

# Holy Family EYC Handbook



2022-2023

## Contents

**Section One**

**Our EYC Aims**

**Section Two**

**General Information**

- Hours of Opening
- EYC Staff
- Absence
- Registering
- Enrolment Procedure
- Admissions Policy
- Holy Family EYC Families
- Starting Nursery
- Arrival & Collection
- Attendance
- Suitable Clothing
- Child Protection
- Insurance
- Emergency Contacts
- Hot Meal/Snack & Healthy Eating
- Photography/Video
- Treat Fund

**Section Three**

**Medical Information**

- Medication
- Illness & Minor Accidents

**Section Four**

**The EYC Curriculum**

- Curriculum for Excellence
- How we promote learning
- Learning Journals

**Section Five**

**Partnerships with Parents**

**Section Six**

**Suggestions & Concerns**

**Section Seven**

**Helpful Contact Details & Websites**

**Holy Family**



**Early Years Centre**

# Our EYC Aims

In Holy Family EYC, we are actively engaged in the pursuit of excellence. It is our purpose to provide an education of the highest quality that will enable all our children to become successful learners, confident individuals, effective contributors and responsible citizens.

We aim to:

- ✎ Provide a safe and stimulating environment, in which our children will feel happy and secure
- ✎ Encourage the emotional, social, physical, creative and intellectual development of our children
- ✎ Promote the welfare of our children
- ✎ Encourage positive attitudes and develop confidence and self esteem
- ✎ Create opportunities for play
- ✎ Provide opportunities which will stimulate interest and imagination
- ✎ Extend our children's abilities to communicate ideas and feelings

In particular we would like to note the following:

## **Non denominational policy of the EYC**

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

## **Our equal opportunities policy**

All pre-five services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take 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 nursery and in the curriculum of all East Dunbartonshire pre-five establishments.



# EYC Information

Name	Holy Family Early Years Centre
Address	Boghead Road, Kirkintilloch, G66 4AT
Telephone	0141 955 2213
Email	eyc@holyfamily.e-dunbarton.sch.uk
Website	www.holyfamily.e-dunbarton.sch.uk
Denominational Status	Non-denominational
Accommodation and Capacity	50 children in morning & 50 in afternoon
Care Inspectorate Registration No.	CS2003014689
Hours of Opening	8:00am-6:00pm
Daily Session Times	8:00—12:45pm, 1:15pm—6:00pm
Centre Year	EYC is open 50 weeks per year
Non Nursery Day	Public holidays, Christmas and New Year and In-Service days
Funding/Fees	Extended day children – as arranged by East Dunbartonshire Council

## **Absence**

It is very important that you inform the EYC if your child will not be attending that day. If you are planning on taking your child on holiday then please inform the staff by email or telephone beforehand.



# Holy Family EYC Staff

Head Teacher:	Mr Gallagher
Acting Depute Head of Centre:	Donna Marshall
Nursery Teacher:	Nicky McMahan
Senior Early Years Worker:	Lauren Livingstone
Early Years Workers:	Annabel Stewart
	Ann-Marie McDade
	Charlotte Malcolm
	Courtney MacFarlane
	Dawn Duncan
	Kirsten Gibb
	Linda Roome
	Louise Dow
	Marissa McCourt
	Morgan Simpson
Early Years Support Worker:	Trisha Loney
Clerical Assistant:	Catherine Mackenzie
Cleaners	Eleanor Harvey
	Mags McColl
Janitor	James Clelland



## Holiday List 2023

Holy Family EYC will be **closed** on the following days




February 2023	
In-Service Day	Wednesday 15 February
April 2023	
Easter Weekend	Friday 7 April Monday 10 April
May 2023	
May Day	Monday 1 May
In-Service Day	Tuesday 2 May
May Weekend	Friday 26 May Monday 29 May
July 2023	
Glasgow Fair Monday	Monday 17 July
August 2023	
In-Service Day	Monday 14 August Tuesday 15 August
September 2023	
September Weekend	Friday 22 September Monday 25 September
October 2023	
In-Service Day	Friday 13 October
December 2023	
Last Day of Term (Open)	Friday 22 December

# General Information

## Registering for Holy Family Early Years Centre

Parents applying for a nursery place must register online at [www.eastdunbartonshire.gov.uk](http://www.eastdunbartonshire.gov.uk)

You will need to upload

-  Child's birth certificate
-  Proof of residency (council tax statement)
-  Utility bill (dated within 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. 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 Depute Head of Centre, 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 Depute Head of Centre or clerical staff 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.

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.



## **Holy Family 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.

## **Starting Nursery**

Each child is assigned a group with a specific Early Years Worker - called a Key Worker. Before beginning nursery a 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 enrol 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. They will send you it by post or email – please can you ensure that you sign it and send it back to them, as your child will not be able to take up their extended day place till 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 at any time.

## **Arrival and Collection of Children**

Children should be brought to and collected from the EYC 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 staff 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, Holy Family EYC has an Un-notified Absence Policy. The Nursery requires to be phoned by 9.30am if a child is unable to attend that day for any reason or if they will be late and require a lunch ordering. If the nursery has not been phoned by this time, the Depute Head of Centre 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 Depute Head of Centre may have to consider making arrangements to make a home visit. This procedure is in place to safeguard

## **Suitable Clothing**

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents will happen so please dress your child in suitable clothes.

### Outdoor Play

As a health promoting EYC we value the wealth of benefits related to outdoor play. Please ensure your child is suitably dressed each day to enable spontaneous outdoor learning. It would be helpful if you could supply your child with a pair of wellies each day as our garden can get quite muddy.

Please ensure all items are clearly labelled with your child's name as some children can have similar items. Your child should have soft shoes which they will wear once they get to nursery.

## **Child Protection**

It is the policy of Holy Family 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 School Head Teacher and Depute Head of Centre 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 Depute 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: Mr A Gallagher

Deputy Safeguarding/ Child Protection Coordinator: Donna Marshall

## **Insurance**

Sometimes children like to bring something special or new to the EYC for their friends to see, however parents should ensure that valuable items are not brought into the EYC, 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.



## **Emergency Contacts**

Parents whose children are in the EYC are asked where possible to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency.

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

## **Hot Meal/Snack and the Promotion of Healthy Eating**

You child will be provided with a hot meal at lunch time and daily snacks.

It is our aim to promote healthy eating by encouraging children to try new types of savoury healthy food. However, when a child has a birthday there may be a departure from the normal snack.

If your child has any allergies or requires a special diet then please inform the EYC of this.

## **No Smoking Policy**

Smoking is not permitted in the EYC or the surrounding school grounds. Parents/carers are asked to respect this rule.

## **Photographs/Videos**

Photographic and/or video recordings are made for educational purposes. Please inform the Depute Head of Centre if you have any objections to this.

## **School Photographer**

Parents/Carers will be informed when a school photographer will be at the school.



## Treat Fund

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

£2.00 per week (50 Weeks)

£25 per quarter (Aug-Oct, Nov-Jan, Feb-Apr, May-July)

£100 per year

We would like to thank you all in advance for your contribution to the nursery treat 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, cinema, zoo and concerts in the Glasgow Concert Hall (Depending on Covid 19 restrictions)



## Medical Information



### Medication

If your child is in need of medication during their time at the EYC then you should discuss their requirements with the Depute Head of Centre. **Prescribed** medication will be given at the discretion of the Depute Head of Centre and you will be required to fill in a form which authorises the EYC staff to administer the medication to your child. These forms are available from the EYC office.

If your child suffers from asthma you must tell the EYC staff if there are any activities or specific circumstances which are likely to bring on an attack.

If your child suffers from epileptic seizures, diabetes etc then you must tell the staff what emergency procedures are to be followed.

### If Your Child Becomes 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 diarrhoea 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 Depute 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.

### 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 EYC staff are highly trained and extremely sympathetic. They will comfort your child and deal with each incident as they see it. If your child has had a bump during the session a member of staff will speak to you at the end of the day. Should your child have a head bump during the day you will receive a phone call from a member of staff just to make you aware.

There is a trained first-aider on the premises at all times.

## Curriculum for Excellence

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 Holy Family EYC we follow the Curriculum for Excellence Guidelines.

The CfE is organised into 8 curriculum areas;

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

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



## How We Promote Learning

We promote learning in our EYC by:

**1. Planning clear goals for the children's learning.**

These are designed to match the needs and achievements of all children

**2. Through observation of children at play.**

By using this procedure our staff become aware of how and what your child is learning.

**3. Keeping day to day records of observations and assessments.**

This enables us to plan learning experiences which take account of your child's needs and developments.

**4. Using reporting as a means of promoting partnership with parents**

You may discuss your child's progress formally or informally with any member of staff. We encourage you to ask questions relating to your child's progress and to share any information, which you feel is relevant, with us.

***We wish to emphasise that your child's own progress is the basis of our assessment, rather than their progress in relation to other children.***

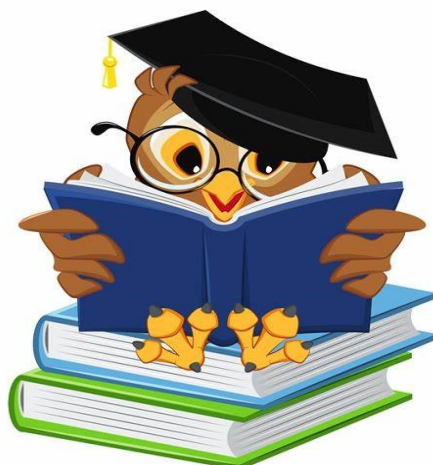
## Learning Journals

Once your child has started Holy Family EYC, you will receive an email prompting you to set up a log in for the online Learning Journals.

You will find a guide to using the online learning journals on the Learning Journal website.

<https://learningjournals.co.uk/resources/parent-guide/>

The guide will also advise you how to download items from the learning journal for you to keep.



## Partnerships with Parents

Our staff will always be happy to discuss your child's progress with you and you are welcome to contact the EYC at any time.

In Holy Family we aim to:

- ✎ Involve parents in decisions which are taken about their child's education.
- ✎ Establish and maintain a two way channel of communication with parents.
- ✎ Share experiences and keep parents informed of developments within the EYC.

We value your role in your child's learning. As parents, you are the prime educator in your child's early years and we hope you will continue to play a major role in your child's learning when they come to our EYC.

We welcome any contributions you may wish to make and look forward to establishing a positive relationship with you.

### Changes in Circumstances

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



## Suggestions and Concerns

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the Acting Depute Head of Centre or speak to a member of staff.

Similarly if you have any concerns about any aspect of the service you should contact the Head Teacher.

If you feel your concern has not been satisfactorily resolved with the Head Teacher, please contact the Head of Service with responsibility for pre-five education who can be contacted at the following address:

Head of Educational Support Service  
East Dunbartonshire Council  
Southbank House  
Southbank Business Park  
Kirkintilloch  
G66 1XQ

0141 578 8060  
[earlyyears@eastdunbarton.gov.uk](mailto:earlyyears@eastdunbarton.gov.uk)







## Helpful Contact Details and Websites



Holy Family EYC	Boghead Road Kirkintilloch Glasgow G66 4AT G66 4AT	0141 955 2213	eyc@holyfamily.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	Headquarters Compass House 11 Riverside Drive Dundee	Helpline 01382 207100 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.scswis.com
Greg Bremner	Acting Chief Education Officer	0300 123 4510	Email: Greg.bremner@eastdunbarton.gov.uk
Yasmin Ashby	Education Officer Quality Improvement Officer for Holy Family EYC	0300 123 4510	Email: Yasmin.ashby@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.