



# Twechar Early Years Centre Handbook



Main Street, Twechar, G65 9TA, 0141 955 2334  
EAST DUNBARTONSHIRE COUNCIL



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## Welcome Letter

Dear Parents and Carers,

I would like to extend a warm welcome to you and your family as you join the community of Twechar Early Years Centre.

I hope that this handbook is helpful and gives you an insight into the life and culture of our Centre. If you have any suggestions which you feel would benefit the service we provide, I would be more than happy to hear from you.

If you require any additional information that is not covered in this handbook, then please do not hesitate to contact the centre to speak to myself, or a member of our team.

Yours sincerely,

Nicola Craig

Depute Head of Centre

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## **Our Vision, Values and Aims at Twechar Early Years Centre**

Our vision, values and aims have been created together with all stakeholders.

### **Our Vision is:**

At Twechar Primary School and Early Years Centre, we aim to provide education and care in an inclusive community where we will nurture each individual child to be unique and ambitious.

Our environment will empower everyone to trust in themselves, their abilities and others, developing a sense of belonging in their school community and beyond.

### **We Value:**

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### **Our Aims are:**

To nurture each child to believe in themselves to be the best they can be.

To promote an inclusive ethos for all children, families and staff within the school, early years centre and the wider community.

To encourage children to be ambitious in their play and learning through a wide range of experiences at school, early years' centre, home and their community.

To build trusting relationships for all through actively listening to the voice of all children, families, staff and our local community.

To empower children, families, staff and the community to celebrate successes together to build a better future for all.

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## Induction to Twechar Early Years Centre

Twechar Early Years Centre is situated within the building of Twechar Primary School. The Early Years Centre is open 48 weeks of the year from 8-6pm, offering extended day and all year provision for children and families. It can accommodate 32 children aged 3-5 and 10 children aged 2-3. The centre has a large 2-5-year-old playroom, a secure outdoor area known as the 'Quad' and local woods and green spaces. We also have a family room where we can meet with parents and carers.

### Our Contact details:

Name of Centre: Twechar Early Years Centre

Address: Main Street, Twechar, G65 9TS

Contact Number: 0141 955 2334

Email Address: [eyc@twechar.e-dunbarton.sch.uk](mailto:eyc@twechar.e-dunbarton.sch.uk)

Website: [www.twechar.e-dunbarton.sch.uk/early-years-centre/](http://www.twechar.e-dunbarton.sch.uk/early-years-centre/)

| <b>Our Staff at Twechar Early Years Centre</b> |                           |
|--|---------------------------|
| Martyn Glancy                                  | Head Teacher              |
| Nicola Craig                                   | Depute Head of Centre     |
| Tracy Dodds                                    | Senior Early Years Worker |
| Morag Smith                                    | Early Years Teacher       |
| <b>Early Years Workers</b>                     |                           |
| Sandra   |                           |
| Judith   |                           |
| Debbie   |                           |
| Kristina                                       |                           |
| Natalie  |                           |
| Nichola  |                           |
| Alison   |                           |
| Kathleen                                       |                           |
| Arran  |                           |
| Shannon  |                           |
| Kerry  | Clerical Assistant        |
| Natalie  | Housekeeper               |

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## **Service Delivery - 1140 Implementation**

In Scotland, all children aged 3-5 and eligible 2 years olds are entitled to 1140 early learning and childcare funded hours. The pattern of attendance available is stated below. More information can be found on the East Dunbartonshire Council website.

The centre is opened from 8.00am – 6.00pm daily. Adult to child ratios is set out by Care Inspectorate. We have one staff member to five 2–3-year-olds and one staff member to eight 3–5-year-olds. The number of children attending each session is:

**2-3's 10 children**

**3-5's 32 children**

### **Funded hours only (5 blocks per week/23 hours and 45 minutes)**

Morning session – 8am-12.45pm

Afternoon session – 1.15-6pm

2 & ½ days – 8am-5.30pm x2 & AM or PM session stated above

### **Wraparound additional hours (hours over 23 hours and 45 minutes will be charged at an hourly rate)**

- 8am-12.45pm

- 1.15pm-6pm

- 8am-5pm

- 8am-5.30pm

- 8am-6pm

### **Non-denominational policy**

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

### **Our equal opportunities and social inclusion policy**

All children and young people are entitled to fully participate in all aspects of learning. The learning community promotes equal opportunities and seeks to protect all stakeholders against all forms of discrimination. Our provision takes account of each child's individual needs, and we ensure that our approach and materials used are appropriate.

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## **The Equality Act (2010)**

The General Equality Duty was created by the Equality Act (2010) and replaces the race, disability, and gender equality duties. The duty came into force in April 2011 and covers age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. The centre is committed to the requirements of the Equality Act (2010) and as such we will have due regard to the need to:

- Eliminate discrimination, harassment, and victimisation
- Advance equality of opportunity between children and young people who share a characteristic and those who do not
- Foster good relations between different groups.

A copy of this document can be obtained from the office or from the Chief Education Officer who is based at The Marina, Strathkelvin Place, Kirkintilloch, Glasgow G66 1TJ. Tel: 0300 1234510.

## **Protecting Children and Young People**

East Dunbartonshire Council's Child Protection policy and procedures must be adhered to by all staff, and it is our duty of care to protect all children from harm.

All adults must take positive steps to promote children's health and safety, and ensure that all children are protected from abuse, neglect, and exploitation. At Twechar Early Years Centre, we create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that all children and young people are respected and listened to.
- Ensuring the delivery of health and personal safety programmes are central to the curriculum.
- Observing children's needs, actions, words, and concerns.
- Recording and reporting welfare or safety concerns of children.
- Working collaboratively with parents, carers, and other professionals to support and protect the child.

Should any member of staff have concerns regarding a child's wellbeing or that they may be at risk of harm, then they must report these concerns to the Child Protection Co-ordinator. This information will be treated sensitively.

If you have any concerns for any child at the centre, then please speak to the Depute Head of Centre.

The Head Teacher or Depute Head of Centre has a duty of care to contact social work services immediately if they consider that there is possibility that a child has been harmed or is at risk of harm.

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## **Admissions Policy**

All places are allocated in line with East Dunbartonshire Council's admissions policy. The Depute Head of Centre will be happy to advise you on how this policy operates. A leaflet outlining the policy is available on request. An admissions panel will meet throughout the duration of the year to decide how places will be allocated across the locality. The panel will consist of the Head or Depute Head of Centre and representatives from other agencies involved in supporting children and families.

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 2-3 room will not automatically move into the 3-5 room. A 3-year-old application must be submitted.

Entitled 2-year-olds who meet the eligibility criteria can apply for funding with Local Authority centres that have 2-year-old provision. Applications for places for 2-year-olds should be completed online at any time. If children are entitled to a 2-year-old place, you will be required to complete supporting paperwork which can be found on the Council website. Children who are entitled to a funded 2-year-old place become eligible the term after their 2nd birthday.

### **Application Process**

To apply for a place, you should complete an online application form available from East Dunbartonshire Council website. To complete the form, you will need to upload:

- Child's birth certificate
- Council tax bill
- Utility bill
- Where applicable, proof of entitlement (2yo)

Storage of information will comply with GDPR regulations.

### **Meals and snacks**

Children eligible for 1140 provision are entitled to a funded meal, and this is provided during the am/pm/full day session. Details of the snack and lunch menu can be found on our website.

Eligibility criteria can be found on the East Dunbartonshire Council website.

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## **Enrolment Procedures**

Once your child is allocated a place at Twechar EYC, you will be notified by a letter from East Dunbartonshire Council. This letter will outline an offer and a start date. Closer to your child's start date, the Depute Head of Centre will contact you to arrange a visit. During your initial visit, you will be given enrolment paperwork and a care plan to complete.

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## Service Information

### Attendance

Early learning and childcare provision is not compulsory, however, for your child to get the best out of their time with us, regular attendance is important. At Twechar Early Years Centre we follow East Dunbartonshire's Early Years Attendance Policy. Parents and Carers are responsible for informing the centre by **9.30am** or **1.30pm** (depending on session) if their child is going to be absent. If contact is not made by these times, in the interests of child protection, the centre will contact you, and where necessary, emergency contacts. Under the Child Protection Policy, if the centre believes your child could be at risk of harm, we will contact the Police and/or Social Work Services.

### Access to the building

Please press the buzzer at the early year's entrance. A staff member will come to greet you and will get your child. Access can also be gained through the Primary School entrance if necessary. It is very important that we keep all our children safe and therefore ask that all parents and carers take the time to close **both** gates at the early year's entrance.

### Arrival and Collection of Children

During the enrolment process all parents/carers will complete enrolment information, emergency contact numbers and a list of the key person(s) collecting your child. It is expected that a responsible adult will bring and collect your child to and from the centre. Parents should let key staff know if he/she is to be collected by someone not known to the staff. If staff have not previously met the person collecting, they must bring a form of identification and have the password set by parents at enrolment. This avoids difficult situations as a child cannot leave with an adult who is unknown to the staff. In addition, anyone collecting your child must be 16 years old or over. Occasionally, you may forget to inform us of changes to who is collecting your child. In this instance, we will call you to confirm the new arrangement before letting your child leave the centre.

### Parking

Parking in the school grounds can be difficult, particularly during busy times at **9.00am and 3.00pm**. Please note that the school car park is strictly **for staff only**. We ask that you park considerately during drop off and pick up times.

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## **Family Champion**

We have a Family Champion in place who is our senior early years practitioner. The Family Champion is a first point of contact for parents, who can provide positive parenting support and advice using a preventative, universal approach. They have an important role in building trusting relationships with parents / carers, encouraging participation and promoting inclusion. Family Champions can organise chats with parents / carers to provide useful strategies on developmental topics such as bedtimes, mealtimes and supporting positive behaviour. As such, The Family Champion can provide support to make small changes which can make a big difference. They can also inform families of local groups and services which may be of use. If appropriate, the Family Champion also has a role in signposting parents / carers to the Supporting Families Team for bespoke strategies to suit individual families.

## **Snacks**

For children who attend funded sessions, a hot meal will be provided. For any children attending wraparound sessions, parents can purchase a hot lunch.

A healthy snack is provided to all children who attend full days and half days. Children are involved in planning the snack menu termly. If your child attends full days, they will receive a morning and afternoon snack. If your child has an allergy or dietary requirement, please speak to a member of the management team. All allergy and dietary requirements will be catered for and where necessary, we may ask you to provide a letter from your GP or Dietician so that the menu can be adapted accordingly.

In addition to daily snack, at times we have food relating to our learning experiences, and all cultural and religious festivals.

## **Birthdays**

We are happy to celebrate your child's birthday, although it should be highlighted that it will be a very small affair with the children in their key group and not with all the children in the playroom. Could you please remind your child's key worker and provide a cake. Due to dietary and allergies requirements, we ask that all cakes handed into the Centre are **nut free**. Anything else you wish to provide must be in line with our healthy eating policy and adhere to dietary/allergy management.

## **Treat Fund**

Parents/Carers are asked to contribute 40p per session, (£2.00 per week) to our Treat Fund. This money is used to provide healthy snacks, parties, graduation, Easter, and Christmas presents for the children. It also allows us to replace

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resources and buy additional food to enhance our learning experiences. It does not cover the cost of special outings.

Treat fund contributions can either be paid weekly, monthly, or termly.

### **Oral Health**

Twechar Early Years Centre participate in the Oral Health Programme (Childsmile). At enrolment, you will be asked if you would like your child to participate in daily tooth brushing. Should you wish your child does not participate, please inform the Depute Head of Centre or your child's keyworker.

### **Community Engagement**

At Twechar Early Years Centre we recognise the importance of community. Our children will explore the local community daily and at times, visit the Healthy Living Centre.

### **No Smoking Policy**

Smoking is not permitted on the nursery/school grounds.

### **Suitable Clothing**

At Twechar EYC we encourage our children to lead their own learning. During messy play, we will always try to make sure they wear aprons, but accidents happen, so we ask that you dress your child in suitable clothing. We also ask that you provide a change of clothing in the event of an accident.

To ensure your child is comfortable, soft shoes should be worn indoors. We ask that these shoes are not slippers as they can become loose easily and/or children can slide in them. At Twechar EYC we promote independence, it is therefore helpful if children have easy to fasten shoes that they can put on by themselves.

We play outdoors in all weathers, so we recommend clothing for all seasons. Please note, we often explore the local green spaces and woods, and wellies and a jacket are essential throughout the year.

### **What to wear during the summer months?**

- Waterproofs – preferably trousers and a jacket for ease of toileting/changing
- Comfortable trousers – jogging bottoms or leggings
- A light long sleeved top
- Socks
- Wellies
- A sun hat
- Spare clothes

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### **What to wear during the spring/autumn months?**

- Waterproofs – preferably trousers and a jacket for ease of toileting/changing
- Comfortable trousers – jogging bottoms or leggings
- A light long sleeved top and jumper/zipper
- Socks
- Wellies
- A sun hat for sunny days
- Spare clothing

### **What to wear during the winter months?**

- Fleece waterproofs – preferably trousers and a jacket for ease of toileting/changing
- Warm jacket
- Thick comfortable trousers – jogging bottoms or leggings
- A long-sleeved top and heavy jumper/zipper
- Thick socks
- Wellies
- Hat, scarf and gloves
- Spare clothes

During the summer months, on hot sunny days, we follow our sun safe policy. We kindly ask that your child has a sun hat and has had sun cream applied before starting their session. We ask for an additional 50p donation during these months to cover the cost of sun cream. If your child has an allergy or sensitive skin, please speak to your child's keyworker. In this instance, we would recommend that you provide your own sun cream.

### **Nappies and Change of Clothing**

Please ensure all clothes and footwear are labelled.

If your child is still in nappies, please ensure you provide enough nappies and wipes for the duration of their stay at nursery. If you want your child to begin toilet training, then we ask that you establish this first at home. Your child's key worker will be happy to discuss this matter. 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.

Every child is given a nursery bag with their name on it which they keep at their nursery peg, all items of clothing brought in from home will be put in their bag. The bag brought in from home can be returned after their first day, this is to ensure that no bags are left at nursery.

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## **Insurance**

Sometimes children like to bring something special or new to nursery for their friends to see, however parents should ensure that valuable items are not left at nursery, 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.

## **Photographs/Videos**

When completing the enrolment forms, you will be asked to give permission for your child's photograph/video to appear internally, externally and on learning journals. Photographs and/or video recordings are made for educational purposes.

## **Excursions and Consent Forms**

On your child's first day at the centre, you will be asked to complete enrolment information. As part of this information, we will ask you to complete an EV3 form. This form will ask you if you give consent for your child to go on local outings for one year. EV3 forms are renewed yearly as part of the annual data checks. Please note that children cannot take part in outings unless completed EV3 consent forms have been submitted by their parent/carer. For any extracurricular activity involving transport or out with the local community, parents/carers will be notified in advance.

## **Emergency Closure**

We make every effort to remain open during the hours and days stated previously, although on some occasions, circumstances arise, leading to disruption. Centres may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties with fuel or water supplies. In such cases, we will do all that we can to let you know the details of closure and re-opening. We shall keep you informed through email, letters, notices in local shops and community centres.

## **Emergency Contacts**

Parents whose children are in nursery are asked to provide the establishment with names, addresses and telephone numbers of two contact persons for use in case of any emergency. **It is vital that you keep the nursery up to date with any change to this information.**

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## Medical Information

If your child requires medication to be administered, you should discuss his/her requirements with your child's keyworker. Prescribed drugs, inhalers etc., require a permission form, which authorises staff to administer the medication to your child. Forms are available from a member of staff, or from the nursery office. Please note that you **must** administer the first dose of medication prior to bringing it into the centre. Please let us know if you have administered any form of medicine to your child prior to bringing them.

If your child suffers from asthma, it would be helpful to let staff know if there are any activities or circumstances, which might bring on an attack. When completing your child's care plan, please add as much information as possible about their allergy or medical condition.

If your child suffers from seizures, diabetes etc. please discuss the emergency procedures to be followed fully with a member of the management team.

### **If your child becomes ill**

If your child becomes unwell, we will contact you or your emergency contact(s) and ask you to collect him/her as soon as possible.

We follow the NHS guidance regarding exclusions which can be found at

**[Guidance\\_on\\_infection\\_control\\_in\\_schools\\_poster.pdf \(hscni.net\)](#)**.

**It should be noted that diarrhoea or vomiting illness requires children to be excluded for 48 hours from the last episode of sickness and/or diarrhoea.**

### **Minor Accidents and Upsets**

If your child gets injured out with nursery time, please inform their key worker. Staff will inform you if any injury occurs during the nursery session. The centre records all accidents and incidents that occur when your child is in our care. Parents will be asked to sign paperwork to record that they have been informed.

In the event of a head injury, you will be called, and a copy of a head injury form will be issued when you collect your child.

If your child requires any medical assistance, we will call an ambulance and the parents, or where necessary, the Depute Head of Centre will escort a child to the hospital either by ambulance or if required, by car. The Depute Head of Centre will always be supported by another staff member. Following any injury that requires

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medical assistance, the Care Inspectorate and the Council's Health and Safety team will be notified.

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## Our Curriculum

At Twechar Early Years Centre we offer a broad and balanced curriculum through our engaging and motivating learning spaces. Whether it be indoors or outdoors, our learning experiences offer depth, challenge, and application of learning, and supports the developmental needs of our learners. Our curriculum takes into consideration our unique position in the rural village of Twechar and the learning opportunities which exist by having the Primary School onsite. We work closely with families and key stakeholders to provide a safe and inclusive environment where children can grow under a nurturing ethos.

### Pre Birth to Three

At Twechar Early Years Centre we use pre birth to three and realising the ambition documents to plan learning opportunities for our children under the age of 3.

The four key features of the 0-3 Curriculum are:

**Rights of the Child** – All children should be valued and respected at all levels and have the right to have their views heard and acted upon

**Relationships** - Relationships are important, providing the starting point for development, learning, and creating trusting relationships with families.

**Responsive Care** - Responsive care means knowing and accepting each child and respecting each child as an individual

**Respect** - Each child is an individual, a person who has the right to be responded to and treated with genuine respect and dignity at all time

### Curriculum for Excellence

Curriculum for Excellence is used across Scotland for all 3–18-year-olds – wherever they learn. It aims to raise standards and prepare our children for the future by equipping them for the jobs of tomorrow in a fast-changing world. Curriculum for Excellence enables professionals to teach subjects creatively, to work collaboratively across the centre and with other settings, to share best practice and explore learning together. Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, supporting their progression from nursery to primary, primary to secondary and beyond. They will ensure children continue to work at a pace they can cope with and with challenge they can thrive on. Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

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We refer to the seven curriculum principles to ensure the quality of the learning and teaching.

**Challenge and Enjoyment-** To ensure the children find their learning challenging, engaging, and motivating. The curriculum should encourage high aspirations and ambitions for all.

**Breadth-** All children should have opportunities for a broad, suitably weighted range of experiences.

**Progression-** The children should experience continuous progression in their learning from 3 to 18 within a single curriculum framework.

**Depth-** There should be opportunities for children to develop their full capacity for different types of thinking and learning.

**Personalisation and Choice-** The curriculum should respond to individual needs and support aptitudes and talents.

**Coherence-** Taken as a whole, children's learning activities should combine to form a coherent experience.

**Relevance-** Children should understand the purpose of their experiences. They should see the value of what they are learning and its relevance to their lives, present and future

### **How We Promote Learning**

We promote learning in our Centre by planning clear goals for the individual learning needs. Our teacher and practitioners are skilful in sensitively attuning and observing children during playful interactions and engagements. Our learning and teaching places a high value on child voice and focuses on the initial 'spark' to develop, consolidate, and extend learning. Key staff and the teacher will track children progression using a tracking tool which identifies progressive skills. This tracker allows key staff and the teachers to identify progressing in skills and learning across the curriculum, as well as gaps. Key staff and the teacher meet with the Depute Head of Centre twice per year and discuss children's progression. By doing this, we can collaboratively identify targets and next steps for each child. Children's learning is recorded electronically using Learning Journals. Photographs and videos are regularly updated.

### **Support for All**

We aim to provide a coherent and flexible curriculum to support all children. We aim to support and challenge our children as they grow and develop as learners. We recognise each child as an individual and understand different needs and barriers to

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learning. We work closely with families and key stakeholders to ensure our children's needs are met through support and challenge which we target to meet their individual needs. To ensure our children grow in self-esteem and emotional resilience, we strive to meet the children's emotional and social needs in a meaningful and supportive way.

If your child requires additional support, the staff will monitor his/her progress very carefully, through observations and partnership working with parents. Regular reviews of your child's progress will take place, and all interested parties will participate in the discussion about the progress being made, any targets to be set and the next steps in your child's learning. Research has shown that support in early years is highly beneficial. Therefore, East Dunbartonshire Council recognises the importance of early intervention and ensures that all children are supported in a meaningful way. This enables early identification and assessment to take place. Team members provide support for effective teaching and learning, and work in partnership with senior management, practitioners, parents, children, and other support services.

### **Psychological Services**

We have a link Educational Psychologist from the Council's Psychological Services who support us in delivering East Dunbartonshire's Policy for identifying, assessing, and supporting all children, particularly those with additional support needs. Our link Educational Psychologist works collaboratively with practitioners at all stages of intervention.

### **Speech and Language**

We have speech and language therapist who is linked to the centre, and we can contact for advice and support.

### **Supporting Families Team**

The core purpose of this service is to provide support to families in developing their skills and confidence in their parenting and to provide services to children to enhance their development and learning. Examples of the services available include parenting workshops, individual support following the Triple P programme. Services also include a holiday play scheme provision for children and young people with additional support needs. If you wish to access any of the services, please contact the team on 0300 1234510.

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## **Data Gathering and Storage**

### **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 –

### **Freedom of Information**

The Freedom of Information (Scotland) Act gives individuals a statutory right to the unpublished "internal" information and records held by Scottish Public Authorities such as East Dunbartonshire Council and its schools and early years' centres. Individuals have already used this legislation to find out about policy, procedures and how particular decisions have been reached. If you would like to use this legislation to access information, please write to the Head Teacher/Depute Head of Centre, and subject to certain conditions and exemptions, you will receive a full response within twenty working days of receipt of the request.

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## Your Views

At Twechar Early Years Centre, we are continuously striving to improve our service and like to ensure that you are completely satisfied with the service we provide. We will regularly ask for feedback on various matter such as events, your child's education and care, our approaches, our environments and much more.

If there is something you feel we could improve upon, we would like to hear about it. We are also keen to hear if anything we have done has worked well, it really helps us to focus on good practice and ensure that it happens again.

Process for making a complaint:

1. All complaints are taken very seriously, and we try to resolve complaints as quickly as possible and to your satisfaction wherever we can. A meeting with the Depute Head of Centre or Head Teacher or a verbal/written response will be made within 5 days working days of receiving any complaint, however in exceptional circumstances, a resolution may take a little longer.
2. If you are dissatisfied with the decision at stage 1, the complaint will be investigated, acknowledged in three working days and a decision will be provided as soon as possible but within twenty working days.

If you are still dissatisfied, you should then contact:

Education Officer– Children and Young People, Southbank Marina, Kirkintilloch, Glasgow G66 1XQ Telephone Number: 0300 123 4510

Or

Care Inspectorate – Central West Region, Compass House, 11 Riverside Drive, Dundee DD1 4NY Telephone Number: 0345 600 9527

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