

Wallacetown Early Years Centre

Wallacetown Early Years Centre



Handbook

2019 / 2020

Queen Street
Ayr
KA8 0DW

01292 612164

Care Inspectorate Registration number: - CS200301643



Invitation to Wallacetown Early Years Centre

To: _____

We look forward to seeing you on:

Date _____ at

_____ am / pm

Everyone at the centre will be waiting to meet you.

If for any reason you need to speak to us please telephone 01292 612164.

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Dear Parents/Carers

I wish to extend to you and your child a very warm welcome to Wallacetown Early Years Centre

This booklet has been written to help you get to know about all aspects of our setting.

We hope that your child's time with us will be a happy, worthwhile and stimulating experience. We aim to give your child the best foundation on which to build upon for their lifetime of learning.

We place particular emphasis on developing a partnership between home and the Early Years Centre which is vital in ensuring your child gains the maximum benefit from his/her time at Wallacetown. We encourage your involvement and invite you to join us as often as possible.

It is my sincere hope that your child will have a happy and productive time with us, in a purposeful environment which is meeting his/her needs at his/her particular stage of development.

Best Wishes.

Elaine

Elaine Marshall

Centre Manager



Staffing

All the staff are highly qualified and either registered with Scottish Social Services Council (SSSC) or the General Teaching Council (GTC). We are dedicated and will ensure that your child has a wonderful time at Wallacetown Early Years Centre.



Elaine Marshall

Centre Manager



Diane Hodge

Depute Manager



Karen Low

Early Years Teacher



Wilma Queen

Early Years Teacher



Rohais Rennie

Senior Early Years Practitioner



Alexis Ardon

Senior Early Years Practitioner



Julie Armstrong

Early Years Practitioner



Linzi Douglas

Early Years Practitioner



Barbara Bell

Early Years Practitioner



Emma Hart

Early Years Practitioner



Brenda McLellan

Early Years Practitioner



Steven Harvey

Early Years Practitioner



Gemma Frew

Early Years Practitioner



Lesley Ancell

Early Years Practitioner



Gillian Smith

Early Years Practitioner



Ashley Watkins Early Years Practitioner



Stephanie Haywood Early Years Practitioner



Sarah Black Early Years Practitioner



Carla Claxton Early Years Practitioner



Adrienne Bentham Early Years Practitioner



Sarah Scott Early Years Practitioner



Liz Kerr Early Years Practitioner



Barbara Bell School Assistant



Joanne Smith School Assistant



Natalie Campbell Modern Apprentice



Jade Kirkpatrick Modern Apprentice



Linda Taylor Clerical Assistant



David Fleming Janitor



Tam Bell Janitor



Mrs Elaine Brady Cleaner



Mrs Lorraine Donaldson Cleaner

*Additional nursery nurses and school assistants may be appointed during the session

Setting Information

Name: Wallacetown Early Years Centre
Address: Queen Street
Ayr
KA8 0DW

Telephone No.: 01292 612164 /261670

Nursery Website: www.wallacetown.sayr.sch.uk

Email Address: wallacetown.mail@south-ayrshire.gov.uk

Denominational Status: Non-denominational

Accommodation & Capacity:

Wallacetown Early Years Centre is registered with the Care Inspectorate to provide places for 120 am/pm children aged 2-5 years each morning and afternoon. This session, we have capacity for 80 children 3-5years morning and afternoon and 15 2 year olds am/pm.

South Ayrshire Council has set out its six core values

These are:

-  help for those who need it most.
-  commitment to quality public services.
-  pride in the community.
-  service to others.
-  lifelong education.
-  Partnership.

South Ayrshire Early Education Aims

We aim to:

- 🌟 provide a safe, secure and caring learning environment where children are happy and feel valued.
- 🌟 provide a broad balanced and stimulating curriculum appropriate to the needs of the individual child.
- 🌟 encourage children to become active, confident and enthusiastic lifelong learners
- 🌟 promote partnership with parents and the wider community.
- 🌟 encourage continuity and progression in care and education.

Our Aims

At Wallacetown Early Years Centre, we aim to offer inclusive education and childcare of the highest quality.

1. We aim to provide a happy, safe, stimulating environment to meet the needs of every child where:

- 🌟 there is an atmosphere of trust, co-operation and mutual respect for all children, parents and staff
- 🌟 all visitors are welcome.
- 🌟 everyone is valued and treated as individuals.

2. We aim to encourage and enable children to explore and learn about the world around them by:

- 🌟 using the experience and skills of staff, parents and the wider community to enhance learning opportunities and experiences.
- 🌟 utilising the facilities of the Early Years Centre, town and South Ayrshire.
- 🌟 raising children's awareness of the role they play in the setting.

3. We aim to encourage partnership with parents by:

- 🌟 actively encouraging parents and carers to participate in their child's education.
- 🌟 encouraging parents and carers to take an active role in their child's/children activities.

- 🌟 sharing knowledge, success and achievements.
- 🌟 promoting lifelong learning.

4. We aim to encourage each child to participate in a variety of challenging activities appropriate to their needs and stage of development by:

- 🌟 providing a broad, balanced range of experiences and activities in accordance with local and national curriculum guidelines.
- 🌟 ensuring children are stimulated, motivated, challenged and supported.
- 🌟 observing and planning appropriate experiences to meet the developmental needs of every child.
- 🌟 teaching children the skills they needs for lifelong learning.
- 🌟 promoting an ethos of enjoyment and achievement.

[Learning at Wallacetown Early Years Centre](#)

In South Ayrshire we use "Curriculum for Excellence - Early Level", "Building the Ambition" and "Pre Birth to Three" guidelines from the Scottish Government.

Activities and experiences are planned by staff to provide a broad, balanced curriculum which meets the needs of all children. Plans are available in each playroom for you to read and discuss with staff if you wish.

Through play we aim to:

- encourage and help children to build positive relationships
- give children opportunities to be independent and successful
- provide each child with the necessary skills to enable effective learning
- to encourage children to have self confidence

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

Opening Times

The nursery is open 39 weeks of the year and offers a morning or afternoon session, Monday to Friday or 2 full days and one half day sessions during school term time.

Daily Sessions: **Morning - 8.40 am – 11.50 am**
 Afternoon - 12.30 pm – 3.40 pm
 Full day – 8.40 am – 3.40 pm

*****Please note that due to health & safety reasons, families will not be admitted in to the nursery building for the afternoon session until 12.30 p.m. This does not include families with pre-arranged appointments*****

All places are allocated in accordance with South Ayrshire Council's Pre-5 Admission Policy, which is available from this office.

Places for children in the 2-3 provision 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
- Is 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?

Additional sessions are now also available to purchase. Application forms/information can be downloaded from South Ayrshire Council's website.

If your child is staying all day, a hot lunch can be provided by Fiona Cant and her team from Dalmilling Primary kitchen or if preferred you can send in a healthy packed lunch.

From October 2019 meals will be prepared and cooked in our brand new Wallacetown kitchen. Lunch is provided free of charge for eligible children.

If you are purchasing additional sessions please ask Linda at the main office for a form to purchase a hot meal for your child.

[Home/School/Community](#)

HOW YOU CAN HELP – Home Links

Anything you can do to help means a happier time at Wallacetown for your child. Here are some suggestions:-

- Explain to your child what you will be doing when they are at the setting. This is reassuring for them.
- Encourage your child to put on and take off their own jacket.
- Listen and talk to your child and answer questions.
- Read to your child and visit the local Library.
- Create opportunities for your child to mix with other children and adults.
- Help your child to develop acceptable social behaviour.
- Encourage your child to 'help' at home.

[‘The Wee Chinwag’](#)

We meet regularly in order that parents play an active part in making decisions and planning changes which will impact on school improvements. They have initiated collections for Foodbank, the sale of nursery bags and helped with ideas for Stay & Play Days.

Families have worked hard over the last few years to create an eco-garden which we hope will continue to grow in years to come. You do not have to be an expert gardener to help; we appreciate everyone's ideas and assistance.

More the merrier!

[Parental Involvement](#)

As a parent you are the first and foremost educator of your child, it is therefore vital that we work in partnership to achieve what is best for your child. You are welcome to come to the Early Years Centre at any time, either to talk to the staff or to be involved in activities with your child. At Wallacetown we try to involve parents in as many ways as possible:

- accompanying staff and children on outings
- sharing information formally and informally
- participating in celebrations
- consultation about events and activities
- involving parents in their child's learning through a variety of home-link activities and workshops for parents
- providing social opportunities for parents through cookery classes, coffee days and fundraising activities
- opportunities to try new activities and experiences with your child at Stay & Play Days in the Early Years Centre.

The first few days...

Children in their pre-school year start the early learning centre in the first two days of the new session. Ante pre-school children are started in small groups over a few weeks to allow time for them to settle in to the nursery surroundings and become familiar with staff.

2 year old children are started one at a time and we ask parents/carers to stay with their child for a few days or until they are settled.

Drop off and pick up times

Children should be brought to and from the Centre by a responsible adult. They should be signed in and written notification must be given of who will collect the child. It is very important that staff are notified of any changes in these arrangements as children will **not** be allowed to leave the nursery with any adult who is not the named person on the signing-in sheet.

Drop off am: 8.40am pm: 12.20pm

Pick up am: 11.50am pm: 3.15pm or 3.40pm (only)

Please note: To ensure a healthy and safe environment for every child can you please collect your child at the time you have chosen. Parents should **not** sit in corridors as out children have free access to toilets out with the playrooms and it can be frightening to walk past groups of unfamiliar adults. If for any reason you arrive early at the centre, you must sign in and wait in the parents' room.

Voluntary Parental Contribution.

It is greatly appreciated if you could make a voluntary weekly contribution of £1.50 to pay for snack as well as the purchase of birthday treats, cards, stickers, badges and ingredients for play dough.

Attendance

Regular attendance at Wallacetown Early Years Centre is encouraged to ensure that your child will gain the maximum benefit. We worry about children who are not at nursery so please keep us informed if your child is ill or on holiday. Spaces for nursery are often in great demand so please inform staff if you no longer require the place for your child. If your child does not attend the place may be re-allocated. Please contact the Centre by phone (01292 612164/261670) or email: mail.wallacetown@south-ayrshire.gov.uk

Clothing

At nursery the children like to be involved in messy activities such as paint, glue, dough, clay, etc. Protective aprons are available but sometimes clothes do get dirty. Please think carefully when you dress your child for nursery:-

- Will the clothes wash?
- Does it matter if they get dirty?
- Can he/she undo the belt/braces/buttons to get to the toilet (many accidents happen when a trip to the toilet has been left to the last minute!).

Please don't be like the Mum who sent her child to nursery in a new white T-shirt telling her not to paint I don't have to tell you what happened!

The children have play activities outside everyday so please can you ensure that your child is dressed appropriately with warm clothes and waterproof shoes/boots in the winter and a hat in the summer. Please can you put sunscreen on your child before they come into the setting on a sunny day.

Please can you bring into the Early Years Centre a spare change of clothes in a named bag for your child.

Fundraising

Throughout the year we have fundraising events involving children and families. Some may be to pay for treats or new equipment for the children, others may be to raise awareness of children less fortunate than themselves. In recent years we have made donations to Macmillan Cancer, Clic Sargent, Children in Need, Cash for Kids as well as local and international charities.

If there is a specific charity that you feel the nursery should consider, please speak to nursery staff.

Choosing a Primary School

Under the placing request arrangements, parents have the right to choose a primary school other than the catchment school for their area. This is known as a placing request. Application forms can be obtained from your catchment school or from the County Buildings, Wellington Square, Ayr, or call - 01292 612264.

Full details of placing request arrangements are contained in the application form. You should be aware that if you decide to make a placing request your child would no longer be automatically considered for a place in their catchment school.

[Primary School Transition](#)

Starting Primary School can be a big step for children (and for their parents) so we try to make it easier by arranging a programme of nursery/primary transition visits with the school your child will attend.

Throughout the year, primary school staff will visit the centre to meet children and arrange induction visits and workshops for the parents. This means that the children are well acquainted with their new teacher and primary school before starting in August.

[Extra- curricular activities](#)

We organise a variety of special activities for the children such as entertainers, football training and visits from other schools and outside agencies such as Adventure Centre for Education. These extra -curricular activities enhance your child's whole learning experience. All of these activities will take place during the normal hours of the setting.

[Outings](#)

Outings are always very busy times and we rely on your help to ensure that we have the correct adult/child ratio. We go for walks to local parks, to the library, to the beach and to many places of interest within the local community. In the summer we arrange class trips to other venues such as Farm park, Turnberry and local parks, to name but a few.

[Assessment and Reporting.](#)

Every child is treated as an individual who develops at his/her own rate. 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 an E-Profile which contains examples of the child's work, photographs of events, activities and achievements. E-Profile's will be shared with families through air-drop via an apple device or by email

Parents/carers are invited to come to the Early Years Centre throughout the year to discuss their child's progress with the key worker. Staff will meet with Parents to complete a Personal Care Plan's will be completed in partnership with parent's three times a year.

[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 who have a disability have equal access to information about their children and to nursery activities.

Your involvement as a parent and partner in the education of your child is vital.

Individual needs are recognised and appropriate support can be organised whether it may be for social problems, speech therapy or very able children. Specialist help is available from speech therapists, home visiting teachers, health visitors and educational psychologists.

[Equal opportunities and inclusion](#)

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 to South Ayrshire Council for investigation.

[Health and wellbeing](#)

At home and at the Early Years Centre, your child will learn how to form relationships and how to show care and affection for others. Through praise and by example, staff will reinforce good behaviour, help children to share, take turns, co-operate and respect the feelings of others.

Staff use positive behaviour management and children learn to follow the Golden Rules:

- Be kind
- Be gentle
- Be tidy
- Be helpful

Staff are happy to share their knowledge of behaviour management techniques which you may wish to use at home.

Through play, discussion, literature and a wide variety of experiences, we raise the children's awareness of the world around them.

[Child Protection](#)

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 well-being

Please contact the Early Years staff if you have any queries or concerns about Child Protection. An information leaflet is available.

We ask for permission to take photographs of the children for educational displays and for the Centre website. We ask parents/carers not to put any photographs taken at the Centre on any social networking sites to respect the privacy and safety of our children.

[Outside supervision](#)

The janitor and Early Years staff are with the children when they are playing outdoors. Please close the gate on your way in and out of the playground to keep our children safe.

[Snack- time](#)

Healthy eating is encouraged every day, children receive a carton of milk and a varied snack menu which includes 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.

A voluntary contribution of £1.50 per week is made by parents to cover the cost of the children's snack. Any money remaining helps with the cost of birthday cards, badges, stickers and dough ingredients.

[Lunch- time](#)

Healthy lunches are provided for children who are staying with us for the full day. Please inform us if your child has any allergies or dietary requirements. You can choose to provide a 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. **Please do not place your child's packed lunch bag in the fridge as this does not meet infection control guidelines.**

[Emergency Closure Arrangements](#)

The Early Years Centre will be opened as normal, unless circumstances arise to mean we have to close, e.g. severe weather, power failure, heating problems. Local radio will also announce any unexpected closures. In the event of an emergency closure, e.g. severe weather or power failure, a text message will be sent to all parents/carers. In the case of evacuation of the centre the Assembly Point is Newton Primary School.

[Transport](#)

Transport is not normally provided for children attending pre-five establishments. The Council may however, provide transport to and from nursery for children with additional support needs who may require to travel some distance to take up their placement.

[Insurance](#)

South Ayrshire Council hold Public Liability. Copies of the certificate are displayed in the main entrance hall. Further information regarding insurance can be obtained from the County Buildings, Wellington Square Ayr, telephone number 01292 612264.

Valuables

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 clearly named 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.

Health and Medical

It is very important that staff are informed of any medical problems your child has and made aware of any difficulties. Medication can only be administered by prior agreement and only after the completion of an individual medical plan by parents and nursery staff. Please contact Wallacetown staff if you require further advice. An information leaflet is available.

Allergies

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

Promoting Dental Health

The children have the opportunity to brush their teeth at Wallacetown with your agreement. Toothbrushes and advice on dental health are provided by the Community Dental Health Team, 'Childsmile'.

If Your Child is Unwell

In the event of your child becoming ill or having an accident at nursery, we will contact you immediately. If we are unable to make contact, your child will be made as comfortable as possible.

All accidents are noted, you will be asked to confirm that you have been notified of the accident and the treatment given.

Sickness & Diarrhoea

In accordance with guidelines from the Health Protection Agency, children who have sickness and diarrhoea should be kept off school for 48 hours after the last bout of illness

Smoking controls

The whole nursery is a smoke-free zone. We would ask you to support this policy. Anyone who wishes to smoke must do so out with the school grounds.

Complaints procedure

At Wallacetown we strive to provide education and childcare of a high quality, if you have any comments or complaints please speak to the Manager. If, however, you feel your complaint has not been fully addressed you are welcome to contact the:

Depute Chief Executive - People, County Buildings, Wellington Square, Ayr KA7 1DR or use South Ayrshire Council's complaints procedure.

It is not advisable to make complaints or comments about the nursery or staff on any social networking sites, please speak to a member of staff at any time. Parents/carers are requested to speak to the Centre Manager before posting any comments on social networking sites. Your co-operation is appreciated.

Information and advice regarding complaints and care issues is available from:
Social Care & Social Work Improvement Scotland (SCSWIS)
Compass House
11 Riverside Drive
Dundee
DD1 4NY
Telephone No. 0845 600 9527

Inspections

Wallacetown Early Years Centre is inspected by the Care Inspectorate and Education Scotland. A copy of the latest inspection report is available on the main noticeboard. The views of parents and carers are an important part of the inspection process therefore you may be asked to complete a questionnaire or answer questions by inspectors from Care Inspectorate and/or Education Scotland.

The Care Inspectorate carried out a short inspection in February 2017. A copy of the inspection report is available in the nursery and on www.careinspectorate.com

Data Protection

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.

GDPR

The **General Data Protection Regulation (GDPR)** (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. It addresses the export of personal data outside the EU. It came into force on the 25th May 2018

The GDPR includes the following rights for individuals:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

[South Ayrshire Council](#)

[School Holidays 2019-20](#)

Date	Holiday
Autumn term	
16 August 2019	In service day
19 August 2019	In service day
20 August 2019	Pupils return
20 September 2019 - 23 September 2019	School closed
24 September 2019	In service day
14 October 2019	School closed
21 October 2019	In service day
22 October 2019	Pupils return
20 December 2019	Term ends
Spring term	
6 January 2020	Pupils return
7 February 2020	School closed
10 February 2020	School closed
11 February 2020	In service day
12 February 2020	Pupils return
3 April 2020	In service day
Summer term	
20 April 2020	Pupils return
4 May 2020	Schools closed, May day holiday
25 May 2020	Schools closed
26 May 2020	In service day
27 May 2020	Pupils return
26 June 2020	Term ends

