



# Lairdsland Early Years Centre Handbook 2021-22



## **Lairdsland Early Years Centre Handbook 2021-22**

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## **Lairdsland Early Years Centre Handbook 2021-22**

### **Letter from Head Teacher**

**Dear Parents**

I am delighted to welcome you to the brand new Lairdsland Early Years Centre. Our staff team have been working incredibly hard to get our Early Years Centre ready for the children and I am confident your children will love our environment. We have an amazing new building with a good mix of indoor and outdoor play areas, not to mention our fantastic mud garden, roof terrace and slide! We are well resourced with a wide range of up to date toys, games and equipment to provide a broad range of learning experiences for your child. The wellbeing of your child is at the centre of everything we do at Lairdsland. Our Early Years Centre's values are kindness, inclusion and respect and as a staff these are values that we will demonstrate in all of our interactions with parents and children. Our hard working and enthusiastic staff look forward to working with your children providing a fun, play based curriculum where the children will develop their skills in our happy and nurturing environment.

I hope you find this handbook useful in gaining an insight into our Early Years Centre. If you ever have any questions or concerns, please do not hesitate to contact a member of the staff team who will be happy to help.

**Yours sincerely**

**Fiona Donaghey  
Head Teacher**



## **Lairdsland Early Years Centre Handbook 2021-22**

### **Our Contact Details**

**Lairdsland Early Years Centre  
Southbank Drive  
Kirkintilloch  
G66 1XJ**

**Email: [eyc@Lairdsland.e-dunbarton.sch.uk](mailto:eyc@Lairdsland.e-dunbarton.sch.uk)**

**Tel: 0141 955 2309**



## **Lairdsland Early Years Centre Handbook 2021-22**

### **OUR VISION:**

Our children are supported and encouraged as they grow and develop in a nurturing and inclusive environment.

### **OUR VALUES:**

Kindness   Inclusion   Respect

### **OUR AIMS:**

- 1) Provide a happy, safe and nurturing environment which meets the needs of our children.
- 2) Provide a fun, play based curriculum which provides rich learning opportunities indoors and outdoors.
- 3) Develop social, emotional and personal skills to help create a caring and resilient climate.
- 4) Through developmentally appropriate experiences, foster creativity and develop thinkers who can apply skills and overcome challenges.
- 5) Work in strong partnership with parents, agencies and the wider community.



## **Lairdsland Early Years Centre Handbook 2021-22**

### **Early Years Centre Information**

#### **Early Years Centre Hours 1140 implementation**

**Morning funded session 8.00-12.45**

**Afternoon funded Session 1.15-6.00**

**Two and a Half days- 2 days 8-5.30 and 1 day 8.00-12.45 or 1.15-6.00**

**Additional wrap around care- 8.00-12.45, 1.15-6.00, 8.00-5.00, 8.00-5.30 and 8.00-6.00**

**Always collect your child on time, as he/she will be waiting for you**

Thank you for your support.

#### **Non-denominational policy of the Early Years Centre**

The Early Years Centre is non-denominational. We respect and welcome children and parents of all religious faiths and beliefs.

#### **Our equal opportunities policy**

All pre-five services reflect the council's equal opportunities policies. Our provision takes account of the needs of children with special needs, disabilities or chronic illnesses.

These principles are reflected in the criteria used to admit children to our Early Years Centre and in the curriculum of all East Dunbartonshire pre-five establishments.



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### **Our Staff**

Head Teacher	Mrs Fiona Donaghey
Depute Head of Centre	Miss Adele Loughran
Early Years Centre Teacher	Mrs Yvonne McKay
Senior Early Years Worker	Miss Devlin Ryan Miss Charley Cullen
Support for Learning	Miss Madeleine Brown

Early Years Workers: Ms Tammy Boyle  
Ms Lisa Carr  
Ms Adele Clark  
Miss Danielle Crainey  
Mrs Kelley-Anne Ezgu  
Miss Jennifer Fagan  
Miss Kirsten Moore  
Ms Rachel Johnston  
Ms Gemma McKay  
Mr Matthew McLean  
Ms Ashleigh Murray  
Miss Siobhan O'Meara  
Mrs Eillean Smith  
Ms Amy Welsh  
Ms Amanda Wilkie  
Ms Lynsey Wilson  
Miss Rachel Travers

Facilities Management: Ms Isabel Cassidy

Cleaners: Mrs Caroline Smith  
Mr James Love

Housekeeper:  
Clerical Assistant: Miss Fiona Stewart



## **Lairdsland Early Years Centre Handbook 2021-22**

Our staff will always be happy to discuss your child's progress with you and you are very welcome in our Early Years Centre. Any worries or concerns should be aired with the Depute Head of Centre or the Head Teacher. Please contact the Early Years Centre office to arrange an appointment.





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### Admissions Policy

All Early Years Centre places are allocated in line with the East Dunbartonshire Council's admissions policy and we will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is available from the Early Years Centre office. If you would like a copy, please ask the office.

An admissions panel will meet at intervals throughout the year to decide how Early Years Centre places will be allocated.

The panel will consist of a representative Head Teacher, the Head of Education and representatives of the other agencies involved in supporting children and their families e.g. Social Work Department, Health Board.

### Registering for our Early Years Centre

Parents applying for an Early Years Centre place must register online at

[www.eastdunbartonshire.gov.uk](http://www.eastdunbartonshire.gov.uk) :- You will need to upload

- your child's birth certificate
- proof of residency (council tax statement)
- Utility Bill that has a date within the last 3 months.

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. In addition, 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. If circumstances change which affect the application you should speak to the Depute Head of Centre, who will in turn pass on your information to the Education Officer.



## **Lairdsland Early Years Centre Handbook 2021-22**

### **Enrolment Procedures**

When you are allocated a place in our Early Years Centre you will be informed by letter from East Dunbartonshire Council.

**When the Early Years Centre receives this information, the Depute Head of Centre will contact you and give you a starting date, details of enrolment and induction procedures.**



## **Lairdsland Early Years Centre Handbook 2021-22**

### **Attendance**

Although there is no statutory attendance procedure in pre-five establishments, you are asked to ensure that your child attends the Early Years Centre regularly. If your child is absent, please telephone and let us know the reason for his/her absence. We follow East Dunbartonshire's policy and it is the responsibility of every parent to contact the Early Years Centre before 9.30am or 1.30pm and inform the staff why your child is not in attendance. If this does not happen, the Early Years Centre office staff will phone the home and emergency contact. If this fails, the Head Teacher will involve the Attendance Officer.

These measures are put in place under the Child Protection Policy.

### **Arrival and Collection of Children**

It is expected that a responsible adult will bring your child to and from the Early Years Centre. In the interests of your child's safety, you should make a point of telling the staff members if he/she is to be collected by someone unknown to them. Please ensure this person knows the password you put on the Enrolment Form. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

### **Suitable Clothing and Provisions**

It is very important that all clothes and footwear are labelled as a number of children have the same or similar items of clothing. Your child should have soft shoes that he/she will wear while in the Early Years Centre. Sandshoes or well-fitting slippers are acceptable. We would also ask that you provide a pair of welly boots that can stay in the Early Years Centre.

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes. Also make sure that your child has suitable outdoor clothing in case outdoor play or a trip is planned.

If your child is still in nappies please ensure you provide enough nappies and wipes for the duration of their stay in the Early Years Centre. Also, if your child is toilet training you must provide several changes of clothing (underwear, socks and trousers) as accidents are still likely to happen.



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### Items from home

Sometimes children like to bring something special or new to the Early Years Centre for their friends to see, however parents should ensure that valuable items are not left at the Early Years Centre, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.

While we support children bringing objects from home to help them feel safe and secure we must make you aware that we cannot be held responsible if any items go missing. We will endeavour to look after all belongings from home to the best of our ability.

### Excursions and Consent Forms

There are two types of outing:-

**Off Campus** - is one in which no form of transport is used and one permission form covers the complete session. This will be in the form of an EV3.

**Extra-Curricular Activity** - is one in which some form of transport will be used and an individual permission form will be required.

When outings or excursions for children are planned, the Head Teacher or a member of staff will advise you in advance. Usually this is done through newsletters, individual letters or notices displayed in the Early Years Centre. You will be asked to complete consent forms, which give your permission for your child's participation if appropriate. Please note that children cannot take part in outings unless their parent/guardian has submitted completed consent forms.



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### **Emergency Closure Arrangements**

The Early Years Centre will be opened on the times already outlined, but on some occasions circumstances arise which mean the Early Years Centre has to close.

Establishments may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening. We have procedures in place for this eventuality.

We will keep in touch by Group Call, email, telephone and twitter as well as notices in the press and on local radio.

Please ensure that the **Early Years Centre** has been informed of any **change in home telephone number, main email contact and/or address**.

### **Emergency Contacts**

Parents whose children are in the Early Years Centre are asked to provide the school with the names, addresses and telephone numbers of two contacts (who live close to the school) for use in case of an emergency. This should be other than the parents of the child.

You are also asked to keep the **Early Years Centre** up-to-date with any changes in this information.

### **Meals**

All children who attend the Early Years Centre will be entitled to a lunch and a snack during their time at the Early Years Centre.

### **Birthdays**

Children can celebrate their birthday within the early year's establishment alongside their peers. The birthday child will be provided with a small cupcake that they can enjoy at home.



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### Snack and the Promotion of Healthy Eating

Your child will be provided with a daily snack. We also try to make our baking products as healthy as possible.

It is our aim to promote healthy eating by encouraging children to eat healthy foods rather than sweets.

However, when there is a celebration i.e. Christmas party, graduation etc. there may be a departure from the normal snack.

If your child has any allergies or requires a special diet please inform the Depute Head of Centre of this when completing the enrolment forms and remind her on your child's **first day** at the Early Years Centre.

### No Smoking Policy

Smoking is not permitted in the Early Years Centre or in the surrounding environment.

### Treat Fund

You are invited to contribute 50p per day to our Treat Fund. This is a voluntary contribution and can be paid on a weekly, monthly or once per term basis. This will be used to buy snacks, baking items, Graduation and Christmas presents for the children, treats etc. The treat fund is our main source of income, and is also used to pay for outings, parties, groceries etc. Please hand in your contributions to the Early Years Centre office.

### Photographs/Videos

Photographic and/or video recordings are made for educational purposes. A new procedure has been put in place by East Dunbartonshire Council which means that every parent will be asked to complete permission forms for internal and external photographs (including use of photos on our website and Twitter page). The Early Years Centre office will analyse the returns and provide the Early Years Centre staff with a reference sheet. Hopefully all parents will agree to the internal use of photographs & the Early Years Centre website.



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### Early Years Centre Photographer

Parents will be informed when a school photographer will be in the Early Years Centre. The photographer will visit at least once per year or take group and/or individual photos.

### Dental Inspection and Oral Hygiene

Dental inspections may be available during the course of the session. Parents will be informed of the dates of these inspections in advance. All children take part in daily tooth brushing after snack. If you do not wish your child to participate please notify the Early Years Centre office. I am sure you will agree that this is a valuable activity within the Early Years Centre.

### Pre-School Medical

Families are normally contacted by their health visitor or GP to arrange a pre-school medical.

### Medication

If your child is in need of medication during his/her time at the Early Years Centre you should discuss his/her requirements with the Depute Head of Centre and/or Senior Early Years Worker. **Prescribed** drugs will be given at the discretion of the Head Teacher and you will be required to fill in a form. Your request is passed to the Depute Head of Centre who, after deliberation, will inform you if permission is granted. These forms are available from the Early Years Centre office.

If your child suffers from asthma you must tell the Depute Head of Centre and the Early Years Centre staff if there are any activities or specific circumstances, which are likely to bring on an attack. If your child suffers from e.g. epileptic seizures, diabetes, severe allergies you must tell the Head Teacher and Early Years Centre staff what emergency procedures are to be followed.



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### **If Your Child Becomes Unwell**

Our Early Years Centre staff require that you telephone them if your child is not able to attend the Early Years Centre on a particular day.

If your child becomes ill while at the Early Years Centre, contact will be made with you or your emergency contact. If we cannot make contact with anyone, a member of staff will look after your child until the end of the session.

We will obtain the best medical attention as appropriate, e.g. call an ambulance if necessary.

### **Minor Accidents and Upsets**

Although we hope that these will be few and far between, realistically there will be occasions when they do occur. Our Early Years Centre staff are highly trained and extremely sympathetic. They will comfort your child and deal with each incident as they see fit. You will be informed of the occurrence of any minor accident. There are several trained first aiders in the Early Years Centre.

### **The Early Years Centre Curriculum**

In order to achieve this we follow 'Curriculum for Excellence' guidelines, which is a curriculum designed for ages 3-18.

We plan learners' experiences using 'Curriculum for Excellence' experiences and outcomes and are promoting all aspects of the curriculum both indoors and outdoors. Health and Enterprise as well as problem solving/investigation and the promotion of independence are woven within our planning.

As we have a 2-3 room, we also follow the Realising the Ambition guidelines. This ensures that our younger learners have access to a suitable range of resources and learning experiences that meet their needs.

Both guidelines ensure that we include 'Getting it right for Every Child' (GIRFEC) within our daily practice. This is used to safeguard all children and help support and work collaboratively with our families.





## **Lairdsland Early Years Centre Handbook 2021-22**

### **Curriculum for Excellence**

#### **Curriculum for Excellence - Bringing learning to life and life to learning**

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. *Glow*, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to *Glow*.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from the Early Years Centre to primary, primary to secondary and beyond, ensuring the change is smooth. They will ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy - the language and number skills that unlock other subjects and are vital to everyday life.

It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There is personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that will be needed. There is an emphasis by all staff on looking after our children's health and wellbeing - to ensure that the Early Years Centre is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims are to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for excellent education.



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### **Realising the Ambition: Being Me**

This policy guidance was created in 2020 to support the early learning and childcare expansion. It reflects the original philosophy from 'Building the Ambition' and updates the key messages of the 'Pre Birth to Three' document. The guidance helps us to effectively support our younger learners to achieve their full potential, extending across each child's learning journey in nursery into the early years of primary school.

### **Arrangements for Reporting to Parents**

We will report to pre-school parents twice per year (November and May) on children's progress. Ante-pre school and 2 year old parents will have the opportunity to meet with their child's keyworker once per year in February. Key workers produce a Transition Information document in May for pre-school children that is shared with parents and the child's receiving primary school. Children's progress is recorded in Online Learning Journals (E-Journals) which you will have ongoing access to. Next Steps for Learning will be identified and tracked each term. Photographs and observations are uploaded once per fortnight. Further information will be shared with you on induction days.

### **Protecting Children and Young People**

East Dunbartonshire Council has issued Child Protection Procedures and Guidance which all staff must follow to promote the welfare of children and to protect them from harm.

All adults must share the responsibility for promoting children's health and safety and ensuring, as far as possible, that all children are protected from abuse, neglect and exploitation. Children cannot be expected to take full responsibility for keeping themselves safe. Professional staff must work together and in co-operation with families and carers to enable children to grow up in a warm, stimulating and safe environment.

Education staff are required to assist in the protection of children by:

- Creating and maintaining a positive and caring ethos



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### Developing health and personal safety programmes

- Being observant of children's needs, views and concerns
- Reporting and recording concerns about the welfare or safety of children
- Monitoring and supporting children in co-operation with relevant professionals, parents and carers.

Education staff cannot keep secret any allegations or concerns about child abuse, even if a child or adult requests this. Information or concerns that a child may be at risk of harm must be passed on in order to protect the child. Staff will treat the matter sensitively, and information will only be passed to those who need to know in order to protect and support the child.

If parents or others have concerns for any child, they can speak to the Head Teacher about this. They can also contact social work services and/or the police.

When a member of staff, a child or another individual provides information and the Head Teacher considers that there is a possibility that a child has been harmed or is at risk of harm, the Head Teacher is required to immediately contact social work services to discuss the circumstances and agree the immediate action to be taken. Early Years Centre staff are then required to co-operate with any subsequent enquiries or support plans.

Every education establishment or service has copies of the East Dunbartonshire Council Child Protection Procedures and Guidance. These are available for reference from the Head Teacher.



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### **Supporting Children**

Many children experience difficulties at some point during their school life, often these difficulties are temporary and are resolved as the child develops. This is the case in pre-five education as it is in primary and secondary education.

Some difficulties are related to specific aspects of learning, for example speech and language development. In circumstances such as these, in consultation with parents, we often seek advice and support from external agencies such as speech and language therapists and psychological services.

The Early Years Centre runs a Support for All Group (SFA) chaired by our Depute Head of Centre and the Educational Psychologist. These meetings provide a forum for discussion relating to children's learning and development. This may be done in conjunction with other members of staff and external agencies. Parents will be informed of any decisions relating to specific actions for their child following such meetings.

If your child requires additional support, the Early Years Centre staff will monitor his/her progress very carefully and ensure that an individual educational programme is in place. You will be consulted about this and asked to work in partnership with us.

Regular reviews of your child's progress will take place and all interested parties will participate in the discussion about the progress being made, the targets to be set and the next steps in your child's learning.

A small proportion of children have long term difficulties which require regular reviews with parents, Early Years Centre staff and other professionals in order to monitor progress. This is called a Co-ordinated Support Plan.

**It is important that parents, Early Years Centre staff and other professional bodies work together to support children's learning. By doing this we are ensuring that each child has the opportunity to achieve his/her potential.**



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### Partnership with Parents

Our staff will always be happy to discuss your child's progress with you and you are welcome in our Early Years Centre at any time.

In Lairdsland Early Years Centre we aim to:

- Involve parents in decisions that are taken about their children's education.
- Establish and maintain a two way channel of communication with parents.
- Share experiences and keep parents informed of developments within the Early Years Centre

**Some examples are:**

- Curriculum Night - What do we do at the Early Years Centre?
- Settling in Agenda - Informal chat with Key Worker & Depute Head of Centre
- Family Connects
- 4 year old Parent meetings (2 per year)
- 2 and 3 year old parent meetings (1 per year)
- Next Steps for Learning (once per term)
- Committees
- Transition Information Document for all 4 & 5 year olds
- Floorbooks
- Displays
- Newsletters
- Lending Library
- Learning at Home Links
- Positive Parenting Programme
- Stay and Play Sessions
- Electronic Learning Journals



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### Liaising with and Involving Parents in their Child's Education

The Education Service is keen to ensure that it involves all parents appropriately and sensitively in their child's education. Under Education Law, "parents" include:

- Non-resident parents who are liable to maintain or have parental responsibilities in respect of a child;
- Carers who can be parents;
- Foster carers, relatives and friends who are caring for children under supervision arrangements;
- Close relatives, such as siblings or grandparents caring for children who are not "looked after" by the local authority or are under home supervision (looked after) arrangements.

Everyone who is a "parent" (under Education Law) has the right to receive advice and information about their child's education and take part in activities.

The Education Service will treat all parents equally. The exception to this is where there is a court order limiting an individual's exercise of parental rights and responsibilities.

Schools collect information about a child's family circumstances on an annual basis. Where family circumstances change during a school session, it is important that parents inform their child's school of these changes.

Further information about how the Education Service seeks to work with parents is available in the publication *Schools, "Parents" and "Parental Responsibility": A briefing paper for schools and education support services under the management of East Dunbartonshire Council (2007)*.

This publication is available from schools or the Chief Education Officer who can be contacted at:

East Dunbartonshire Council  
Southbank  
House  
Strathkelvin  
Place  
Kirkintilloch  
Glasgow  
G66 1XQ

Tel: (0141) 578 8709

Email: [jacqueline.macdonald@eastdunbarton.gov.uk](mailto:jacqueline.macdonald@eastdunbarton.gov.uk)



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### **Change in Circumstances**

It is helpful if you keep the Early Years Centre staff informed of anything happening at home which might affect the child's manner or behaviour in class e.g. birth of a baby, death of a relative. It will help us understand what is going on and enable us to give suitable support. Anything you tell us is, of course, treated with complete confidentiality.



## **Lairdsland Early Years Centre Handbook 2021-22**

### **Celebrating Achievements**

As part of our health and wellbeing programme we recognise the need to build children's confidence and self-esteem.

This is achieved through:

- Our Achievement Tree
- 'Star of the Week' certificates
- 'well done' stickers
- Show and Tell
- Travelling Teds (take home bears)
- Compliments wall





## **Lairdsland Early Years Centre Handbook 2021-22**

### **Useful Addresses**

#### **Director - Community Services**

East Dunbartonshire Council  
Southbank House  
Strathkelvin Place  
Kirkintilloch G66 1XQ  
Tel: 0300 123 4510

#### **Early Years and Childcare**

Greg Bremner  
Acting Chief Education Officer  
East Dunbartonshire Council  
The Marina  
12 Strathkelvin Place  
Kirkintilloch G66 1TJ  
Tel: 0300 123 4510