

Auchinairn Early Years Centre Handbook



Confident Individuals

Successful Learners

Elm



Myrtle



Hazel



Beech



Willow



Oak



Cherry



Hawthorn



Responsible Citizens

Effective Contributors

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SECTION A – GENERAL INFORMATION

Dear Parents/Carers and Families,

A warm welcome to all parents, carers and families to our Early Years Centre.

The purpose of our handbook is to provide you with useful information about our nursery, vision, values and aims. It also contains practical information which we hope you will find informative.

Within Auchinairn EYC, spontaneous and planned purposeful play opportunities are offered, children are encouraged to identify and manage risk, investigate and explore their continually changing world; both indoors and out. Our children are provided with opportunities to acquire the knowledge and skills necessary for future learning, life and work. It is values led and relevant to the lives of all of our children and families in Auchinairn, offering equity and excellence. You are our most valued partner therefore throughout the year; information is shared through various forms of communication. We will communicate with you via emails, Facebook, Twitter, text messages, your child's learning journals, information screen and newsletters. We hold learning events, family learning workshops and formal and informal meetings. Our online Learning Journals give you the opportunity to look at your child's progress on the move and you can share your child's successes and development with family no matter where they live in the world. If you require any further information at any time, please do not hesitate to contact us. We look forward to working in partnership with you in order to promote positive outcomes for all of our children and families in the Auchinairn community.

Kind Regards
Janet Brady
Head of Centre

Our Vision

We aim to provide a safe, secure, nurturing, inclusive, fun learning environment in which children become capable, confident, resilient and responsible individuals.

Our Values

Family friendly, safe, secure and welcoming environment, in and outdoors

Approachable staff, responsive, differentiated, open ended and challenging learning opportunities

Motivated, highly skilled and supportive staff

Inclusive Early Years Centre that treats all children and their families equally and with respect.

Listening and reflecting and continuously improving on our previous best

Your nursery, your community, your positivity

'Tell me and I forget, teach me and I may remember, involve me and I learn'.

— *Benjamin Franklin*

HGIOELCC 2.1 2.3 2.4 2.5 2.7 3.1

CI 1.1 1.2 1.4

UNCRC

Article 3, Article 5, Article 6, Article 12, Article 18, Article 23, Article 24, Article 28, Article 29, Article 31

Aims

Aims

- The learning environment will promote quality experiences indoors/outdoors and the local community.
- Children are empowered to be fully involved in their play and learning through skilled interactions of staff by extending and scaffolding learning
- Professional trained staff provide quality provocations in learning to open doorways for developing creativity, critical thinking, and meaningful questioning habits.
- Provide a safe, secure and nurturing setting where children feel valued and respected by positive role models.
- Provide support and help to develop resilience through all transitions.
- To create a community of staff, families and other professionals who will be actively involved in the nursery and contribute to children's learning and care.
- Our centre will have an ethos in which the wider community feel welcome, valued, consulted, respected and supported
- The centre will promote an enriched communication and language friendly environment where children, families are included and involved.
- Provide an environment with natural materials and resources for children to engage in calm learning both indoors and out.
- Quality outdoor experiences that provide children with a learning environment that allows creativity, thought provoking ideas, and risk taking activities

Information

Name	Auchinairn Early Years Centre
Address	Beech Rd Bishopbriggs Glasgow G64 1NE
Telephone	0141 955 2289
E Mail	auchinairn@auchinairn.e-dunbarton.sch.uk
Website	www.auchinairn.e-dunbarton.sch.uk
Facebook	Auchinairn Nursery
Denominational Status	Non-Denominational
Accommodation and Capacity	The nursery currently has 80 places for children aged 3-5 years and 15 places for children aged to 2-3 years AM and PM and an additional 16 children 2-5 in our covered outdoor play space and our outdoor area.
Care Inspectorate Registration No.	CS2003014678 – Ann McIntosh
Hours of Opening	8am – 6pm
Daily Session Times	8.00am – 12.45am 13.15pm – 18.00 (1140 hours)
Centre Year	Centre is open 50 weeks per year
Non Nursery Days	Public holidays, Christmas and New Year and In-Service days
Funding/Fees	Extended day children – as arranged by East Dunbartonshire Council

Registering for Auchinairn Early Years Centre

Parents applying for a nursery place must register online at www.eastdunbartonshire.gov.uk

You will need to upload

- Child's birth certificate
- Proof of residency (council tax statement)
- Utility bill

The Education Officer will hold a register of all applicants centrally and the admissions panel will consider the information contained in the applications, where necessary, to assist in the allocation of places.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission. Also, a child with a place in the 2-3 room will **not** automatically move into the 3-5 room. Parents can ask to see their application form at any time. It is **important** to note a placement within an East Dunbartonshire Nursery/Partnership Centre does **not** give children an automatic place within an East Dunbartonshire Primary School.

If circumstances change which affect the application you should speak to the Head of Centre, Depute Head of Centre or Linda, who will in turn pass on your information to the Education Officer. Please be aware that the onus is on the parent/carer to register for a place **EVERY** year by the last day in February.

Enrolment Procedures

When you are allocated a place in our nursery you will be informed by letter from East Dunbartonshire Council. When the nursery receives this information you will be contacted by the Head of Centre / Depute who will give you a starting date and details of enrolment and induction procedures. You will be invited in to the Centre for a look around and give your child an opportunity to meet their keyworker and familiarise themselves with their surroundings (if Covid restrictions have been lifted).

Admissions Policy

Please refer to **EDC Admissions Policy 2020**

Children will be eligible for funding **the day after their 3rd birthday**. Funding is allocated over 50 weeks. For children whose birthday falls within a holiday period, funding will commence the first day after the holiday.

Eligible 2 year olds funding starts on the **first day of term after** their 2nd birthday.

All requests for assistance from Social Work or Health will be considered by **LAP** (Locality Admissions Panel) and/or **EYCAT** –Early Years Community Assessment Team.

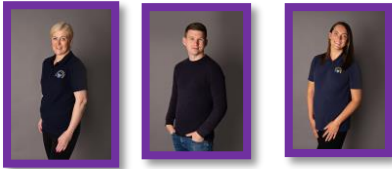


Nursery Staff

Name	Position	Qualifications	Hours worked
Management			
Janet Brady	Head of Centre	BA	8-4
Michelle Durham	Depute Head of Centre	BA	10-6
Lauren Brown	Senior EYW	HNC	8-4 9-5 10-6
Katie Cooper	Senior EYW	Working towards BA	8-4 9-5 10-6
Meera Menon	Nursery Teacher	PGDE	8.45 to 4.00
Early Years Workers			
Adele Clark	Early Years Worker (Macrone)	BA	Thurs Friday 8-30 to 4.30
Caitlin Burns	Early Years Worker	SVQ Level 7	1-6
Shannon Donnachy	Early Years Worker	Working towards BA	1-6
Fiona Diamond	Early Years Worker	HNC	8-1
Amarjit Kang	Early Years Worker	HNC	8-2
Lauren Livingstone	Early Years Worker	Working towards BA	8-4 9-5 10-6
Samantha Sloan	Early Years Worker	HNC	8-4 9-5 10-6
Shanice Reilly	Early Years Worker	BA	8-2
Geraldine Dolan	Early Years Worker (Mat Leave)	SVQ Level 7	30 hours rotational
Jacqueline Richardson	Early Years Worker	SVQ Level 8	8-4 9-5 10-6
Liam Gillies	Early Years Worker	HNC	8-2
Susan Hare	Early Years Worker	HNC	30 hours rotational
Jodie Kane	Early Years Worker	HNC	8-4 9-5 10-6
Eilidh Campbell	Early Years Worker	HNC	8-1
Ronnie McKinnon	Early Years Worker	HNC	8-4 9-5 10-6 (M T W)
Amy Shuttleton	Early Years Worker		8-4 9-5 10-6 (Th F)
Claire McPhelim	Early Years Worker	HNC	8-1 1-6
Heather Melvin	Early Years Worker	SVQ3	8-4 9-5 10-6
Alan Winchcole	Early Years Worker	SVQ3	30 hours rotational
Alana Doran	Early Years Worker	Working towards BA	8-4 9-5 10-6
Gill Stuart	Early Years Worker	HNC	30 hours rotational
Lisa Annerson	Early Years Worker	HNC	30 hours rotational
Michelle Meechan	Early Years Worker	SVQ3	8-4 9-5 10-6
Caitlyn Harris	Early Years Support Worker	SVQ3	30 hours rotational
Cara Welch	Modern Apprentice	Working towards SVQ3	8-4 9-5 10-6
	Clerical/Admin		
Linda Scouller	Clerical Assistant		Mon-Wed 8-6 Thurs 8-2
Daina Whitehall	Clerical Assistant		Daina Thurs 2-5 -Fri 8-6
	Catering		
Paula	Housekeeper		11 -3
	Facilities Assistant		
Chris	Janitorial Staff		7-1 or 1-7
Mags	Day Cleaner		1-6
Billy	Day Cleaner		8-1

Parents can be confident that our Early Years Workers and Early Years Support Workers are appropriately qualified and are members of Scottish Social Services Council (SSSC). In addition, all staff has been vetted through **Disclosure Scotland**.

Our Staff Team



Myrtle Group
Jacqueline, Liam, Geraldine



Oak Group
Alana and Alan



Elm Group
Eilidh, Ronnie, Amy



Macrone EYW and Nursery Teacher
Adele and Meera



Head and Depute Head of Centre
Janet and Michelle



Clerical
Linda and Daina



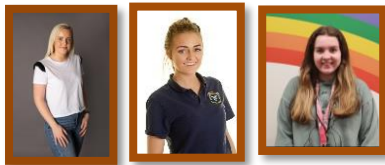
Early Years Support Worker
Caitlyn



Housekeeper
Paula



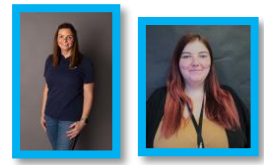
Hawthorn Group
Susan and Jodie



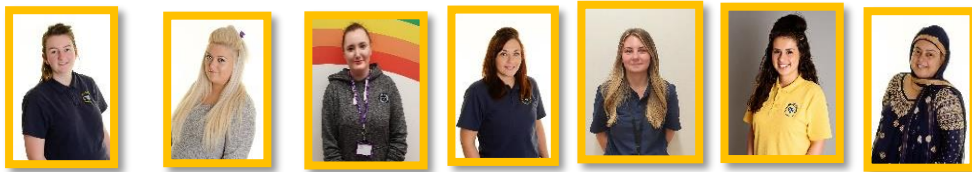
Hazel Group
Katie Lauren and Cara



Cherry Group
Gill Michelle Lisa



Beech Group
Claire and Heather



Willow Group
Shanice, Lauren L, Shannon, Fiona, Samantha, Caitlin and Amarjit



Facilities Management
Billy, Mags, Chris

Auchinairn EYC Families

Parents are encouraged to become involved in every stage of their child's development. We recognise the importance of the partnership with families and strive to build and maintain a sound and effective relationship with each parent/carer. Your involvement will contribute greatly to all aspects of your child's wellbeing and education. We are keen to involve parents/carers in our service and their contribution in developing policies, improving the service and encouraging wider community connection is much appreciated by us. We have many activities that our families can become involved in the daily routines of the nursery, for example our Forest School, Stay and Play, and Bedtime Reading initiatives. We welcome family members to help on our trips to the local and wider community and encourage grandparents to get involved too; Our Family Room is available for parents to use for a cuppa, a catch up with other parents, workshops and time out with your child.

Starting Nursery

Each child is assigned a group with a specific Early Years Worker - called a Key Worker. Before beginning nursery Care Plan is given to parents to be completed and handed to the Key Worker when your child begins. This information allows the Key Worker to establish a relationship with both parents and child.

Our settling in procedure is as follows:

Once you enroll your child you will be invited for a visit to complete the Care Plan. This should be completed and returned to your child's keyworker on their first day. Your child's keyworker will discuss the forms with you and answer any questions that you may have. It is vital that we have the completed forms for your child starting. If your child is attending for an extended day place, you will be asked to complete a contract with East Dunbartonshire Council. The contracts will be sent to you by post – please can you ensure that you sign it and send it back to EDC as your child will not be able to take up their extended day place until it is returned. Please could you notify us immediately if your contact numbers change- particularly mobile phone numbers. It is essential that we keep our records up to date in case we have to contact you on an emergency.

Arrival and Collection of Children

Children should be taken to their playroom in the morning. They will have free play until 11am. The children will then join their Key Worker at their group table; this encourages social interaction with other children and builds a good relationship with their Key Worker.

Children should be brought to and collected from Nursery by a responsible adult. It is very important that staff are notified of any change in arrangements – e.g. if a friend or another family member is to drop off/collect your child.

If staff do NOT know the collecting person, they will be asked for your password, which is your responsibility to pass on to them. They in turn must give the password to the senior staff/Keyworker before he/she will be allowed to leave with the child. At going home time please try to arrive **at least 10 minutes** before allotted time so that you have time to put on shoes and jackets and gather up your child's possessions.

Attendance

Regular attendance in nursery is very important to ensure your child does not miss out on learning opportunities and experiences.

In line with **East Dunbartonshire guidelines**, Auchinairn EYC has an **Un-Notified Absence Policy**. The Nursery **requires** to be phoned before **9.00am or 2pm** if a child is unable to attend that day for any reason. If the nursery has not been phoned by this time, the Head of Centre/ Depute will arrange to **contact parents and/or emergency contacts by telephone** to establish a **reason for absence**. In the event of being **unable** to contact parents or emergency contacts, the Head of Centre may have to consider making arrangements to make a **home visit**. This procedure is in place to **safeguard your child. Please ensure that all contact numbers and persons are kept up to date.**



Auchinairn Place

The East Dunbartonshire Community Planning Partnership is committed to reducing inequality and to targeting resources where they are needed the most. As a result, the 'place approach' is being used to work within those areas which experience the most inequality. This is a particular way of working with communities which moves away from providing services to alleviate local issues with tailored solutions, making local people central to the process. The nursery is in an enviable position at the heart of the Auchinairn community and therefore we have more opportunities for parents and children to work with other groups and individuals to enhance their learning.

The Curriculum

THROUGH PLAY AT NURSERY ACTIVITIES WE AIM TO:

- ❖ Encourage and help children to build positive relationships
- ❖ Give children the opportunity to be independent and successful
- ❖ Provide each child with the necessary skills to enable effective learning
- ❖ Encourage children to have self confidence

In Auchinairn EYC we follow 2 guidelines, the Curriculum for Excellence and the Pre Birth to Three document. The CfE is organised into 8 curriculum areas;

- ❖ Expressive Arts
- ❖ Health & Wellbeing
- ❖ Languages
- ❖ Mathematics
- ❖ Religious and Moral Education
- ❖ Sciences
- ❖ Social Studies
- ❖ Technologies



The Pre – Birth to Three document

- ❖ **Rights of the child** - Children's rights are defined in many ways, including a wide spectrum of civil, cultural, economic, social and political rights.
- ❖ **Relationships** - Babies are genetically predisposed to form relationships; this is their strongest evolutionary survival mechanism.
- ❖ **Responsive care** - Responsive care means knowing and accepting children and respecting that they are unique individuals.
- ❖ **Respect** - Children's views, values and attitudes are shaped largely by family and more indirectly by communities.

Staff plan a balanced curriculum covering these areas. Room plans are available for parents/carers to read and discuss with staff at any time. Every child is treated as an individual in the Centre. Children will be involved in activities that support their individual needs and development.

WHAT WE DO

- ❖ We provide a range of interesting and enjoyable activities suited to the needs of each 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 encourage children to risk assess and manage their own play



More details of the curriculums can be found in our Auchinairn Early Years and Childcare website.

www.auchinairnelcc.sch.uk

Our Journey to Excellence

We aim to provide high quality education and care and ensure we meet the needs of all members of our school community. To this end we submit each year a 'Standards and Quality Report' to East Dunbartonshire Council, detailing the nursery's achievements during the past year and identifying areas of development which help to inform the next 'Improvement Plan' Both these documents are available in the foyer of the nursery. We value your opinions and suggestions on how to improve our service. Parents are actively encouraged to:

- Discuss their ideas with members of staff
- Place comments in our comments book, Learning Journals and Facebook
- Join the Parent group

We want to recognise, respect and promote children's rights. These include rights to be treated fairly, to be heard and to be as healthy as possible.

Our vision is a Scotland where children's human rights are embedded in all aspects of society. A Scotland where policy, law and decision making take account of children's rights and where all children have a voice and are empowered to be human rights defenders.

Parents and families, communities, local and national governments, and organisations which work with children and families, all play a critical role in helping children understand and experience their rights.

We are taking steps to ensure that children enjoy their rights, as set out in the [UNCRC](#)

These include:

- implementing the UNCRC and incorporating it into Scots law to make it unlawful for public authorities, including the Scottish Government, to act incompatibly with the UNCRC requirements
- an action plan to help children and young people experience their rights
- using the Child Rights and Wellbeing Impact Assessment (CRWIA) to ensure that our policies and legislation protect and
- promote the rights and wellbeing of children and young people
- reporting on our progress to the Scottish Parliament and to the United Nations as part of the UK's responsibilities as a state party to the UNCRC

The UNCRC

The [United Nations Convention on the Rights of the Child \(UNCRC\)](#) is the global "gold standard" for children's rights and sets out the fundamental rights of all children. The UNCRC is the most widely ratified human rights treaty in the world and sets out the specific rights that all children have to help fulfil their potential, including rights relating to health and education, leisure and play, fair and equal treatment, protection from exploitation and the right to be heard. The UK ratified the UNCRC in 1991.

We already use the UNCRC as a framework to ensure that we consider children's rights whenever we take decisions, and to help provide every child with a good start in life and a safe, healthy and happy childhood. It forms the basis of our national approach for supporting children, called [Getting it right for every child \(GIRFEC\)](#). Fulfilling children's rights is also critical to our commitment to [#KeepThePromise](#).



Equal Opportunities and Inclusion

At our Centre we promote equality and strive to help every pupil benefit from education.

- All staff ensures equal opportunities are given regardless of Age, Disability, Marriage and Civil Partnership, Gender Reassignment, Pregnancy and Maternity, Religion and Belief, Sex and Sexual Orientation
- All incidents of racism are treated seriously and reported to the education authority for follow up.





UN Convention on the Rights of the Child



Children's
COMMISSIONER



Survival



You have a right to life, good food, water, and to grow up healthy

Development



You have a right to an education and time to relax and play

Participation



You have a right to say how you feel, be listened to, and taken seriously

Protection



You have a right to be treated well and not be hurt by anyone

 1 Everyone under 18 has these rights	 2 All children have these rights	 3 Adults must do what's best for me	 4 The Government should make sure my rights are respected	 5 The Government should respect the right of my family to help me know about my rights	 6 I should be supported to live and grow
 7 I have a right to a name and to belong to a country	 8 I have a right to an identity	 9 I have a right to live with a family who cares for me	 10 I have the right to see my family if they live in another country	 11 I have the right not to be taken out of the country illegally	 12 I have the right to be listened to, and taken seriously
 13 I have the right to find out and share information	 14 I have the right to have my own thoughts and beliefs, and to choose my religion, with my parents' guidance	 15 I have the right to meet with friends and to join groups	 16 I have the right to keep some things private	 17 I have the right to get information in lots of ways, as long as it's safe	 18 I have the right to be brought up by both parents if possible
 19 I have the right to be protected from being hurt or badly treated	 20 I have the right to special protection and help if I can't live with my own family	 21 I have the right to have the best care if I am adopted	 22 If I am a refugee, I have the same rights as children born in that country	 23 If I have a disability, I have the right to special care and education	 24 I have the right to good quality health care, to clean water and good food
 25 If I am not living with my family, people should keep checking I am safe and happy	 26 My family should get the money they need to help bring me up	 27 I have the right to have a proper house, food and clothing	 28 I have the right to an education	 29 I have the right to an education which develops my personality, respect for others' rights and the environment	 30 I have a right to speak my own language and to follow my family's way of life
 31 I have a right to relax and play	 32 I should not be made to do dangerous work	 33 I should be protected from dangerous drugs	 34 Nobody should touch me in ways that make me feel uncomfortable, unsafe or sad	 35 I should not be abducted, sold or trafficked	 36 I have the right to be kept safe from things that could harm my development
 37 I have the right not to be punished in a cruel or hurtful way	 38 I am not allowed to join the army until I am 15	 39 I have the right to help if I have been hurt, neglected or badly treated	 40 I have the right to legal help and to be treated fairly if I have been accused of breaking the law	 41 Where our country treats us better than the UN does we should keep up the good work!	 42 Everyone should know about the UNCRIC

Support for Learning and Targeted Intervention

At Auchinairn EYC, every child is treated as an individual – developing and learning at their own pace. Staff continually observe children to ensure that they provide stimulating and interesting, challenging activities and be available to provide assistance when required. The online Learning Journals give parents the opportunity to monitor their child's progress throughout their early years as well as an album of photographs to look at in the home with their child. Parents will be invited in to the Centre for parent evenings in November and May. During your child's time at the nursery, staff will have gathered significant evidence charting their development. The Nursery has a duty to ensure that all our children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of activities and strategies, but also minor adaptations to the physical environment if required. We strive to identify children with additional support needs as soon as possible. Individual needs are recognised and appropriate support is put in place - whether this is for a child with, for example, social problems, speech difficulties or a very able child.

Parental involvement and support is also vital in the development of a child's education. Key Workers will highlight and discuss any difficulties a child may be experiencing with the staff team at our "Planning for Improvement" meetings. Children are then placed on a Staged Intervention Programme. Parents will be advised of any issues as early as possible and will be kept up to date with all aspects of the staged intervention within the nursery. Occasionally, we need to enlist the help of outside agencies, for example, Speech and Language Therapist, Educational Psychologist, and Health Visitors. Parental consent will be sought to consult with these agencies and parents will be involved each step of the way.

Your Child's Learning Journey

Why we use on line Learning Journals

- To develop home links with parents/carers
- Encourage parents to become involved with their child's nursery journey
- Encourage home learning and track your child's development in nursery.
- To allow parents access to their child's progress on a regular basis.
- To allow parents to look at photographs for enjoyment.
- To allow children to share their achievements to family and friends across the world.
- To save the planet! The vast amount of paper used in paper journals is now minimal as parents save on line or on pen sticks.

With Learning Journals parents are able to log into their child's profile at any time and comment and interact with their learning. They can also upload their own home observations or achievements from home in our My Outside World section. Learning Journals gives you a little window into our Centre. An observation containing photos or a video is the perfect way to show how your child/ren interact with their friends, with activities they have planned and the thought provoking, risk taking environment we are providing.



Outings

Outings and trips are an important part of our curriculum. Each year at Auchinairn, we arrange for the children to visit places of interest. The children travel to/from these visits by coach or public transport.

In addition, we often go for walks or outings to the local shops, Library and local parks.

In all instances appropriate consents are secured and parents/carers are encouraged to come along with us as helpers.





SECTION C – HOME/NURSERY/COMMUNITY

In nursery and at home your child will learn how to form relationships, how to show care and affection for others. Through praise and by example, staff will reinforce good behavior, help children to share, take turns, co-operate and respect the feelings of others. We use Triple P strategies for any behaviour concerns that may arise. We have two **Triple P** Family Champions Fiona Diamond and Amarjit Kang who work with the Early Years team to provide Parenting Group Sessions for Triple P. They can give individual advice and support for a number of behavioural concerns, including, sleeping patterns, toilet training, biting etc. We work closely with the EDC Family Support Worker Sharon and will sign post parents who need her support.

Nursery Uniform

The nursery offers a uniform navy or yellow Polo shirt and navy blue sweatshirts with our nursery logo. These items are available to buy through on line ID Dance Wear. Please note the wearing of uniform is **not** compulsory, we discourage children coming in to nursery in 'good' clothes. Our children are outdoors as much as possible and love playing in mud and puddles. Outdoor shoes, including trainers, must **not** be worn in the nursery. Children should bring gym shoes to wear whilst indoors. Please ensure that your child does not wear any jewellery that could cause injury to themselves or another child. In addition, please note that the nursery is **not** responsible for the loss of any item of jewellery.

Outdoor play is encouraged in **ALL** weather conditions, the nursery provides outdoor jackets and wellingtons.

Please apply, when necessary, sun cream to your child **BEFORE** coming to nursery or tell the staff that no sun cream has been applied.

Finally, it is essential that **ALL ITEMS OF CLOTHING, SHOES AND BAGS ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.**

This helps children to locate their own clothing and shoes thereby promoting their independence. Additionally, it helps to find any items that go missing

Next Steps

The transition to Primary School can be a big step for many young children (and their parents!) so we try to make it easier in a number of ways. The links with local schools are very strong. Throughout the year we are invited to the schools for assemblies and visits. Buddies and primary school staff are invited to the nursery for events e.g. Burns Day, Christmas Nativity etc. In Term 3 invitations go out to the staff at primary schools to come along and meet the children moving to Primary 1. This means the children meet with their new teacher and attend school induction visits before they begin in August.

In addition, children's summative reports are passed along to schools containing information on your child's progress throughout their time at nursery.

Transition from home to nursery and 2-3 room to 3-5 room is a big event in a child's life – some children find it more stressful than others and require a wee bit more support. This can involve staying with your child for a while every day and coming back early to get them, for a little while they build the confidence to stay on their own. Every child is different and we appreciate that not every parent can afford the time to stay. Our staff are very experienced in helping children settle quickly and would contact you if your child was upset for a prolonged time

Parent/Carer Group

A Parent/Carer Council is made up of members of Auchinairn EYC staff and parent/carers volunteers. The purpose of the group is to inform parents/carers of any new initiatives, topics or information relevant to nursery life. It also gives the opportunity for staff to listen to parents' views on these matters. The parent group work with staff on fund raising events for the nursery, local and national charities.

The group meets once per term and minutes of the meetings are made available for all parents and carers to view.



Parents and carers communication



At Auchinairn EYC we recognise and place great importance on working with parents and carers and establishing good relationships. It is important that parents, children and staff work together to achieve this. There is various way in which we communicate with you:

- ✓ On line Journals
- ✓ Seasonal newsletters
- ✓ Digital Display Screen
- ✓ Boards in parents' area and family room
- ✓ Texts
- ✓ emails
- ✓ Letters/notes
- ✓ Facebook – Janet Brady (Auchinairn EYC)
- ✓ Twitter - #teamauchinairn
- ✓ Nursery Website
- ✓ Face to face



We have an Information Sharing Evening in September/October, which gives staff the opportunity to advise of their roles and responsibilities within the nursery and to give details of the Curriculum Focus/Priorities for the year ahead.

We have two Parents' Evenings usually in November and May. Additionally, we regularly ask for parent/carer volunteers throughout the year to help with various activities and trips. As an open door nursery, parents are welcome to visit the nursery at any time to work alongside the staff, observe their children's learning or lead an activity.

Complaints Procedure

We are always keen to maintain our quality of service. If, however, you have a complaint the nursery will deal with this as quickly as possible. Any complaint should be addressed to the Head of Centre in the first instance. If you feel your complaint has not been addressed to your satisfaction you may then contact East Dunbartonshire Council Education Officer Greg Bremner. Auchinairn Early Years Centre has clear guidelines to respond to complaints promptly. Finally, If you are still dissatisfied you should contact the Care Inspectorate.

The nursery is inspected at regular intervals by both Care Inspectorate and Education Scotland. Our most recent reports are published on their websites. (see end of handbook for web addresses)

Hard copies of reports are also available to view in the nursery.

Our Care Inspectorate number is CS2003014678



Photographer

The nursery photographer (Susan) comes in twice a year for all children and once for graduating children. On the times she comes in for all our children, family groups are welcome at an allotted given time. Parents will be informed when Susan will visit the Centre.

SECTION D – CARE AND WELFARE

GIRFEC (Getting it Right For Every Child)

GIRFEC is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. It supports them and their parent(s) to work in partnership with the services that can help them. builds solutions with and around children, young people and families enables children and young people to get the help they need when they need it supports a positive shift in culture, systems and practice involves working better together to improve life chances for children, young people and families

SHANARRI

The acronym SHANARRI is formed from the eight indicators of wellbeing:

- **Safe**
- **Healthy**
- **Achieving**
- **Nurtured**
- **Active**
- **Respected**
- **Responsible**
- **Included**



 SAFE STELLA I'm Safe Stella and I want you to know about how to stay safe, like washing your hands to keep germs away.	 HEALTHY HENRY I'm Healthy Henry and I want you to know it's important to make healthy choices, like getting outside for fresh air and doing things that make you feel happy.	 ACHIEVING ANDREW I'm Achieving Andrew and I want you to learn new things and feel confident.	 NURTURED NORA I'm Nurtured Nora and I want you to know that it's important to be cared for and care for others.
 ACTIVE AAMIR I'm Active Aamir and I want to give you ideas to play at home and move your body!	 RESPECTED RHIYA I'm Respected Rhiya and I want you to know it's important you are listened to and involved in decisions about you.	 RESPONSIBLE ROBBIE I'm Responsible Robbie and I want you to know about right and wrong and show you helpful things to do.	 INCLUDED ISABELLA I'm Included Isabella and I want you to know that it's important to join in game: and conversations with others and not feel left out

Protection of Vulnerable Groups – Child Protection

It is the policy of Auchinairn EYC to safeguard the welfare of all children and vulnerable adults by protecting them from physical, sexual and emotional abuse.

All staff are aware of the categories of abuse, take relevant training and follow East Dunbartonshire guidelines and procedures. If a child divulges information the staff member will inform the Head of Centre/ Depute who are the Child Protection coordinators.

All instances of suspected abuse are documented – this will include details of subsequent action taken. This information is retained by the Head of Centre in a safe and secure manner. All documentation is treated in the strictest confidence by all staff. Confidentiality will be protected at all times.

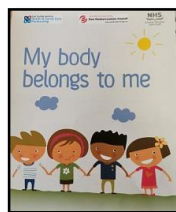
Safeguarding/ Child Protection Coordinator: Janet Brady
Deputy Safeguarding/ Child Protection Coordinator: Michelle Durham



Positive Protective Messages for Young Children

You will be given a booklet from Parents@sandyford which has been endorsed by East Dunbartonshire Council and East Dunbartonshire Health and Social Care Partnership and the NHS

It is called 'My Body Belongs to Me'. *Nursery staff had training last year which made us think about the language we use with each other and with the children. We realised that we all used different 'family' words to refer to private body parts and if we were confusing each other, how confusing must this be to a child? We now use the terms penis, vulva and bottom. It took a wee while for us to get used to it, particularly 'vulva'. When we use the words to our 2-5 year olds they don't bat an eye, it is totally normal to them, it is us adults that struggle with it!*



Healthy Eating

At Auchinairn EYC we encourage and promote a healthy eating programme. This always includes variety of fresh fruit and/or vegetables. The children are offered the option of milk or water to drink. Children are encouraged to drink from an open cup, All children are given 1/3 pint a day as recommended by the world health board. Lunches/meals are pre-ordered by the parent/carer and we ask that you do this on a weekly or 3 weekly basis. The menu is under the signing in sheet and is a three week rolling lunches. These lunches are free to all 1140 children, although we do not promote packed lunches you can speak to staff, please ensure it is a healthy lunch, no chocolate, sweets or juice. Milk or water will be provided.

Parents should inform us of any food allergies or intolerances to allow us to make provision for this.

Setting the table

The Setting the Table document highlights the importance of nutrition in the early years and the role that childcare providers have in shaping both current and future eating patterns in young children in Scotland.

Exercise

The children are given lots of opportunities to take part in physical activities during outdoor play, gym activities, stage and drama and in the playroom

Child Smile (teeth brushing) Programme

The Child Smile programme focuses on the promotion of healthy eating and oral health within early years' establishments as it is widely acknowledged that establishing healthy eating habits at an early age is important to ensure a balanced and varied diet which can then continue in to adulthood.

Vision Screening

Parents of the older children (children going to school the following August) will be informed prior to any inspection date and asked for permission to examine their child. No child will be examined without parental consent.

Photographs

Your child may be photographed by either still or video camera. Photographs are evidence of your child's enjoyment and learning experiences through play. Photographs will be displayed on our picture boards, laptop, photo albums, local press and website. Parties, trips and involvement in community events will also be recorded in this manner. Consent forms will be issued to parents at the beginning of each new session seeking permission to use photographs of your child in this way. No photographs with other children should be put on a Social Media Site.

Forest School Initiative

Through weekly visits to our designated woodland area at Callieburn Park, Auchinairn EYC Centre will instill a love of the great outdoors. Inspirational, stimulating, hands on experiences will develop self-esteem, confidence and responsibility. The use of the woodland setting, the various real tools and the natural resources will bring learning to life, creating an understanding of the balance of nature and the finite resources around us. Identifying individual learning schema's to enable the children to learn most effectively and promote success. Planning for every child in the early session stages, then letting the children lead the sessions through their own interests. Taking informed, self-calculated risks and choices to ensure their groups safety, developing sympathy and empathy to the group around them. Working as a team to solve problems, fostering communication and negotiation skills.



Text Service

The nursery uses a Text Service to advise of upcoming events, closure of the nursery due to adverse weather/power failure etc. It is important, therefore, that parents keep us informed of any change to contact telephone numbers.

Security

The nursery doors are locked at all times. Entry to the nursery is gained by ringing the doorbell and the front office will allow access. Parents/carers are asked not to open the doors to allow others to enter, but to advise a member of staff who will allow access.

Anyone visiting during nursery hours will be asked to sign the logbook at the nursery entrance. These measures are put in place for the safety of both children and staff. Parents/carers are asked for their co-operation with regard to these procedures.

Emergency Closure Arrangements

In extreme weather conditions please think of your child. Check before you set off as to whether the nursery has been affected by adverse weather conditions. You can telephone the Centre from 7.45am onwards if you have any concerns. Where possible we will update the nursery Facebook and send a text to advise of closures.

There may be occasions when the nursery may have to close due to emergency circumstances out with our control. Parents will be notified through our Text Service about any such closures. It is **important that all mobile numbers are kept up to date** by notifying the nursery of any changes.

Family Circumstances

At Auchinairn EYC we understand that family circumstances may change. It is helpful if the nursery is advised of **any changes as soon as possible**. You can be assured that any information given to staff will be treated sensitively and in confidence. It is helpful if you keep the staff informed of anything happening at home that might affect the way your child is feeling, or their behavior, e.g. the birth of a brother or sister, death of a relative, move of home etc. It will help us support your child in a sympathetic and appropriate way. Staff can provide story books to read at home on issues such as the above which may help your child come to terms with the change.

GDPR General Data Protection Regulation

DATA PROTECTION ACT 2018- **East Dunbartonshire Council** will process your child's personal data in compliance with the **Data Protection Act 2018** and all other relevant legislation. The Council may share your child's personal data with other Council services and public agencies to support the delivery of services to promote the health, safety and well-being of children and young people. For full details of how we will use your data please visit - www.eastdunbarton.gov.uk/council/privacy-notice

Health and Well Being

If your child is required to take any medication prescribed by a GP during nursery hours, please discuss this with a member of staff. Parents will be asked to **complete a consent** form allowing the administration of medication.

Covid 19

As the nursery is almost back to pre-Covid times, it is common for colds and similar viral infections to circulate. In many cases, children will be well enough to attend nursery. In other cases, for instance where they have quite a heavy cold, they may need to take a day or two off to recover. The main symptoms of **COVID-19** are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste. If your child presents with any of these symptoms, **please keep your child off nursery** until he/she feels well enough to return. If your child presents with one or more of these symptoms while in nursery, a staff member will call parent/carer to collect the child. This is in line with guidance from the Scottish Government and EDC.

Asthma

If your child suffers from asthma, please inform the keyworker. Parents should also advise of activities or circumstances that may bring on an attack.

Accidents/Incidents

If any accidents or incidents occur during the session, staff will record them on electronic form (email) and inform the parent/carer. Parents/carers will sign the form and a copy can be given to them for their information.

Head Injuries

If a child sustains a head injury, we will contact parents to advise them of the circumstances and condition of the child. Parents will then make a decision as to whether to come to collect them immediately or wait until the end of the session.

Your Child Is Unwell

Please advise nursery before 9.30am if your child will not attend due to ill health. Please note nursery policy for children suffering from sickness and/or diarrhea means that they should not return to nursery until **48 HOURS AFTER** symptoms have subsided. This policy is in line with guidelines issued by NHS Health Scotland. If you are unsure, please contact the nursery for advice.

Should your child become unwell whilst at nursery, we will contact parents in the first instance. If parents cannot be reached, we will then contact the emergency contacts you have provided. In the event we are unable to contact anyone, the Head of Centre will make a decision with regard to the child's welfare.

We do **NOT** keep Calpol or Ibrufen in the nursery, the onus is on the parents to bring in **PRESCRIBED** medication. If your child has a fever and needs medication they may be **better at home** until they feel better.



Fire Drills

A fire drill is carried out every term. This helps to ensure that alarm equipment and fire doors are checked regularly. Fire extinguishers and the alarm system are under contract to receive an annual inspection by reputable providers.

When the alarm bell sounds, children and staff will leave from the nearest emergency exit. They will walk to the designated assembly point at the top end of the carpark where they will be put into their groups and counted. Once staff are satisfied that everyone is accounted for, the children will return to the building.

Details of Fire Drills are recorded by the facilities assistants.

The fire bell is tested weekly on a Friday to ensure it is in working order.

In the case of an emergency we have a contingency plan to use the Auchinairn Tavern carpark.



Smoking Control

Auchinairn EYC have always operated a strict no smoking policy. Smoking is not permitted in the building or Centre grounds.



Dogs

No dogs are allowed in the nursery unless by prior arrangements with **management**. We have children who may be frightened of dogs or have an allergy to them.

Birthday Fund

For £1 the children will get a birthday cake, card and book. Please give £1 to Linda or Daina.

Positive Behaviour Strategies

Working together on our Friendship Code and using Triple P behaviour strategies. We have five family champions in Auchinairn. We have Fiona – Triple P, Amarjit – Triple P and PATHs, Michelle, Claire and Sharon – Families Connect. The staff are here to help if needed with some tips and guidance.

Insurance

Please dissuade your child from bringing toys or special things. They can easily become lost among our toys. We would hate precious items to be broken or go missing and East Dunbartonshire Council has no insurance to cover the loss of personal items.

Prams and Buggies

Unfortunately, we do not have space to store buggies or prams in the Centre. Please take them home with you. In a situation where someone else is picking up your child please speak to staff at the front desk. We will **not** be held responsible if the buggy or pram is stolen or damaged.

Policies

We have a range of policies written to inform parents, staff and outside agencies of details of our practice. These are held in a policies folder in the corridor or in our website and parents are welcome to see them at any time. When reviewing policies, we ask parents for their opinions and ideas to ensure that they are user friendly.

Sunscreen and Hats

At Auchinairn EYC we ask parents to apply the first layer of cream before they arrive in the morning and will then encourage the older children to apply it to themselves during the day (to promote independence), and help younger children depending on their age and stage of development to apply the cream. We encourage parents to supply their own sun screen but we do have Aldi or Asda own makes, factor 50, in the nursery for parents who forget to bring their own (please apply at the sun lotion station outside the 3-5 room and 2-year-old room. The nursery has sunhats for all children and are skipped with neck protection.

Parking

Please park in the carpark in the front of the Centre, do **NOT** park at the rear of the building as this must be kept clear at all times for emergency vehicles. Please do **NOT** park in disabled bays or on the pavements coming in to the Centre, this can cause an obstruction and a danger for pedestrians crossing the road. Thanks

Helpful Addresses and Websites

ORGANISATION	ADDRESS	TEL. NUMBER	WEBSITE/ Email
Auchinairn EYC	Beech Rd Bishopbriggs Glasgow G64 1NE	0141 955 2289	www.auchinairnelcc.sch.uk Auchinairnelcc@auchinairn.e-dunbarton.sch.uk
EDC Early Years Section	Southbank House Southbank Business Park Strathkelvin Place Kirkintilloch G66 1XQ	Helpline 0141 578 8060	earlyyears@eastdunbarton.gov.uk
Care Inspectorate Care Inspector – Ann McIntosh CS2003014678	Headquarters Compass House 11 Riverside Drive Dundee DD1 4NY	Helpline 01382 20710 Care Inspectorate Enquiries: 0845 600 9527	www.scswis.com Email: enquiries@careinspectorate.com
Education Scotland	Headquarters Education Scotland Denholm House Almondvale Business Park Almondvale Way Livingston EH54 6GA	0141 282 5000 Monday to Thursday 8:30am to 5:00pm, 08:30 to 4:30pm on Fridays.	www.educationscotland.gov.uk Email: enquiries@educationscotland.gov.uk
Scottish Social Services Council (SSSC)	Headquarters Compass House 11 Riverside Drive Dundee DD1 4NY	0845 60 30 891	www.sssc.uk.com Email: enquiries@sssc.uk.com
Greg Bremner	Chief Education Officer	0300 123 4510	Email: greg.bremner@eastdunbarton.gov.uk
Leona Stewart	Education Officer Quality Improvement Officer for Auchinairn EYC	0300 123 4510	Email: Leona.stewart@eastdunbarton.gov.uk
Sheena Fraser	Early Years Service Manager	0141 578 8697	Email: sheena.fraser@eastdunbarton.gov.uk

Although this information is correct at the time of printing, there could be changes affecting any of the matters dealt with in the handbook before the commencement or during the course of the nursery year.



Treat Fund

You can pay your treat fund in a variety of ways.

£2.00 per week

£25 per term

£100 per year

Please pay Linda in the office, where a receipt will be given or by bank transfer.

Nursery Fund Account – Sort Code 82-69-01 Account Number 70209893

We would like to thank you all in advance for your contribution to the nursery fund. As you can imagine this is greatly needed for the children. Below is a list of the kind of things the Nursery Treat Fund is used for: -

Healthy daily snack

Paper

Transport for trips (local and private buses, trains and underground)

Art and crafts materials

Sensory experiences (play dough, ingredients, shaving foam, pasta etc.)

Cushions, ribbons etc.

Eco resources (plants, compost, bark etc.)

Entertainers/bouncy castles

Parties (Christmas, Easter, Graduation)

Celebrations (Burns Day – haggis, neeps & tatties, shortbread)

Chinese New Year – prawn crackers, money envelopes etc.

Christmas presents, wrapping paper etc.

Crackers, plates, napkins etc.

Easter eggs, Easter egg hunt resources etc.

Baking ingredients

Author of the month books

Photographs

Batteries

Materials for displays and rooms

Various trips – Scotland Street Museum, Gallery of Modern Arts etc.

Caterpillars

Construction tools, wood, glue, nails etc.

Loose Parts Play – tyres, pallets, mirrors,

Garden – plants, pebbles. Grass, sand, plant pots and compost(soil)

And lots, lots more

It is extremely important that all families contribute to our treat fund as every child is given the opportunity throughout the year to try new experiences both in our Centre and within and out with the local community.

Some of the places of interest we visit are to Glasgow museums for workshops, local parks and shops, pizza making in Pizza Express, cinema, zoo and concerts in the Glasgow concert hall

10 THINGS YOU SHOULD BRING TO NURSERY

To help you prepare for your child's first day, here's a list of 10 things you need to bring to your nursery.

1. Bag – Draw string bag with your child's name on it.

Your child will need to bring a bag nursery to store all of their belongings. You can take this bag home every night, or you can feel free to leave it at the nursery if nothing further needs adding. Your child will have a coat peg at the nursery where you can leave their bag, coat and any other belongings.

2. Nappies, Wipes & Creams

If you have a young child who is not yet toilet trained, it's important that we have a stock of any items you use at home. We're happy for you to bring whole packs of nappies and wipes to the nursery, eliminating the need to bring in extras each day. We label your child's packs of nappies and wipes with their name and store them in the nappy changing areas. It is also helpful to provide us with any creams that you would like your child to have applied whilst at nursery. These can be applied as and when required. There is a barrier cream consent form to be completed, please ask keyworker.

3. Outdoor Play The nursery have jackets and wellingtons for every child in session

4. Spare Sets of Clothes

You may have thought that your child went through so many clothes changes when at home; however, our commitment to fun and engaging activities often results in 'messy play'. Please ensure that you bring at least 3 spare changes of clothes in their nursery bag, as we cannot promise they will return home in the clothes they arrived in!

5. Extra Underwear

If your child is toilet training, it is likely that they may have accidents whilst at nursery. Staff will be happy to support any toilet training needs at nursery. Please ensure that there are sufficient spare changes of underwear or clothing if your child is going to be toilet training while at nursery.

6. Sun Cream & Sun Hat

Parents are asked to bring in their own sun cream for their child when at nursery. This removes any issues that may occur with sensitive skin or allergic reactions. Please ensure that you keep some sun cream in your child's bag, as the sun can sometimes make an unexpected appearance. The nursery provides sunhat with neck protector.

7. Labels/names on all children's clothing/belongings. It is essential in a busy nursery environment that your child's property is easily identified

8. Comfort Item

Having a reminder from home can provide children with the much-needed reassurance they need when starting at nursery. This may be a soft toy, dummy, blanket or other familiar items. To avoid losing or forgetting the item when collecting, staff will put the comforter in the child's bag. Please check at collection, especially a toy that is used as a comforter in bed.

9. Any Necessary Medication

We understand that there may be times when children will require medication when at nursery. Please ensure that if your child needs access to medication whilst at nursery that this is made available. A medication consent form **MUST** be completed before it can be given to your child. Please ask to see our Medication Policy for more information.

10. The most important things of all - a smile, good sense of humour and stories from home



If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight.

If children live with **ridicule**, they learn to be shy.

If children live with **shame**, they learn to feel guilty.

If children live with tolerance, they learn to be patient.

If children live with encouragement, they learn confidence.

If children live with praise, they learn to appreciate.

If children live with fairness, they learn justice.

If children live with **security**, they learn to have faith.

If children live with approval, they learn to like themselves.

If children live with acceptance and friendship, they learn to find love in the world.

Children Learn What They Live
Dorothy Law Nolte



www.instituteforsafefamilies.org