



2026-2027

EARLY YEARS CENTRE HANDBOOK



**NEWTON PRIMARY SCHOOL AND EARLY YEARS CENTRE
RUSSELL DRIVE
AYR, KA8 8JL**

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Newton Early Years Centre
Russell Drive
Ayr
KA8 8JL
Tel:(01292) 612714

Dear Parents

Welcome to Newton Early Years Centre,

Pre-school education is a crucial stage in a child's development and helps children to learn as they play. A good quality pre-school experience builds on the valuable learning that takes place in and around the home, prepares children to start primary school and develops the learning and other essential skills, which they will rely on in later life.

Here at Newton Early Years Centre (EYC) we take pride in providing quality pre-school experiences. We will ensure that your child's time at Newton EYC is happy and relevant to future learning. We look forward to getting to know you and your child.

This handbook will give you an idea of what goes on at nursery as well as providing information, which you may need during the year. The staff and I are always available to answer any questions or help with any problems you may have.

Parents play a big part in the life of our nursery class. We encourage your involvement and invite you to join us as often as possible.

Yours Sincerely

Mrs Fiona McAvoy
Head Teacher

Centre Information



Newton Primary & Early Years Centre

Russell Drive, Ayr, KA8 8JL

Telephone No: 01292 612714

Denominational Status:
Non-denominational

Accommodation & Capacity:
Newton Early Years Centre is registered
with the Care Inspectorate to provide
places for 35 children which includes ten 2
year olds.

Vision, Values and Aims

VISION

At Newton Primary School and Early Years Centre we provide a safe, nurturing and respectful environment which enables each pupil to achieve their potential, striving for excellence and equity.

This is a welcoming, caring school where children and adults feel they contribute and are valued as individuals.

“A learning community’s well-being has a lot to do with the quality of relationships, cohesion, inter-dependence and belonging.”



VALUES

Our core values are:

- Self-belief
- Ownership
- Ambition
- Respect



AIMS

In a safe, loving, inclusive environment at Newton Primary and Early Years Centre we aim to:

- Raise attainment and achieve excellence for all.
- Ensure all families have the support that they need so that our children are ready to learn.

To do this we:

- Plan a broad, balanced programme of learning opportunities responding to the needs and interests of our children in line with the Early level of Curriculum for Excellence.
- Make effective use of assessment information to ensure that all children make good progress in the key aspects of their development and learning.
- Provide a stimulating learning environment, which includes a good balance of free and directed choice.
- Provide a safe and secure environment catering for the physical and emotional needs of our children.
- Maintain a welcoming, supportive atmosphere where parents/ carers and staff work together in partnership.
- Make effective use of available resources to achieve the best possible outcomes.
- Manage the centre effectively, establishing systems and procedures developed collaboratively.



Staffing



Opening Times and Holidays

Hours of Opening

Full day sessions..... 9.00am – 3.00pm

In the morning, the doors to the centre open at 8.50am until 9.10am. If you arrive after this time please take your child to the school main office.

At the end of the EYC day the doors will open at 2.50pm-3.10pm. We ask that you please pick up your child on time.

Let us know immediately if there is a problem. Telephone: 01292 612714.

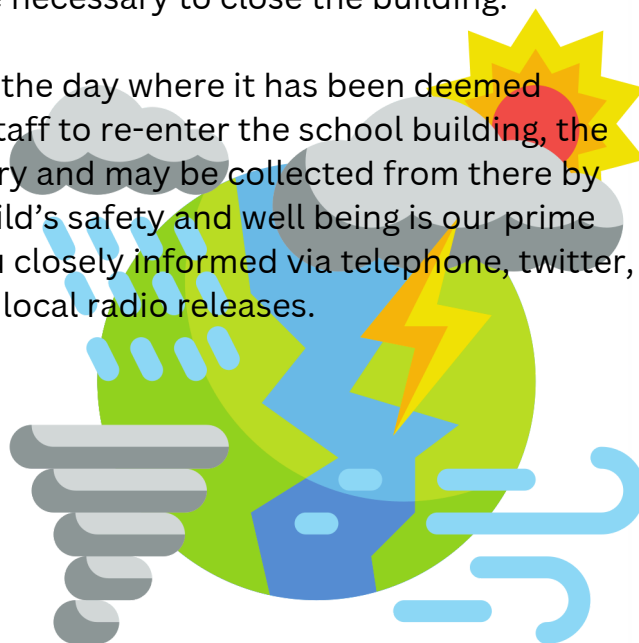
Term and holiday dates 2026 - 2027

Date	Holiday
First term	
18 August 2026	Inservice day
19 August 2026	Inservice day
20 August 2026	Pupils return
18 September 2026 - 21 September 2026	Schools closed
12 October 2026 - 16 October 2026	Schools closed
19 October 2026	Inservice day
20 October 2026	Pupils return
23 December 2026 - 4 January 2027	Schools closed
Second Term	
05 January 2027	Pupils return
12 February 2027 - 15 February 2027	Schools closed
16 February 2027	Inservice day
17 February 2027	Pupils return
Third Term	
26 March 2027 - 9 April 2027	Schools closed
12 April 2027	Pupils return
03 May 2027	Schools closed
04 May 2027	Pupils return
06 May 2027	Inservice day
07 May 2027	Pupils return
28 May 2027 - 31 May 2027	Schools closed
30 June 2027	last day of term for pupils and staff

Emergency Closure

Should the Early Years Centre experience difficulties with severe weather, power failures, fuel supplies, etc. it will be necessary to close the building.

In the event of an emergency during the day where it has been deemed impossible/unsafe for the children and staff to re-enter the school building, the children will be taken to St John's Primary and may be collected from there by parents and carers. At all times, your child's safety and well being is our prime concern and we will endeavour to keep you closely informed via telephone, twitter, notices, local press or local radio releases.



Fire Drills

The Early Years children will take part in termly fire drills along with Newton Primary School and will follow practised procedures. Personal Emergency Evacuation Plans (PEEP) are put in place for individual children if required.



Child Protection

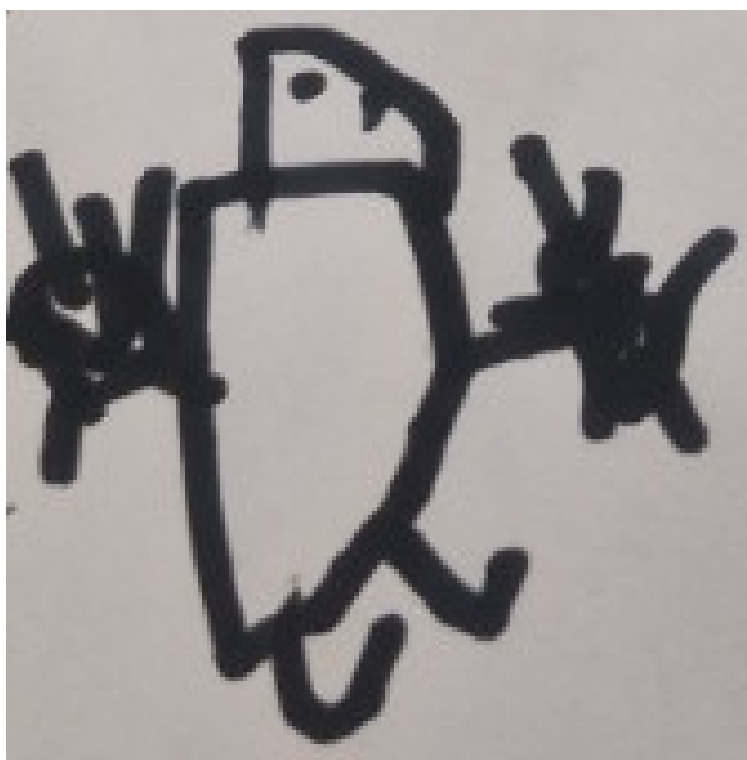
In Newton we have a policy in place for Child Protection and Safeguarding.

Staff must immediately report an allegation or concern regarding Child Protection to the Headteacher and Child Protection Co-ordinator, Mrs Fiona McAvoy. Grounds for concern can arise from a wide range of circumstances as detailed in South Ayrshire's Child Protection guidelines. These documents are available for you to view on the Early Years Centre noticeboard.

Staff follow Child Protection Guidelines from South Ayrshire Council and all undergo regular training. Staff provide support to children and have a vital role to play in ensuring that no harm comes to the children in our care.

Staff help keep children safe by:

- teaching them about personal safety
 - being a trusted adult
- identifying when a child may need help
- understanding the procedures to be taken when there are concerns about a child's safety and wellbeing



Applying for an Early Years Centre Place and Enrolment

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.

The centre will support flexibility for parents/carers underpinned by the key principles of quality, flexibility, accessibility and affordability.

Prior to starting, children and parents will be invited to come along for a short visit to the Centre and meet the staff. We will also organise a Home Visit to meet you and your child in your home environment.



Starting our Early Years Centre

The Scottish Government now provides funding to allow three and four-year-old children to receive 1140 hours of free early learning and childcare every year. That works out at around 30 hours every week over school term times. Free places are also available to some families with two-year-olds if they meet specified criteria.

Children who turn three after the end of February will start the following August and receive two full years of pre-school provision.

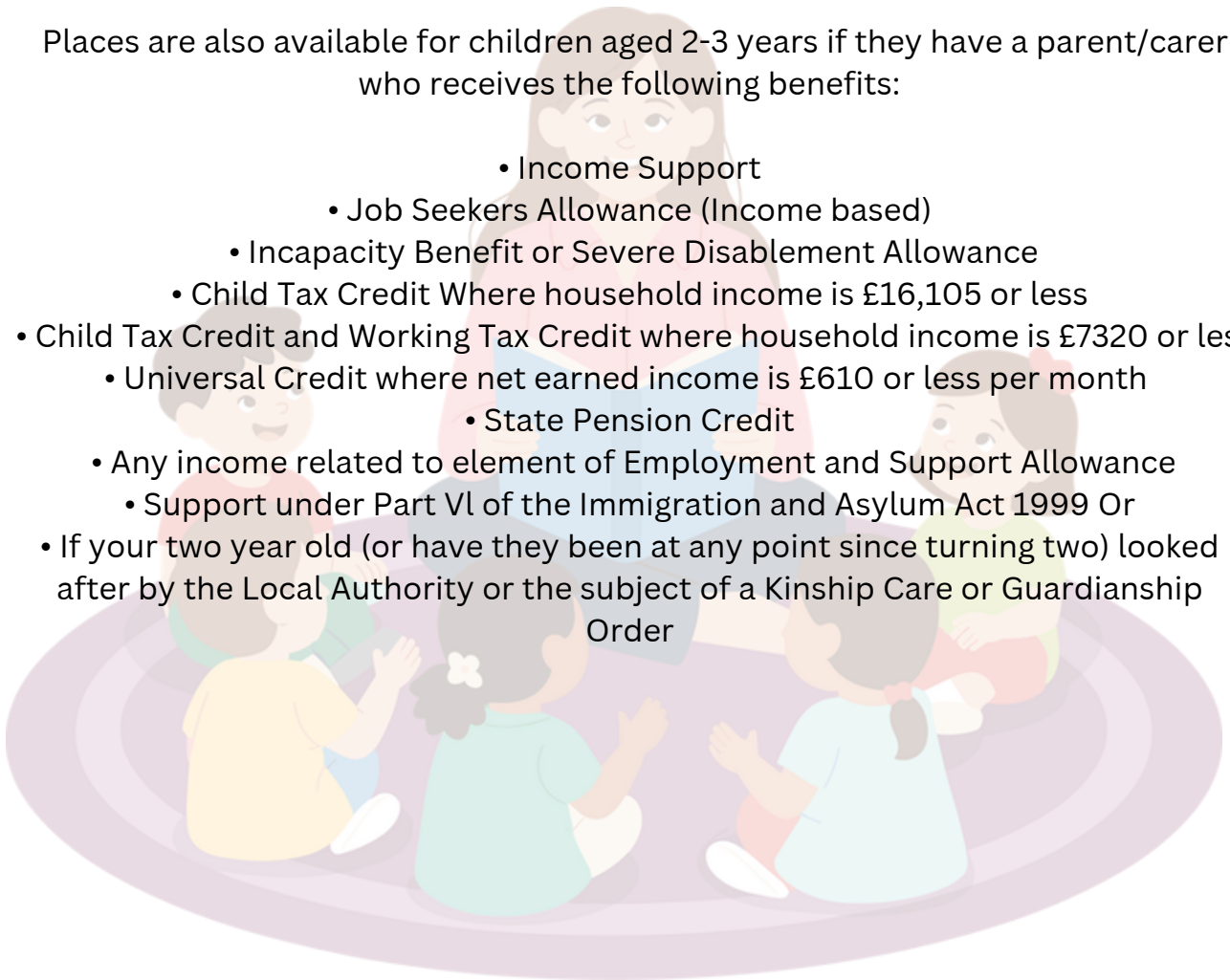
Newton Early Years Centre offers 35 full time places.

All places are allocated in accordance with South Ayrshire Council's Pre-5 Admission Policy.

For children in the 2-3 provision, places are allocated following referrals for families from a variety of agencies, eg Social Work, Health Visitors, Speech & Language Therapy.

Places are also available for children aged 2-3 years if they have a parent/carer who receives the following benefits:

- Income Support
- Job Seekers Allowance (Income based)
- Incapacity Benefit or Severe Disablement Allowance
- Child Tax Credit Where household income is £16,105 or less
- Child Tax Credit and Working Tax Credit where household income is £7320 or less
- Universal Credit where net earned income is £610 or less per month
- State Pension Credit
- Any income related to element of Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999 Or
- If your two year old (or have they been at any point since turning two) looked after by the Local Authority or the subject of a Kinship Care or Guardianship Order



Arrival, Collection and Security Measures

Children must be brought to and collected from the centre by an adult on your signed collection form and know the child's password. It is very important that staff are notified of any change in arrangements i.e. if a friend or nominated family member no longer to have access to your child.

Entry to the Early Years Centre is by the gate beside the specially designated Early Years Centre garden. The gates are open from 8:50am-9:05am and 2:50am-3:10am. If you arrive at nursery out with these times, please report to the main office.

You will always be welcomed at Newton Early Years Centre by a member of staff. Please let us know if you have any concerns. We are here to work closely with you.



Learning

At Newton Early Years Centre your child will have the opportunity to:

- Make Friends
- Explore their curiosity
 - Learn to risk assess
- Lead their own learning
- Develop problem solving and independence skills
 - Understand how to communicate their needs

Activities and experiences are planned by staff to provide a broad, balanced curriculum which meets the needs of all children.

What we do:

- we provide a range of interesting and enjoyable activities suited to the needs of your child
 - we talk and interact with the children
 - we give the children praise and encouragement
- we help the children to form relationships with other children and adults
 - we encourage the children to try new experiences
- we encourage the children to question and look for answers
 - we help the children achieve success
 - we provide support and challenge as required
- we involve parents and carers in their child's learning

The Early Years Centre reflects 'Curriculum for Excellence', taking into account information in key Early Years documents such as, 'Our World Outdoors' & 'Realising the Ambition'. This curriculum from age 3-18 is built on the following four capacities that will enable all young people to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

The children's learning experiences will be linked across the following curricular

areas: Languages
Mathematics
Health and Wellbeing
Wider Achievement
Expressive Arts
Sciences
Religious and Moral Education
Technologies
Social Studies

In Newton Primary School and Early Years Centre, our children celebrate their achievements regularly. Look out for information about how the children can share their achievements out with the Early Years Centre in their Pupil Profile Story Books!

Attendance

Regular attendance is encouraged and parents and carers are asked to inform us if their child is going to be absent.

When a child does not arrive and no prior notice of absence has been given, or no phone call has been received, we may contact home to seek a reason for the absence or carry out a house visit.

If the management team are concerned that a child may be at risk then Child Protection procedures will be followed.

When a child is absent for a great length of time through illness or holiday etc. your child may require to undertake a phased return.



Medical Information

Illness

In the event of your child becoming ill in the Early Years Centre, we will contact you or your emergency numbers so that they can be collected to go home. If we are unable to contact anyone, your child will be made as comfortable as possible until you arrive. It is essential that if you change any of these contact numbers you inform us as soon as possible.

If your child has an infectious disease such as chickenpox, please inform the staff as this will help to contain outbreaks. Details of incubation periods and exclusion times for illnesses are shown on the poster displayed in the foyer.

Accidents

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.

Medication and Medical Conditions

If your child has any medical problems, it is very important that staff are informed and made aware of these.

If your child requires medication (e.g. an inhaler) during their time at the Early Years Centre – please inform staff. You will then be asked to complete a form, which asks for details of the required dosage of medication and also gives your permission for staff to administer it. Please note that staff cannot administer the first dose of a new medication. All medication in the Early Years Centre must be clearly marked with the child's name and appropriate dosage. Medicines must also be in the original packaging – e.g. an inhaler should be brought in its box, with child's details shown, the information sheet must also be intact and enclosed within the packaging. It is essential for parents/carers to keep us up to date with relevant medical information, including allergies. Any food allergies will require you to fill out a form.

Allergies

We must be informed if your child has any allergies. Some children have food allergies and we are able to provide a separate/ alternative snack and lunch when necessary to meet their dietary requirements.

Sun Safety

Weather permitting, we like the children to enjoy outdoor play each day. If we have a spell of good weather, please apply sun cream to your child's skin before coming to the centre and ensure that they wear a hat and a top, which covers their shoulders. Sun cream will be applied during the day, as per our sun smart guidance, please let us know if your child requires a specific brand of sun cream.

Please feel free to contact the schooloffice if you have any queries about illnesses.

Toothbrushing

NHS Ayrshire & Arran Oral Health Promotion Initiatives in EYC and Primary Schools.

NHS Ayrshire & Arran implements two oral health programmes – Childsmile and the National Dental Inspection Programme (NDIP) in local schools.

The Childsmile Programme's aim is to improve the dental health of children in Scotland and it is funded by the Scottish Government. Childsmile has 3 main elements:

1. A core tooth brushing programme

In Ayrshire & Arran, daily supervised toothbrushing takes place in all Early Years Centres and many primary schools. Free Childsmile oral health packs containing a toothbrush and fluoride toothpaste are given out twice a year to children in early years and on entry to primary school in primary 1.

During their first year of life, all babies are given an oral health pack and a drinking cup to encourage healthy weaning by swapping bottle for cup as soon as baby is able to drink from a cup. All children should be registered with a dentist (General Dental Practitioner) and visit regularly to help keep their teeth as healthy as possible. Remember - water and milk are recommended as safe drinks for teeth for all children.

2. An infant programme

Childsmile Practice promotes oral health from birth. Parents of newborn children may be referred to the programme by their Health Visitor. Dental Health Support Workers visit parents in their home to give information, oral health advice and to arrange regular visits to the local Dental Practice.

3. An EYC and school programme

This initiative provides preventive oral health programmes for children aged 3 years and upwards. It targets children in identified early years centres and primary schools, who will benefit from additional preventive care. This care will involve the application of fluoride varnish to children's teeth by Childsmile Clinical Teams in the early years centre and primary schools. The Childsmile and Oral Health Promotion Teams will also deliver oral health improvement messages, and be supported by Dental Health Support Workers who are the main contact point for parents, teachers, all school staff, dental practice staff and School Nurses.

If you require any support registering your child with a dentist let us know 😊

For more information about the Childsmile Programme, please visit the website at www.child-smile.org



Healthy Eating and Snacks



Healthy eating is encouraged every day.

We believe that meal times should be happy, social occasions for children and staff. We promote shared, enjoyable and positive interactions at these times which support children to develop positive relationships with food and independence.

Children enjoy milk and a varied snack menu which includes items such as fruit, yoghurt, cheese, toast and crackers. Please inform staff if your child suffers from any food allergies. Water is always given as an alternative to milk.

Healthy lunches are provided for children who attend full days. Please inform us if your child has any allergies or dietary requirements. You can choose to provide a healthy packed lunch if you prefer. If you are providing packed lunch for your child please ensure any items that require to be refrigerated are labelled with your child's name so they can be placed within the fridge.

On special occasions or celebrations children may sample food which is topical or reflects a range of cultural activities.

We follow the Setting the Table (2024) Guidance [Setting the Table Guidance - gov.scot](https://www.gov.scot) and we are committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements.

Milk and/or water is available daily. We work with an Allergens Policy and Allergens are clearly displayed on the poster within the Early Years Centre.

We have a Strict NO NUTS policy where we aim to be a nut free school.

The foundation for good health begins in early childhood. In partnership with parents we want to improve the health of our children. Positive messages about health and eating are consistently reinforced through: snacks, drinks, and food choices.

Suitable Clothing

At Newton Early Years Centre we like to have fun and try out lots of new activities with things like paint, glue, dough and clay. Sometimes this means that we will get dirty. We have aprons to protect our clothes, but little accidents do happen.

We are also a Health Promoting School and are committed to outdoor learning. Depending on the time of year this means warm clothing, gloves, scarves and hats.

Please make sure the clothes your child wears to EYC are comfortable and something you don't mind getting messy.



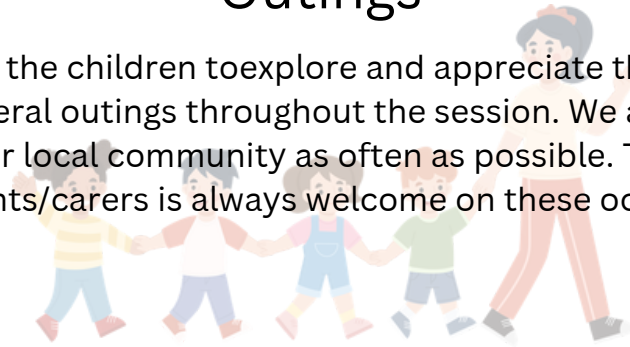
We also want to support your child's growing independence. Simple clothing like joggers or leggings with elastic waistbands helps make it easy for them to go to the toilet on their own.

If you need help getting clothing for your child we can always help - just ask a member of EYC staff or visit our clothing bank on Tuesdays and Fridays.

Thank you for your support!

Outings

To encourage the children to explore and appreciate their environment, we go on several outings throughout the session. We also try to get out into our local community as often as possible. The help of parents/carers is always welcome on these occasions.



Birthdays and toys

Every child receives a birthday bag on their birthday for them to take home and enjoy.

If a small familiar toy offers some feeling of security for your child, then certainly bring it along until they are settled. However, please understand that we cannot be responsible for lost or damaged toys



Working Together



Early Years Centre staff are in daily contact with parents/ carers and are available to discuss worries / concerns. Events and news from the centre are shared with parents/ carers on seesaw and through the website. Parents/ carers will be invited to termly care plan meeting and the pre-school children's parents/ carers are invited to a more formal meeting to discuss their learning and progress as part of their transition to Primary 1.

Parental Involvement

Parental involvement has a high priority within the Early Years Centre and School.

There will be opportunities for you to participate in workshops, Stay and Play sessions and celebration days throughout the year.

Parents are able to help within the school volunteering in roles such as classroom helpers, supporting outings, helping at food and clothing banks. The school will be able to arrange and cover costs for PVGs.

If you wish to participate in a helping role within Newton please use the QR code below:



Newton Primary School and Early Years Centre has a Parent Council which meets regularly and we would encourage you to attend these meetings. They have a Facebook page which can be found at:

<https://www.facebook.com/NewtonPrimaryParentCouncil/>

We also have a number of Parent groups including Wednesday Coffee and Chat and our Mela Committee. We also have our monthly Community Bingo night and you are welcome to come along to Monday Family Tea and Thursday Family Breakfast.

Parent views and participation are always welcome in Newton.

Promoting Positive Relationships

Our policy in Newton Primary and Newton Early Years Centre is to promote Positive Behaviour through praise and encouragement e. g. we reinforce good behaviour and children learn to share, take their turn and respect the feelings of others.



Children are praised for good behaviour and are encouraged to take responsibility for their own behaviour by making good choices. After the children have been with us for a few weeks, we introduce them to our 'EYC Charter'.

Parents will be informed, at an early stage, if their child's behaviour is giving cause for concern and asked to meet with a member of the Early Years Team to support ways in which the Early Years Centre and home can work together for the benefit of the child.

Assessment

Every child is treated as an individual who develops at his/her own pace. Staff observe each child and keep individual records tracking each child's progress and next steps in learning. They plan activities which are interesting and enjoyable while at the same time providing support and challenge in learning. Each child has a Pupil Profile Storybook which contains examples of the child's work, photographs & activities and achievements. Learning Journals are shared with parents throughout the session.

Additional Support Needs

We have a duty to ensure that all children have equal access to the curriculum, providing support if necessary to meet individual needs. We also try to ensure that parents and carers who have a disability have equal access to information about their children and to early years centre activities. Your involvement as a parent/ carer and partner in the education of your child is vital. Individual needs are recognised and appropriate support can be organised. Specialist help is available from a wide range of agencies.

If a child requires additional support to make the best progress, they will be given extra help/attention from the Centre staff and, after consultation with parents, an appropriate plan will be considered.

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 - Specialist Nurses - Teacher for the visually impaired - Teacher for the hearing impaired - Teacher for English as an additional language - Home Link worker

Equality

At all times we promote equality and ensure that every child regardless of race, religion, sex or ability have access to education and care of the highest quality. Any incidents of racism would be treated very seriously and reported and investigated.

We live in a multi cultural Scotland. As a result, we try very hard in the Early Years Centre to take account of this. It is important that we give children opportunities to experience other cultures and religions and learn to respect others.

Insurance

South Ayrshire Council hold Public Liability Insurance. Copies of the certificate are displayed in the school foyer and at the EYC door. Further information regarding insurance can be obtained from the County Buildings, Wellington Square Ayr, telephone number 01292 612264.

Parents should ensure that children do not bring items of value to the centre. Toys and jewellery should be kept at home. All children's outdoor clothing and shoes should be labelled clearly to avoid being mislaid. Parents should note that the Council does not have insurance to cover loss of such items and any claims submitted are only likely to be met where the Council can be shown to have been negligent.

Data Protection Act

Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities; Scottish Executive and its agencies; Scottish Parliament; Local Authorities; NHS Scotland; Universities and further education colleges and the Police. Public Authorities have to allow access to the following information: • The provision, cost and standard of its service • Factual information or decision-making • The reason for decisions made by it The legal right to access includes all types of 'records' information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Complaints

We aim to listen to complaints and respond quickly and appropriately to them, following discussions and recommendations.

It is of paramount importance that the Early Years Centre should run smoothly and that parents/carers and staff work together and co-operate in the best interest of the children in the centre

. In the event of complaints from staff or parents, every effort will be made to respond quickly and appropriately and the following procedure will be followed:

If a parent/carer feels he/she has cause for complaint, they should speak to any member of the Early Years staff in the first instance.

Our policy is on the wall for you to view but if you would like a copy please just ask.

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 important changes to the information