Clober Early Years Centre



Handbook 2026-2027

Kirk Street

Milngavie

Glasgow

G62 7PN

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sustainable thriving achieving
East Dunbartonshire Council
www.eastdunbarton.gov.uk

Clober Primary School
Kirk Street
Milngavie
G62 7PN
EYC Tel: 0141 955 2233
Email: eyc@clober.e-dunabarton.sch.uk

2026-2027

Dear Parent

Welcome to Clober Early Years Centre. I have every confidence that you and your child will enjoy your experience with us.

Our centre is of a very high calibre; we have an extensive range of up to date equipment, fantastic accommodation and very large outdoor play areas.

We provide a broad range of learning experiences for your child. Parents are informed about what is happening in the centre in a variety of ways but mainly through newsletters, website and e-journals.

I hope you will find this handbook helpful in gaining an insight into what our centre has to offer you and your child. It does not contain everything so if you would like more information please do not hesitate to contact me.

Yours sincerely



Louise McHugh
Depute Head of Centre

Vision, Values and Aims

Vision

To provide a safe, nurturing, stimulating and inclusive environment where all children can be curious, creative and explore all environments in a holistic way. We encourage children to take risks, challenging themselves, to respect themselves, each other, their communities and environment. We will provide appropriate, responsive, differentiated, challenging learning experiences for all children to participate in, to enable all children to develop their capabilities as successful learners, confident individuals, responsible citizens and effective contributors to society.

Aspire, Respect, Achieve, Enjoy

Our Values

Our values are based on what we believe to be the important building blocks of a successful centre. We recognise the impact of early childhood experiences and value the rights and wellbeing of the children in our care. We recognise and value the contribution families can make to improve our service. By getting feedback from our parents/carers, allows us to reflect upon our practice, and evaluate our current practices. We work in partnership with other agencies and our communities to promote the welfare of our children.

Our Aims

- **S-SAFE-** Be knowledgeable and respectful of all current nursery's policies and procedures, ensuring these are being followed at all times to eliminate hazards to ensure we have the safest of environments for children to learn.
- **H-HEALTHY-** To provide children with a healthy snack and lunch option daily, and opportunities to participate in different exercise activities both indoors and outdoors.
- **A-ACHIEVING-** Provide children with an inspiring and stimulating environment for them to grow and learn, ensuring all children reach their full potential.
- **N-NURTURED-** To provide an environment were all children feel safe, are listened to, where all their feelings and emotions are acknowledged.
- **A-ACTIVE-** To provide children with exciting and stimulating experiences, both indoors and outdoors for all children to participate in.
- **R-RESPECTED-** Continue to build positive relationships with all children, their parents and carers and extended community.
- **R-RESPONSIBLE-** To encourage and support children's independence, enabling our children to become confident and resilient individuals.
- **I-INCLUDED-** Provide an inclusive learning environment where all individuals are given a voice and are listened to.

Early Years Centre Information

Name of Centre:	Clober Early Years Centre
Address	Kirk Street Milngavie G62 7PN
Telephone Number	0141 955 2233
Email	eyc@clober.e-dunbarton.sch.uk

In our centre we are able to accommodate up to 72 3-5-year-olds and 15 2-3-year-olds. Funding for 1140 hours provides parent flexibility of days and sessions with the centre open 50 weeks a year. We do not offer any term time places.

Centre Opening Hours

The centre is open all year round (excluding public holidays and in-service days and between Christmas and New Year) from 8.00 am – 6.00 pm. We provide a mixture of funded and wrap round hours for children. 1140 Funding hours (23.45 hours weekly) can be offered with a mix of AM, PM or Full day sessions until 5.30pm.

Morning Session 8.00 am – 12.45 pm

If your child attends the morning session, ensure that they are collected between 12.30 pm and 12.45pm.

Afternoon Session 1.15 pm – 6.00pm

If your child attends the afternoon session, ensure that they are collected between 5.45 pm and 6.00pm.

Extended hours Provision

If you require extend hours over and above the allocated funding this can be applied for. Full day sessions can be provided until 5.00pm, 5.30pm or 6.00pm.

Non-denominational policy of the nursery

The 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 policy. Our provision takes account of the needs of children with additional special needs, disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to our centre and in the curriculum of all East Dunbartonshire pre-five establishments

Clober Staff

Head Teacher:	Catriona Marshall
Depute Head Teacher:	Jennifer Law
Depute Head of Centre:	Louise McHugh
Nursery Teachers:	Hilary Mack & Mary Brady
Senior Early Years Workers:	Sarah Blades & Remi Agoro

Early Years Workers	Amy McKee	Lorraine Traynor
	Leona Cairns	Hannah Bannerman
	Aleasha McKay	Molly Goulding
	Lynn McNeish	Frazer McLaren
	Pamela Gosh Ray	Ann Shields
	Lisa Richardson	Jennifer Smillie
	Stella Hughes	Jane Fleming
	Susan Holmes	Kaleigh Agnew
	Alison O'Donnell	Abigail Logan

Clerical Assistant:	Lynn Rutherford
Early Years Support worker	Hatice Guclu

Admissions Policy

Places within the centre are allocated in line with East Dunbartonshire Council's Admissions policy which can be found on their website along with other useful information.

https://www.eastdunbarton.gov.uk/residents/schools-early-years-and-learning/early-years

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. A child with a place in the 2-3 room will not automatically move into the 3-5 room.

Enrolment Procedure

When you are allocated a place in our centre you will be informed by email from the centre directly. The Depute Head of Centre or clerical will contact you to arrange a starting date and schedule in settling in days for your child.

Attendance

Although there is no statutory attendance procedure in pre-five establishments you are asked to ensure that your child attends regularly. If your child is absent, please telephone and let us know the reason for their absence. We follow East Dunbartonshire's policy and it is the responsibility of every parent to contact the office before 9.15am or 1.30pm and inform the staff why your child is not in attendance. If this does not happen, the clerical staff or Senior Early Years Worker 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 over the age of 16 will bring your child to and from the centre. In the interests of your child's safety you should make a point of telling the staff members if they will be collected by someone unknown to them. In this instance the different individual will be asked to bring proof of ID and know your child's individual password.
This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

Suitable Clothing

It is very important that all clothes are labelled as a number of children have the same or similar items of clothing. Your child should have soft shoes that they can wear while indoors. 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. The centre will provide welly boots and waterproof clothes for outdoor play.

Insurance

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

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 academic session, an EV3 form which you will complete during enrolment.

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 Depute Head of Centre will advise you in advance. Usually this is done through newsletters, individual letters, emails or notices displayed on the centre noticeboard. 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 completed consent forms have been submitted by their parent/guardian.

Transport

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from the centre for children with additional special needs who may require to travel some distance to take up their placement. Generally, parents are expected to make their own travel arrangements.

Emergency Closure Arrangements

The centre will be opened on the times already outlined, but on some occasions circumstances arise which mean the 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 may keep in touch by website newsfeed, telephone, Groupcall, text, email, notices in local shops and community centres, announcements in local churches, in the press or on local radio.

Please ensure that the centre have been informed of any change in home telephone number and/or address.

Emergency Contacts

Parents whose children are in the centre are asked, where possible, to provide the centre with the names, addresses and telephone numbers of two contact persons (who live close to the school) for use in case of an emergency.

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

Lunches

East Dunbartonshire Council provides hot lunches for children who have a funded place. Children are encouraged to choose their own lunches by staff on a daily basis. Menu and dietary information can be found on East Dunbartonshire Council's Website. Children of parents/carers receiving, universal credit or income based job seekers allowance could be entitled to a free midday meal along with eligible sessions for 2-year-olds.

Snack and the Promotion of Healthy Eating

Children are provided with a daily snack. It is our aim to promote healthy eating by encouraging children to taste and eat healthy foods provided by staff. Your child will also participate in baking and cooking activities.

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, please inform the Depute Head of Centre or Senior Early Years Workers of this when completing the enrolment forms.

No Smoking Policy

Smoking is not permitted within the centre or in the surrounding environment. Smoking is only permitted outside the school grounds.

Access to the EYC & traffic-free schools

Access to the centre is from the EYC entrance door to the left of the main school entrance. Access to the playground is via the main school gates on Kirk Street. Parking in the area of the school is restricted by the traffic-free schools scheme. This prohibits driving at selected roads adjacent to the schools between 8.30 and 9.15am and 2.30 and 3.15pm on Monday to Friday during term time.
If you come to the centre by car it is suggested that you park safely and at a suitable distance from the school thus avoiding congestion. Parking is available at St Luke's Church car park. Parents should adhere to Highway Code and not park on zig zag lines out with the school gates.

Treat Fund

It is 50p per session to contribute to Treat Fund. This money is used to buy baking items, external sport classes, birthday treats, Graduation celebration and Christmas presents for the children. The treat fund is our main source of income and is also used to pay for outings, parties and visitors to the

centre such as The Animal Man. Treat fund can be paid into the centre office, to the Depute Head of Centre or Senior Early Years Workers.

Photographs/Videos usage & School Photographer

Photographic and video recordings are made for educational purposes on such platforms as E-Journals. Every parent will be asked to complete permission forms for internal and external photographs including use of photos on our website. Hopefully all parents will agree to the internal use of photographs & school website. Parents will be informed when a school photographer will be in the centre.

Oral Hygiene

All children take part in daily tooth brushing within the centre. I am sure you will agree that this is a valuable activity. If you wish for your child to opt out, please speak to the Depute Head of Centre.

Medication

If your child is in need of medication during their time at the centre, you should discuss their requirements with the Depute Head of Centre/Senior Early Years Worker. Prescribed medication will be given at the discretion of the Depute Head of Centre and you will be required to fill in a medication form. Mediation forms will be given to you by a member of the centre staff.

If your child suffers from asthma, you must tell the Depute Head of Centre or Senior Early Years Workers if there are any activities or specific circumstances which are likely to bring on an attack. If your child suffers from epileptic seizures or diabetes, you must tell the Depute Head of Centre or Senior Early Years Workers to discuss what emergency procedures are to be followed in the event your child was to take unwell whilst in our care. A risk assessment will be completed and agreed by the Depute Head of Centre and parents.

If Your Child Becomes Unwell

We would ask that you telephone the centre if your child is not able to attend their session on a particular day. If your child becomes unwell whilst at the 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 a family member has been notified. 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. The staff are trained and extremely sympathetic. They will comfort your child and deal with each incident that occurs. You will be informed of the occurrence of any minor accident or incidents either via phone call or at collection time. Staff will complete the appropriate paperwork in relation to what has happened and you will be asked to sign to confirm you have been notified. We have multiple first aid trained staff in the centre.

Sun Safe Centre

We are committed to ensuring we are a sun safe EYC. If you wish more information in relation to this, please do not hesitate to contact the centre. Children should wear a broad rimmed/legionnaires style hat (covering face, neck and ears) and wear Factor 30+ UAV/UVB protection with a minimum of a 4-star rating. To cover the costs of the sun cream and hats we would ask that you pay £5 and the centre will provide this for your child.

Curriculum for Excellence / Our Approaches to Learning

Curriculum for Excellence serves children and young people aged 3-18 across all learning environments within Scotland. In early year's centres, this framework provides the foundation for every child's educational journey, focusing on developing the whole child through meaningful, play-based learning experiences.

At our centre, we provide a holistic education that supports development of the whole child. Working with parents and carers, we plan your child's 'learning journey', ensuring your child's learning progresses at their individual pace, whilst being appropriately challenged to reach their full potential.

The Curriculum for Excellence is built around four key capacities, which aim to help every child in Scotland to become:

- Successful Leaners – enthusiastic, resilient, and able to learn independently
- Confident Individuals – self-respecting, safe, healthy and able to pursue a fulfilling life
- Responsible citizens – respectful of others and committed to participating positively in society
- Effective Contributors – enterprising, creative, effective communication skills

Curriculum for Excellence recognises that both knowledge and skills are essential. Therefore, to encourage the four capacities, we provide rich, challenging, and engaging learning experiences through both focused teaching and interdisciplinary learning opportunities, whilst further emphasising practical life skills. We help your children, our learners, to connect learning across different curricular areas and to develop critical thinking abilities that enable your children to analyse, question, and solve problems independently.

At our centre, we promote learning by:

1. Setting Clear Learning Objectives

We establish specific goals tailored to each child's individual needs and current achievements.

2. Detailed Play-Based Observation

Through careful observation during play, practitioners gain deep insights into how and what your child is learning

3. Observations and Assessments

Working with you child, staff complete observations, assessing your child's learning. Assessment happens naturally throughout daily interactions and experiences, observing, listening to and engaging with your child. Through this process, practitioners design learning experiences that respond to your child's interests, and their learning needs consistent with their developmental stage.

4. Partnership Working

We view reporting as an opportunity to strengthen our partnership with families. We welcome both formal and informal discussions about your child's development and encourage you to ask questions and share relevant insights about your child.

5. Holistic Assessment Practices

Our assessment approach considers every aspect of your child's growth: physical, social, emotional, creative, and cognitively. As parents and carers, you play a vital role in this process and are invited to take part through informal conversations, access to your child's learning journal, and scheduled parent meetings.

We want to emphasize that we measure your child's progress against their own previous achievements, not in comparison to other children. This individual approach ensures every child's unique learning journey is supported, challenged and celebrated.

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
- 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. School 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.

At Clober Early Years Centre the Child Protection Co-ordinator is Mrs Marshall, Head Teacher. The Depute Child Protection Co-ordinators are Mrs Law, Depute Head Teacher and Miss McHugh, Depute Head of Centre.

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.

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 centre run a Support for all (SFL) chaired by our Depute Head of Centre and the Educational Psychologist. Health visiting professionals may also be included in such groups. These meetings provide a forum for discussion relating to children's learning and development. Parents will be asked for permission for their child to be discussed at these meetings via the permission page in your child's Personal Plan.

If your child requires additional support, the centre staff will monitor their 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, centre staff and other professionals in order to monitor progress. This is called a Team Around the Child (TAC) meeting.

It is important that parents, 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.

Partnership with Parents

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

In Clober 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 centre.

Some examples are:

- Curriculum Evening – showcasing what your child does while in centre
- Settling in procedures – walk round before your child starts the centre and informal meeting with staff
- Written reports – Preschool children
- E- Journey Portfolios
- Key Worker Meetings
- Stay and Play
- Story sack/take home curriculum bags
- Newsletters
- Promoting Positive Parents – workshops and tip sheets (at parent request)
- Families Connect – curriculum hints and tips for parents (at parent request)

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 that you will continue to play a major role in your child's learning when they come to the centre. We welcome any contributions you may wish to make and look forward to establishing a positive relationship with you.

Change in Circumstances

It is helpful if you keep the centre informed of anything happening at home which might affect the child's behaviour 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 to your child and extended family where possible. Anything you tell us is treated with complete confidentiality.

Working Together to Promote Positive Behaviour

We encourage and promote positive behaviour, this is achieved by:

- Use of praise and positive reinforcement.
- Encouraging our children to respect other children and adults.
- Encouraging our children to respect the property of others.
- Establishing routines and practices as part of the nursery programme.

Within the centre we encourage the children to understand and know their rights in line with the United Nations Rights of the Child. We are currently working towards our Gold Rights respecting award.

School and Community Information

Information will be displayed on the foyer window about any events parent need to know about.
If you require additional information on any subject please do not hesitate to contact a member of the centre staff.
Clober Primary School PTA will welcome the involvement of any of our centre parents.

Fundraising

With the exception of our annual budget allocated to us by East Dunbartonshire Council, our main source of funding will be our Treat Fund. Small events may be held throughout the year to help raise fund for the centre or for charities.

The Local Community

At Clober EYC we place a great deal of importance in our children having access to the local community. Visits to locations within the local area will be organised and members of the community may be invited into the centre to meet the children, thus promoting Enterprise in Education at a very early age.

Links with Clober Primary School

The centre is part of Clober Primary School and the children attending our centre will have access to many of the resources available in the school.

The school hall and dining hall are timetabled to allow the centre children and staff to use them for physical activities, music & drama. The EYC children also have access to the play zone within the school.

The children are invited to attend assemblies, concerts and visiting theatre company performances. We aim to encourage our EYC children to feel at ease within the primary school.

Transition into Primary 1

At Clober we have well established links with all of the nurseries in our local area. These links will continue but the focus of our pre-school/primary liaison is on the link between our centre and Primary 1.

Throughout the year invitations for staff, in our feeder primaries, to visit our centre will be issued. These meetings will have the purpose of sharing information and creating curriculum links.

With parents' consent, information about these children will be passed on to the receiving school and staff who wish to visit the nursery will be most welcome.

Transition dates for children from other centres who will be attending Clober Primary are submitted to parents directly in term 3, for the children to have play session within our centre to get to know their peers, prior to having transition sessions in the Primary.

Suggestions and Concerns

We strive to ensure we are maintaining and improving our service. If you have any suggestions to make about the service, please contact the Depute Head of Centre or Head Teacher. Similarly, if you have a concern about any aspect of the service you should contact the Depute Head of Centre or Head Teacher. The school follows the local authority complaints procedure and as such, you can be assured that any complaint will be investigated thoroughly.

If you feel your concern has not been satisfactorily resolved with Mrs Marshall, please contact the Education Officer at the following address.

East Dunbartonshire Council
Southbank House
Strathkelvin Place
Kirkintilloch
G66 1XQ
Tel: 0300 1234510

Parents should be made aware that they are entitled to take any complaints/concerns to the Care Inspectorate