

Minor accidents and upsets which occur in EYC are dealt with by EYC staff. 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. All accidents 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 incidents.

SNACK AND HEALTHY EATING

Healthy eating is promoted at snack time and in accordance to Setting the Table Guidance. A drink of milk and water are available each day along with a variety of 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. A weekly contribution of £1.50 is collected on a Monday. This money provides snacks and other small treats for the children.

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.**

TOOTH BRUSHING



Gardenrose 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.

You will be asked to complete a consent form giving permission for your child to brush his/her teeth in the EYC.

BIRTHDAYS



At birthday time we celebrate each child's birthday by singing "Happy Birthday" and giving a card and small gift. Unfortunately due to Setting the Table Guidance 2015, we are no longer able to accept any form of birthday cake (homemade or purchased).

FIRE DRILLS

The Carrick Centre 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 regularly basis [every 3 months] and checked on a weekly basis, to ensure that the system is operating. Fire drills and fire prevention checks will be undertaken every 3 months. All checks and tests on the system will be recorded by the Mr R Birnie & Mr P Lynn



SMOKING

Gardenrose EYC and Carrick Centre 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 building and entrance doors. We appreciate your co-operation in this matter.

EMERGENCY CLOSURE PROCEDURES

In the event of an emergency during the school day where the children and staff are unable to re-enter the school building the children will be taken to Gardenrose 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

PHOTOGRAPHER

The photographer visits the EYC each year. Parents will be kept fully informed of dates for this.



PARENT COUNCIL

There is a lively and enthusiastic Parent Council, which organises social and educational events throughout the session. The committee meet approximately once every six weeks in the school and everyone is welcome to attend. The Early Years Centre has benefitted from many of the fundraising events and activities.

For more information on parental involvement or to find out about parents as partners in their children's learning, please contact the school or visit the Parentzone website at www.parentzonescotland.gov.uk

Gardenrose Parent Council Chairpersons :

Gilian McAuley- gillianmcauley@hotmail.co.uk

C/O Gardenrose Primary School

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 has a Child Protection Co-ordinator, Mrs McDougall, Head Teacher, who will co-ordinate the school's response to concerns for children and young people's safety and wellbeing. If Mrs McDougall is not available, please speak to Mrs Angela Milligan. 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 (formerly known as Care Commission), we will also be inspected by Education Scotland. In addition, South Ayrshire Council has its own system for promoting quality in Council and Partnership Centres.

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 ongoing progress and any concerns you may have. Parents' Open Days will be held and information about these will be sent out in Newsletters.

During your child's time at EYC he/she will make, with the help of the adults, a "Personal E-Profile". This is a record of their activities and successes at EYC. Parents/Carers can access this by downloading the SEESAW app.

PARENTAL PARTNERSHIP

The EYC has an 'Open Door' policy which means parents are welcome to visit. We encourage you to become actively involved in your child's education during their time in EYC. We invite you to spend a morning or afternoon within the EYC observing your child and helping with daily activities. If you have a special knowledge or interest in any subject e.g. art and craft, nature, music or are involved in something which might interest the children e.g. fire service, police, please inform the EYC Staff.

Information about the activities your child is involved in during the time he/she is in the EYC is displayed on the 'information point' and is updated on a regular basis. If you have any worries at all about your child in the EYC, please feel free to come along and talk about them. Working together, we can usually sort things out very quickly.

You will receive monthly EYC newsletters.

HOW CAN I HELP AS A PARENT?

Please:

- Keep us up to date with any changes to address or telephone numbers.
- Inform school immediately when an emergency contact number changes.
- Clearly name your child's jacket and gym shoes.

- 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 e.g. death of a pet or illness of a family member.
- Encourage your child to talk about his experiences at EYC
- Support the Parent Council which (amongst many things) raises funds for the whole school including the EYC. Details of fundraising events are included in Newsletters



- ❑ Please come forward to volunteer when help is required for outings, parties, etc.
- ❑ Enjoy your child's time at EYC!

NEXT STEPS FOR WHEN YOUR CHILD TURNS THREE

Children who attend the EYC will progress to their ante-pre EYC year either at Cairn Primary or at our centre based in Gardenrose Primary School. Staff from both centres will work together with us throughout the year to ensure a smooth transition from Gardenrose EYC at the Carrick Centre to their new setting.

A Record of your child's learning and achievements will be passed on to the receiving establishment.

We will display the registration dates for Cairn and Gardenrose Primary Early Years Centres to enable to enrol your child for their ante-pre school year as there will be a set time period for this to happen.

DATA PROTECTION ACT

PERSONAL INFORMATION ON CHILDREN, THEIR PARENTS OR CARERS 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 :**

Douglas Hutchison
People Directorate
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

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

Elected Members

Councillor William Grant
South Ayrshire Council
County Buildings
Wellington Square
AYR KA7 1DR

Councillor Brian Connolly
South Ayrshire Council
County Buildings
Wellington Square
AYR KA7 1DR
☎01292 612679

Councillor Iain Campbell
South Ayrshire Council
County Buildings
Wellington Square
AYR KA7 1DR
☎01292 612687

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.