

Welcome to Kingcase Early Years Centre



'Soaring to Excellence'

Website: <https://blogs.glowscotland.org.uk/sa/kingcasepsandeyc/>

Twitter: @KingcasePS

Call: 01292 473451

We value: Honesty, Compassion and Respect

Welcome to Kingcase Early Years Centre

A very warm welcome to Kingcase Early Years Centre.

This is an exciting time for children and parents as you begin your learning journey with us! There are so many new things to learn about. In this booklet, we set out to answer some of the questions that parents may have concerning their child starting life at Kingcase Early Years Centre.

Undoubtedly, there will be other questions that arise throughout the Induction Programme and as your child begins their learning journey. If this is the case, remember that we are here to help, so please ask!



Mr Ryan Delaney

Head Teacher



Starting the new session at Kingcase Early Years Centre

We look forward to your child starting the new session in Kingcase Early Years Centre. In Kingcase Early Years Centre we aim to provide a service of the highest quality for you and your child.

In Kingcase Early Years Centre we aim to...

- Provide a service of the highest quality for you and your child by:
- Providing a safe, welcoming environment in which your child will feel happy, secure and valued.
- Providing a stimulating learning environment meeting the developmental needs and interests of your child.
- Offering a range of learning experiences and activities to foster the emotional, social, physical, creative and intellectual development of your child.
- Nurturing, challenging and supporting your child in all aspects of his/her development.

Getting It Right For Every Child (GIRFEC)

Getting it right for every child (GIRFEC) is based on children's rights and its principles reflect the United Nations Convention on the Rights of the Child (UNCRC). It is a policy put in place by the Scottish Government.

We want to get it right for every child in our care. It is important to us that you and your child are at the centre of the decisions we make so please talk to us if you have any concerns or worries.



Our Early Years Team

		
Emma Senior Early Years Practitioner	Maureen Early Years Practitioner	Lisa Early Years Practitioner Currently on Maternity Leave
		
Lyndsey Early Years Practitioner First Aider	Emma Early Years Practitioner	Sarah Early Years Practitioner
		
Hollie Early Years Practitioner	Laura Early Years Practitioner	Nina Early Years Practitioner

Parents can be reassured that all our Early Years Centre staff are suitably qualified, competent and have gone through careful selection procedures. Please note, we are waiting on our staffing being confirmed by the authority for next session, and as soon as this is confirmed we will be able to confirm your child's key worker.

Some faces and names to know



Mr Delaney
Head Teacher



Mrs McClure
Acting Deputy Head Teacher



Mrs Afrin
Acting Principal Teacher of
Early Years



Mrs McCallum
Office: Mon - Fri



Mrs Ruddock
Office: Mon - Fri



Miss Petrie
Office: Tues - Thurs



Matt Hood
Janitor



Catering Team
who serve lunch everyday

Our Early Years Centre Session

Full Days 9.00am – 3.00pm Monday – Friday (Term Time).

The doors will open from 8.50am–9.00am for drop off and 2.50–3.00pm for pick up.

Coming to our Early Years Centre

This session children will enter and leave through the EYC gate. The main EYC entrance door will be open from 8.50am–9am for drop off and 2.50pm – 3pm for pick up. Please come to the main EYC door at drop off and pick up where a staff member will always be present when the door is open.

Anyone arriving out with door opening times should use the main school entrance where office staff will greet you and let a member of the Early Years Team know your child has arrived.

It is vitally important that a responsible adult collects your child each day from the Early Years Centre- Any person who is under the age of 16 cannot collect your child.

When dropping your child off, please tell the Early Years Practitioner who will be collecting your child. If this changes throughout the session then please contact the school office to notify us.

For added security, we have a **password system** for collections. You will be asked on the consent form to provide a password for your child. If a different person comes to collect your child than stated on the sign in sheet, and you have not notified us of this change, then this person will be asked to provide the correct password. If the adult does not know the password then we will phone you for confirmation.

Car Parking – Safety

For safety reasons there is **no parking** in the school car park and we would ask parents to comply with this instruction. Crossing patrollers are located at the corner of Nursery Avenue in the morning from and at the close of the school day at 3pm.

New Starts – getting settled

We will work with parents to arrange a settling period for your child. You know your child best and know what they need. Some children may require a shorter session initially to help them settle. Please speak to the EYC staff about this. When you drop your child off we will ask you when you are collecting your child. We want this to be a positive experience for children and will work with you to ensure that the settling in period is tailored to suit your child's needs.

If my child is absent

We are aware that children do not have to attend every day and that some days you may have treats arranged but can we please ask you to report any absences to us.

Parents are required to inform the Early Years Centre if their child will be absent by 9.00am. Please phone or email the school office to do this.

When a child is absent from the Early Years Centre for a great length of time through illness or holiday, etc. the settling in procedures may be required to be put into action when the child returns. If your child has sickness or diarrhoea, they must stay away from the EYC for 48 hours after they finish being sick.

Medication

In order to administer medication, the parent/guardian of the child must complete a form. Medication cannot be given if this form is not completed. These forms are available from the school office.

If your child receives ongoing medication (such as an inhaler for asthma) and if it is required to be administered during a EYC session, you will receive a text to confirm the reason why and how much your child has received.

On the occasion, that your child requires medication for a short period of time (i.e. antibiotics) and the medication needs to be administered during an EYC session, please ensure that the medication is in the original box and any leaflets are included. Please ensure your child's name and date of birth are clearly marked on the box.

Please inform us if your child has been given any medication at home before they come into the EYC.

Please note: The first dosage of any medication must be administered at home and should remain at home until the second dose. We can then administer any further medication.

Snack

We provide a snack in the morning for the children which always includes fruit, however sometimes it can include the choice of toast, crackers, oatcakes or cheese etc. There is milk or water to drink. Water is always available during the day. Unfortunately, we cannot accept birthday cakes due to the 'Setting the Table' guidelines.

Lunches

Free hot lunches will be provided by the school canteen. If your child does not like the hot meal on offer, then they will be provided with a sandwich. The menu is posted on our EYC Facebook Page for your information and is also available on the South Ayrshire Council website.

Outings

We will try to be outdoors as much as possible. This may include sometimes having lunch and snack outside. Throughout the session, we will be exploring the local community and take part in a variety of activities. Some of these include visits to the public library, beach visits, Ardfin Day Centre and local shops.



We would ask that you provide a puddle suit and wellies that will stay in the EYC for your child. Please remember that your child will wear their jacket under their puddle suit on cold days, so a bigger size is preferable. Please make sure your child's name is on every piece of clothing. A drawstring bag will be provided on their pegs for storing their puddle suit.

Sunscreen

As the children will play regularly outside, it is important that they are protected from the sun. On sunnier days all children should have an application of sun cream applied to them before playing out in the sun.

Please ensure your child arrives at the EYC with suitable protective clothing-sun hat, long sleeved t-shirts etc. and sun cream already applied. Sun cream will be available within our EYC if your child needs further application.

If your child requires a specific lotion please send this into the EYC and advise your child's key worker. Sun cream will be factor 50.



It is the policy of Kingcase EYC to gain parent/carer permission before applying sun cream to a child. Please express your permission on the consent form which will be given to you on your child's first day.

Belongings

Please ensure your child's name is on all of their clothing including gloves and hats!

We cannot allow children to bring belongings from home e.g. toys and water bottles.

Parental Engagement

Some parental engagement activities that we have run in the past and hope to do again include Biscuit and Blether, Stay and Play, Parental workshops, Concerts, Parent helpers, Outings, PEEP/Bookbug groups and Make and Taste sessions.

Communication

We have an open-door policy at Kingcase Early Years Centre. If you have any suggestions, concerns or questions then please do not hesitate to speak to your child's keyworker or Mrs Lisa Afrin.

Please request to join our Facebook page- 'Kingcase EYC', where we regularly post important information as well as photographs. This is a closed private page so you will be asked who your child is before your request is approved.

Please provide your Email Address on the consent form so that we can provide you with up-to-date information such as newsletters and important dates for your diary.

Working Together to Support Learning...

We recognise the role of parents as the child's first educator.

When your child starts, we will ask you to fill an 'All About Me' booklet and all about me picture which will give the staff background information about your child's likes, dislikes, and special interests.



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 operate an open-door policy and invite you into EYC as much as possible.

If you have any problems or concerns, please come and discuss them. In order to work together to support your child, we work with other professionals that are involved in your child's life, such as, Health Visitor, Speech and Language Therapist, Educational Psychologist, Occupational Therapist, or Physiotherapist. It is important that we have strong links with any agency working with your child. If you have already made links with any other agency, please share this information with your child's key worker.

Child Protection

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

- Helping them learn about their personal safety, including internet 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 wellbeing.

The Child Protection Coordinator for the Early Years Centre, and also the school, is Mr Ryan Delaney (Head Teacher). He will coordinate the Early Years Centre'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 to the Child Protection Coordinator or another member of staff.

Early Years Centre Curriculum

In the Early Years Centre, children will experience a broad education with a focus on the development of literacy and numeracy skills and an active and healthy lifestyle.

Children will develop these skills by learning through play and active learning experiences. Staff plan the learning using the outcomes and experiences from Curriculum for Excellence at the early level. This level spans the Early Years Centre and primary one, promoting better continuity and progression of learning. Experiences are tailored to each individual child's needs and interests and children will be encouraged to progress at their own pace in an educationally stimulating environment enabling them to achieve their full potential.

Staff are using 'Realising the Ambition' as a planning and self-evaluation tool to ensure we are meeting the needs of your child as they grow and develop.

Play Based Learning

Play is one of the most important ways in which young children gain essential knowledge and understanding. Play helps children develop many skills, including:

- Self-confidence and self-regulation
- Creativity
- Problem-solving skills
- Communication and social skills
- A love of learning
- Flexible thinking

Engaging in purposeful play experiences enhances children's mastery of academic concepts and builds interest and motivation to learn.

