



Welcome

To Apple Tree Nursery

GENERAL INFORMATION

OPENING HOURS

8.00AM - 5.30PM MONDAY TO FRIDAY

AGE OF ADMITTANCE

APPLE TREE NURSERY CATERS FOR CHILDREN AGED 0-5 YEARS

HOLIDAYS

THE NURSERY WILL BE CLOSED 1ST & 2ND JANUARY, GOOD FRIDAY, EASTER MONDAY, MAY DAY AT THE START OF THE MONTH, 25TH & 26TH DECEMBER AND 3 DAYS BETWEEN CHRISTMAS AND NEW YEAR

ENROLMENT PROCEDURE

ONCE YOUR CHILD HAS BEEN OFFERED A PLACE WITH APPLE TREE NURSERY YOU WILL BE INVITED ALONG TO MEET THE STAFF AND LOOK ROUND THE NURSERY. AT THIS POINT YOU WILL ALSO MEET WITH THE MANAGER/DEPUTE TO DISCUSS HOURS OF ATTENDANCE, PAYMENT OF FEES, ANY QUERIES YOU MAY HAVE ETC. YOU WILL ALSO HAVE THE CHANCE TO ARRANGE TIMES WHEN YOU VISIT WITH YOUR CHILD PRIOR TO HIM/HER ATTENDING NURSERY. THIS IS ESPECIALLY IMPORTANT WITH YOUNGER CHILDREN

FEE STRUCTURE

NO FEES ARE CHARGED FOR EARLY LEARNING IN CHILD CARE SESSIONS.

FEES FROM APRIL 2025 ARE AS FOLLOWS AND MUST BE PAID IN ADVANCE:

- > IF YOU USE 1 DAY, THE DAILY CHARGE WILL BE £42.00
- > ½ DAY (4 HOURS) WILL BE £21.00
- > OCCASIONAL HOURS WILL BE CHARGED AT £6 PER HOUR

AT THE BEGINNING OF EVERY MONTH PARENTS/CARERS WILL RECEIVE A STATEMENT OF ACCOUNT WHICH WILL REQUIRE TO BE PAID BY THE END OF THAT MONTH. THE STATEMENT IS FOR A CALENDAR MONTH THEREFORE WILL VARY FROM MONTH TO MONTH.



SCAN THE CODE TO SIGN UP FOR TAX FREE CHILDCARE

SETTLING IN

THE SETTLING IN PERIOD IS AN IMPORTANT TIME FOR EVERYONE. EACH CHILD IS AN INDIVIDUAL AND WILL TAKE VARYING LENGTHS OF TIME TO FEEL SECURE, HAPPY AND CONFIDENT IN THE NURSERY. A FEW SHORT VISITS WILL ALLOW STAFF AND PARENTS/CARERS THE OPPORTUNITY TO EXCHANGE IMPORTANT INFORMATION THAT WILL BE USEFUL IN HELPING YOUR CHILD SETTLE IN. WE RESPECT THAT AS PARENTS/CARERS YOU ARE WELL AWARE OF YOUR CHILD'S ABILITIES, LIKES, DISLIKES AND NEEDS. STAFF WILL WORK WITH YOU TO LEARN AS MUCH AS WE CAN TO MAKE THIS TRANSITION TO NURSERY AS EASY AS WE CAN. PARENTS/CARERS ARE ENCOURAGED TO STAY WITH THEIR CHILD UNTIL THE CHILD IS CONFIDENT TO BE LEFT WITH US. NO CHILD WILL BE PERMITTED TO START NURSERY WITHOUT THE MINIMUM OF TWO SETTLING IN SESSIONS.

ABSENCE DUE TO SICKNESS

NO FEES WILL BE CHARGED WHEN THE NURSERY IS CLOSED. HOWEVER, FEES WILL BE CHARGED FOR ALL CONTRACTED HOURS WHETHER OR NOT YOUR CHILD ATTENDS. NO REDUCTION FOR SICKNESS OR HOLIDAYS WILL BE GRANTED.

VACATING/TERMINATING CHILDCARE HOURS OR NURSERY PLACE

ONE CALENDAR MONTHS NOTICE MUST BE GIVEN IN WRITING TO TERMINATE YOUR CHILDCARE NURSERY PLACE.

**SCAN THE QR CODE BELOW TO SEE
EXCLUSION CRITERIA**



STAFF/CHILD RATIOS

APPLE TREE NURSERY IS REGISTERED WITH THE CARE INSPECTORATE AND ADHERES TO THE RATIOS REQUIRED BY THE GUIDELINES:

- 0 - 2 YEARS - 1 ADULT TO 3 CHILDREN
- 2 YEARS - 3 YEARS - 1 ADULT TO 5 CHILDREN
- 3 YEARS - 5 YEARS - 1 ADULT TO 8 CHILDREN

ATTENDANCE

IT IS IMPORTANT THAT THE NURSERY IS NOTIFIED AS SOON AS POSSIBLE IF YOUR CHILD IS GOING TO BE ABSENT.

OUR VISION IS TO ENABLE EACH CHILD IN OUR CARE TO DEVELOP TO HIS/HER FULL POTENTIAL SOCIALLY, EMOTIONALLY, PHYSICALLY AND INTELLECTUALLY IN A STIMULATING, SECURE, SAFE ENVIRONMENT.

IN ORDER TO ENSURE THE SAFETY OF THE CHILDREN AND TO COMPLY WITH CURRENT BEST PRACTISE, WE WOULD ASK THAT YOU INFORM US OF ANY HOLIDAYS OR ABSENCES AS SOON AS POSSIBLE.

IN THE EVENT THAT A CHILD HAS NOT ARRIVED AT APPLE TREE NURSERY AN HOUR AFTER THEIR NORMAL ARRIVAL TIME, THE CHILD'S KEY WORKER WILL LIAISE WITH THE MANAGER AND RING THE HOME PHONE NUMBER TO CHECK THAT ALL IS OK.

IN THE EVENT THAT THERE IS NO ANSWER FROM THE HOME TELEPHONE NUMBER, WE WOULD THEN CALL THE PARENT/CARER'S MOBILE AND/OR WORK TELEPHONE NUMBER TO RECEIVE CLARIFICATION AS TO WHY THE CHILD IS NOT AT NURSERY AND ENSURE THE SAFETY OF THE CHILD AND PARENT/CARER.

IN THE EVENT THAT STILL NO CONTACT CAN BE MADE, THEN LESLEY-ANNE WILL START CALLING THE ADDITIONAL EMERGENCY CONTACT PERSONS IN ORDER OF PRIORITY. SHOULD NO CONTACT STILL BE MADE, THEN THE MANAGER IS TO MAKE A DECISION ON THE NEXT ACTION. IF THERE ARE ANY CONCERNS, THE MANAGER MAY WISH TO CONTACT SOCIAL SERVICES FOR FURTHER DIRECTION.

ARRIVAL OF CHILDREN

ENTERANCE

IN THE INTEREST OF SAFETY, APPLE TREE NURSERY HAS A SECURITY SYSTEM ON THE FRONT DOOR. WHEN YOU ARRIVE PLEASE MAKE SURE THAT THE DOOR IS PROPERLY CLOSED BEHIND YOU. ESCORT YOUR CHILD INTO THE PLAYROOM, WHERE THERE IS AN OPPORTUNITY FOR YOU TO EXCHANGE ANY NECESSARY INFORMATION WITH STAFF, INCLUDING WHO WILL BE COLLECTING YOUR CHILD.

WE HAVE AN ELECTRONIC GATE, PLEASE RING THE BUZZER AND THE OFFICE WILL LET YOU IN, PLEASE DO NOT TOUCH/PUSH THE GATE.

PLEASE DO NOT ALLOW STRANGERS TO ENTER THE BUILDING WITH YOU. ASK THEM POLITELY TO WAIT AT THE DOOR AND INFORM A MEMBER OF STAFF ABOUT THE SITUATION.

CHILDREN MUST ALWAYS BE BROUGHT TO NURSERY AND COLLECTED BY THEIR PARENT/CARER OR A RESPONSIBLE ADULT.

COLLECTION OF CHILDREN

WHEN YOU FILL IN THE REGISTRATION FORM YOU WILL NOTICE THAT WE ASK FOR THE NAMES OF AUTHORISED PERSON(S) WHO WILL BE COLLECTING YOUR CHILD OTHER THAN THEIR PARENT/CARER. PLEASE BE CLEAR ON THIS POINT, AS THE NURSERY WILL ONLY RELEASE YOUR CHILD TO A RESPONSIBLE ADULT. IF SOMEONE OTHER THAN THE REGULAR PARENT/ CARER IS TO PICK UP YOUR CHILD, PLEASE INFORM THE STAFF OF THE CHANGES TO AVOID ANY CONFUSION OR DIFFICULTY. CHILDREN CANNOT BE ALLOWED TO LEAVE IF WE ARE IN ANY DOUBT ABOUT THE ARRANGEMENTS.

EMERGENCY CONTACTS

WHEN YOUR CHILD STARTS NURSERY, YOU WILL BE ASKED TO PROVIDE US WITH THE NAMES, ADDRESSES AND PHONE NUMBERS OF THREE (IF POSSIBLE) EMERGENCY CONTACTS OTHER THAN YOURSELF. PLEASE CHECK THAT THE PEOPLE YOU CHOOSE WILL BE AVAILABLE IN CASE OF AN EMERGENCY. WE WOULD ASK THAT YOU INFORM THE NURSERY OF ANY CHANGES TO THIS INFORMATION

CHANGE OF DETAILS

PLEASE LET US KNOW IF THERE IS ANY CHANGE TO DETAILS, PHONE NUMBERS, ADDRESS ETC.



CHILD PROTECTION

DISCLOSURE SCOTLAND

PVG (PROTECTING VULNERABLE GROUPS) REQUIRES THAT ALL STAFF AND STUDENTS ARE VETTED BY DISCLOSURE SCOTLAND TO ENSURE THAT THEY ARE FIT TO WORK WITH CHILDREN.

PHYSICAL INTERVENTION

THERE MAY BE TIMES WHEN STAFF, AS PART OF THEIR DUTY OF CARE, MAY HAVE TO RESTRAIN A CHILD TO PREVENT THEM FROM HARMING THEMSELVES OR ANOTHER CHILD (EG CLIMBING ON FURNITURE, RUNNING FROM THE PLAYROOM, HITTING OTHER CHILDREN). STAFF WILL REPORT ANY INCIDENTS TO THE MANAGER AND PARENT/CARERS WILL BE INFORMED OF ANY NEED FOR PHYSICAL INTERVENTION INVOLVING THEIR CHILD.

**OUR CHILD PROTECTION OFFICER IS LESLEY-ANNE ROBERTS
HEATHER SWEET IF LESLEY-ANNE IS ABSENT IF BOTH ARE ABSENT,
CAITLIN PARKINS OR MEGAN MCDONALD**

FIRE DRILL

FIRE DRILLS ARE CARRIED OUT ON A REGULAR BASIS. STAFF FAMILIARISE CHILDREN WITH THE EVACUATION PROCEDURES WELL IN ADVANCE OF THE DRILLS BEING PERFORMED. IS NOT PERMITTED IN THE NURSERY BUILDING OR GROUNDS.

EMERGENCY PROCEDURES

IN THE UNLIKELY EVENT OF THE NURSERY BEING AFFECTED BY A PROBLEM, WHICH WOULD MEAN THE CLOSURE OF THE NURSERY, WE WILL DO ALL THAT WE CAN TO CONTACT EACH PARENT/CARER TO INFORM HIM OR HER OF WHAT IS HAPPENING. DETAILS OF CLOSURE AND RE-OPENING WILL BE CONVEYED BY EMAIL, AT THE NURSERY AND SOCIALMEDIA.

NO SMOKING/VAPING POLICY

APPLE TREE NURSERY OPERATES A NO SMOKING POLICY IN THE INTEREST OF CHILDREN, STAFF AND VISITORS. SMOKING IS NOT PERMITTED IN THE NURSERY BUILDING OR GROUNDS.

PROTECTING CHILDREN & YOUNG PEOPLE : GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

GETTING IT RIGHT FOR EVERY CHILD

GIRFEC STANDS FOR 'GETTING IT RIGHT FOR EVERY CHILD.' PART OF THE CHILDREN AND YOUNG PEOPLE ACT (SCOTLAND) 2014, IS THE SCOTTISH GOVERNMENT-LED APPROACH TO MAKING SURE THAT OUR CHILDREN AND YOUNG PEOPLE AND THEIR PARENTS OR CARERS CAN GET ALL THE HELP AND SUPPORT THEY NEED FROM BIRTH RIGHT THROUGH TO AGE 18 (OR BEYOND IF STILL IN SCHOOL)



WHAT GETTING IT RIGHT FOR EVERY CHILD MEANS FOR PRACTITIONERS

- UNDERSTAND THE CHILDREN THEY WORK WITH, VALUE, RESPECT AND LISTEN TO ALL CHILDREN AND YOUNG PEOPLE AND THEIR FAMILIES
- FULLY UNDERSTAND THE PRINCIPLES OF NURTURE AND USE THIS UNDERSTANDING TO ENSURE THAT CHILDREN FEEL SAFE AND RESPECTED AND CAN GROW AND LEARN; UNDERSTAND AND IMPLEMENT EFFECTIVELY POLICIES AND PROCEDURES FOR KEEPING CHILDREN SAFE
- CONTRIBUTE TO THE ASSESSMENT OF NEED, USING THE EIGHT INDICATORS OF WELLBEING AS THEIR ORGANISING PRINCIPLE; CONTRIBUTE, AS APPROPRIATE, TO THE PLANNING OF APPROPRIATE SUPPORT AND THE SETTING OF TARGETS WHICH WILL LEAD TO IMPROVED OUTCOMES FOR CHILDREN

WHAT GETTING IT RIGHT FOR EVERY CHILD MEANS FOR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

- THEY UNDERSTAND WHAT IS HAPPENING AND WHY
- THEY HAVE BEEN LISTENED TO CAREFULLY AND THEIR WISHES HAVE BEEN HEARD AND UNDERSTOOD
- THEY WILL FEEL CONFIDENT ABOUT THE HELP THEY ARE GETTING
- THEY ARE APPROPRIATELY INVOLVED IN DISCUSSIONS AND DECISIONS THAT AFFECT THEM
- THEY CAN RELY ON APPROPRIATE HELP BEING AVAILABLE AS SOON AS POSSIBLE
- THEY WILL HAVE EXPERIENCED A MORE STREAMLINED AND COORDINATED RESPONSE FROM PRACTITIONERS

LUNCH/SNACK

LUNCH 3-5

ALL ELC CHILDREN ARE ENTITLED TO A FREE HOT MEAL, THESE ARE PROVIDED BY THE LOCAL CARE HOME, THOMSON COURT. IF YOU WISH TO, YOU CAN PROVIDE YOUR CHILD WITH A PACKED LUNCH, ALTHOUGH WE WILL NOT HEAT FOOD FOR CHILDREN OVER 3. IF YOU WOULD LIKE YOUR CHILD TO HAVE A HOT MEAL, PLEASE PROVIDE THIS PRE-HEATED IN A VACUUM FLASK. PLEASE KEEP CRISPS AND SNACKS TO A MINIMUM AND NO CHOCOLATE OR SWEETS WOULD BE APPRECIATED.

LUNCH 0-3

ALL BABIES AND YOUNG PEOPLE ARE TREATED INDIVIDUALLY. PARENTS/CARERS ARE ASKED TO PROVIDE WHATEVER THEY FEEL THAT THEIR CHILD WILL NEED FOR MEALS THROUGHOUT THE DAY. BOTTLES SHOULD BE LABELLED AND PLACED IN THE FRIDGE ALONG WITH ANY OTHER FOODSTUFFS THAT NEED REFRIGERATED. PLEASE FEEL FREE TO DISCUSS YOUR CHILD'S MEALTIMES WITH YOUR CHILD'S KEY WORKER.

WE ARE A NUT FREE NURSERY

CELEBRATIONS

IF YOUR CHILD HAS A BIRTHDAY OR ANY OTHER CELEBRATION, PLEASE FEEL FREE TO PROVIDE A CAKE OR ANY OTHER RELEVANT FOODSTUFFS SUITABLE FOR THE CHILDREN.

SNACKS

APPLE TREE NURSERY PROMOTES A HEALTHY EATING AND GOOD ORAL HYGIENE POLICY. WE PROVIDE A VARIETY OF SNACKS MID-MORNING AND MID-AFTERNOON, INCLUDING A DRINK (MILK OR WATER) FRUIT, CHEESE, CRACKERS, CEREALS, TOAST AND A VARIETY OF SPREADS. THE CHILDREN ARE ENCOURAGED TO MAKE CHOICES AND TO POUR THEIR OWN DRINKS. THE SNACK MAY BE LINKED TO THEIR CURRENT TOPIC AND THE CHILDREN MAY PREPARE THEIR SNACK THEMSELVES. A WATER DISPENSER IS POSITIONED IN THE MAIN PLAYROOM, SO THAT CHILDREN HAVE ACCESS TO A DRINK WHENEVER THEY NEED ONE.

Early Years Menu 2024-25

This menu starts Aug 2024

| Week 1 | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------|-------------------------------|---|--|---|--|
| Starter/ Dessert | Fruit Cookie Fresh Fruit | Homemade Tomato Soup (Ve)/Yoghurt Fresh Fruit | Ice Cream and Shortbread Fresh Fruit | Homemade Lentil Soup (Ve)/Yoghurt Fresh Fruit | Corn on the Cob (Ve) /Yoghurt Fresh Fruit |
| Main Meal | Grilled Sausages and Gravy | Pizza (v) | Omelette (v) | Homemade Chicken Korma | Fish Fingers |
| Sides | Baby Potatoes | Potato Wedges | Mashed Potatoes | Rice | Chips |

Unlimited vegetables, fruit and salad are available each day.

| Week 2 | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------|---|--|---------------------------------|---------------------------------------|--|
| Starter/ Dessert | Cheese and Crackers/Yoghurt Fresh Fruit | Homemade Vegetable Noodle Soup (Ve)/Yoghurt Fresh Fruit | Chocolate Tiffin Fresh Fruit | Ice Cream and Jelly Fresh Fruit | Homemade Lentil Soup (Ve)/ Yoghurt Fresh Fruit |
| Main Meal | Homemade Macaroni Cheese (v) | Homemade Chicken Curry | Beef Burger in a Bun | Pizza (v) | Breaded Fish |
| Sides | Potato Wedges | Rice | Diced Potatoes | Garlic Bread | Chips |

Unlimited vegetables, fruit and salad are available each day.

| Week 3 | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------|---|--|---|---------------------------------------|---|
| Starter/ Dessert | Homemade Vegetable Soup (Ve)/Yoghurt Fresh Fruit | Fruit Sponge and Custard Fresh Fruit | Homemade Tomato Soup (Ve)/Yoghurt Fresh Fruit | Bruschetta/ Yoghurt Fresh Fruit | Ice Cream and Waffle Finger Fresh Fruit |
| Main Meal | Homemade Tomato Pasta (Ve) | Quorn Dippers (Ve) | BBQ Chicken in a Bun | Pork Meatballs in Gravy | Fish Fingers |
| Sides | Potato Wedges | Baby Potatoes | Duchess Potatoes* | Diced Potatoes | Chips |

Unlimited vegetables, fruit and salad are available each day.

All eggs are free range.
All meat and poultry is UK Farm Assured.
All fish served is certified by Marine Stewardship Council.
Water is available daily.

(V) - Vegetarian choice
(Ve) - Vegan choice

All Early Years pupils are now entitled to a free school meal. For more information, please contact the school office, or visit the website.

This menu is compliant with The Setting the Table Guidance for Early Years. This ensures more access to fruit and vegetables, reduction in sugar, red and red processed meat and ensures our children and young people have access to an appropriate amount of nutrients such as iron and vitamins. The menu meets the standard required by the Soil Association Catering Mark Bronze Award, which promotes freshly made, sustainable and farm assured meals.

If your child has a food allergy, please contact the school office. Full details about our school meals can be found on our website at - <https://www.argyll-bute.gov.uk/education-and-learning/schools/school-meals>



TRANSPORT

OUTINGS IN THE LOCAL COMMUNITY

APPLE TREE NURSERY IS SURROUNDED BY A WONDERFUL COMMUNITY WHICH PROVIDES A RICH ENVIRONMENT WITH MANY DIFFERENT PLACES OF INTEREST. WE ARE DEVELOPING OUR PARTNERSHIPS WITHIN THE COMMUNITY AND PROMOTE OPPORTUNITIES FOR CHILDREN TO VISIT LOCAL SHOPS AND BUSINESSES. IN ORDER TO UNDERSTAND OUR SOCIETY CHILDREN NEED TO EXPERIENCE THESE AT FIRST HAND. WITHIN OUR MEMBERSHIP FORM WE WILL ASK FOR YOUR PERMISSION FOR YOUR CHILD TO TAKE PART IN ALL OUTINGS. TO ENHANCE OUR LEARNING EXPERIENCES ON OUR BEAUTIFUL ISLAND AND BEYOND WE NOW HAVE OUR VERY OWN MINIBUS ANNIE. CAN YOU PLEASE ADVISE THE OFFICE IF YOU WOULD LIKE TO OPT OUT OF RIDING OUR BUS TO TRIPS AND OUTINGS.



TRANSPORT TO AND FROM NURSERY

TRANSPORT OF THE CHILDREN TO AND FROM NURSERY IS THE RESPONSIBILITY OF THE PARENT/CARER. APPLE TREE NURSERY WILL NOT RELEASE A CHILD TO GO HOME IN A TAXI ALONE UNLESS IT HAS BEEN ARRANGED WITH MANAGMENT PROIR



CLOTHING/SUNCREAM

SUITABLE CLOTHING

CHILDREN ENJOY THE MANY "MESSY" ACTIVITIES PROVIDED DURING THE DAY. WE TRY TO ENSURE THAT APRONS ARE WORN, BUT OCCASIONALLY PAINT GETS SPLATTERED OR WATER GETS SPILLED. PLEASE BE AWARE THAT YOUR CHILD IS ENJOYING HIS/HER LEARNING EXPERIENCE AND DRESS HIM/HER APPROPRIATELY AND NOT IN THEIR "GOOD" CLOTHES. PLEASE LABEL EVERY PEICE OF CLOTHING.

BABIES AND TODDLERS SHOULD HAVE THEIR OWN SUPPLY OF NAPPIES, CREAM, LOTIONS ETC IN THEIR OWN BAG. AN EXTRA SET OF CLOTHES, LABELLED WITH THE CHILD'S NAME SHOULD BE PROVIDED IN CASE OF ACCIDENTS OR SPILLS.

SUNCREAM

THE SUN CREAM WE USE IS NIVEA SENSITIVE SUN CREAM PROTECTION SPRAY SPF50 FIVE STARS. PLEASE LET US KNOW IF YOUR CHILD WILL USE THEIR OWN SUN CREAM OR HAVE ANY ALLERGIES TO THE SUN CREAM WE PROVIDE. PLEASE APPLY SUNCREAM BEFORE YOU BRING YOUR CHILD TO NURSERY AS WE WILL ONLY APPLY SUNCREAM TO ALL DAY CHILDREN, IN THE AFTERNOON..

UNIFORM

CHILDREN'S APPLE TREE
UNIFORM CAN BE PURCHASED
FROM THE BIKE SHED



MEDICAL INFORMATION

CONFIDENTIALITY

ALL INFORMATION RECEIVED BY THE NURSERY ABOUT EACH CHILD IS TREATED WITH THE STRICTEST CONFIDENCE. NO INFORMATION ABOUT YOUR CHILD WILL BE SHARED WITHOUT YOUR CONSENT UNLESS WE HAVE A CONCERN FOR THEIR SAFETY.

ACCIDENTS/INCIDENTS

APPLE TREE NURSERY STAFF ARE ALL FULLY QUALIFIED IN PAEDIATRIC FIRST AID TO DEAL WITH ANY MINOR ACCIDENTS/INCIDENTS. ALL ACCIDENTS/INCIDENTS WILL BE RECORDED ON AN ACCIDENT/ INCIDENT REPORT FORM AND PARENTS/CARERS WILL BE ASKED TO READ, SIGN THE FORM AND COPIES ARE AVAILABLE IF REQUIRED.

PLEASE INFORM THE NURSERY OF ANY BUMPS, BRUISES OR ACCIDENTS THAT YOUR CHILD MAY RECEIVE OUT WITH THE NURSERY.

MEDICATION

STAFF MAY ONLY ADMINISTER MEDICINES PRESCRIBED BY A DOCTOR AND PROVIDED AN ADMINISTRATION OF MEDICINES REQUEST FORM IS SIGNED. PARENT/CARERS MUST ADMINISTER THE FIRST DOSE.

STAFF WILL ALWAYS ADMINISTER MEDICINES IN THE PRESENCE OF A WITNESS. THE DATE, TIME AND DOSAGE OF MEDICINES WILL BE LOGGED ON THE APPROPRIATE FORM AND THE FORM WILL BE SIGNED AND WITNESSED. PARENT/CARERS WILL BE INFORMED OF THESE DETAILS AND ASKED TO SIGN THE ADMINISTRATION OF MEDICINES FORM ON COLLECTION OF THEIR CHILD.

CURRICULUM FOR EXCELLENCE

WHAT IS CURRICULUM FOR EXCELLENCE?

CURRICULUM FOR EXCELLENCE IS DESIGNED TO BUILD ON THE BEST EXISTING PRACTICES IN SCOTTISH EDUCATION. IT INCLUDES ALL OF THE EXPERIENCES AND OPPORTUNITIES PLANNED FOR ALL CHILDREN THROUGHOUT THEIR EDUCATION TO ENABLE THEM TO ACHIEVE IN LEARNING, LIFE AND WORK. PUTTING CURRICULUM FOR EXCELLENCE INTO PRACTICE IS A CONTINUING PROCESS. THE CURRICULUM IS REGULARLY REVIEWED AND REFRESHED TO ENSURE IT REMAINS RELEVANT.

THE HOPE FOR ALL CHILDREN AND EVERY YOUNG PERSON IS THAT THEY SHOULD BECOME:

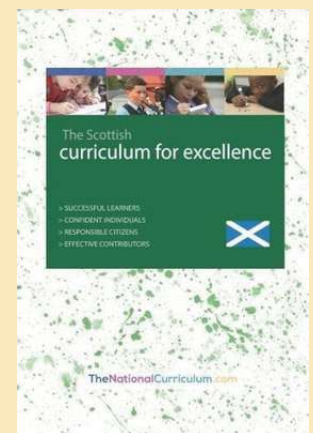
- SUCCESSFUL LEARNERS
- RESPONSIBLE CITIZENS
- RESPONSIBLE CITIZENS
- EFFECTIVE CONTRIBUTORS

WHAT DO WE MEAN BY 'CURRICULUM'?

THE CURRICULUM IS ALL THAT IS PLANNED FOR CHILDREN AND YOUNG PEOPLE THROUGHOUT THEIR EDUCATION. THE CURRICULUM PROVIDES THE SUPPORT, STRUCTURE AND DIRECTION FOR CHILDREN'S LEARNING. CHILDREN LEARN AT HOME, SCHOOL AND IN THE COMMUNITY

8 CURRICULUM AREAS

- LITERACY/ENGLISH
- NUMERACY/MATHEMATICS
- HEALTH AND WELLBEING
- SCIENCES
- TECHNOLOGIES
- SOCIAL STUDIES
- RELIGIOUS AND MORAL EDUCATION
- EXPRESSIVE ARTS



REALISING THE AMBITION

THE PRACTICE GUIDANCE AIMS TO SUPPORT ANYONE WHO WORKS WITH BABIES AND YOUNG CHILDREN ACROSS ALL AREAS OF SCOTLAND. IT HAS BEEN DESIGNED TO -

- BUILD CONFIDENCE AND CAPABILITY OF THOSE WHO WORK WITH CHILDREN AND FAMILIES FROM PRE-BIRTH TO STARTING SCHOOL AND BEYOND
- MAKE LINKS BETWEEN PRACTICE, THEORY AND POLICY GUIDANCE TO REINFORCE ASPECTS OF HIGH-QUALITY PROVISION AND THE CRITICAL ROLE PRACTITIONERS PLAY
- CLARIFY SOME ASPECTS OF CURRENT PRACTICE AND PROVIDE A REFERENCE WHICH PRACTITIONERS CAN EASILY USE
- SUPPORT IMPROVEMENT AND QUALITY BY ENCOURAGING DISCUSSION, SELF-REFLECTION AND QUESTIONING ABOUT RELEVANT PRACTICE IN EACH SETTING
- PROVIDE ADVICE ON ACHIEVING THE HIGHEST QUALITY OF ELC AND EARLY PRIMARY PROVISION THAT WILL ENABLE YOUNG CHILDREN TO EXPERIENCE AND TO PLAY THEIR OWN PART IN SCOTLAND BEING THE BEST PLACE IN THE WORLD TO GROW UP



PARTNERSHIPS

COMMUNITY PARTNERSHIPS

APPLE TREE NURSERY IS AT THE HEART OF THE COMMUNITY. WE TAKE PRIDE IN GETTING TO KNOW OUR COMMUNITY AND THEIR NEEDS, ENSURING JOINED UP WORKING FOSTERS EXCELLENT RELATIONSHIPS TO ENABLE POSITIVE OUTCOMES.



PARENTAL PARTNERSHIPS

PARENTS ARE THE BIGGEST INFLUENCE ON CHILDREN, IT IS WIDELY ACCEPTED THAT CHILDREN BENEFIT MOST FROM THEIR EXPERIENCES IN NURSERY WHEN KEYWORKERS UNDERSTAND THE CHILD'S HOME LIFE AND TAKE IT INTO ACCOUNT. WE ENCOURAGE PARENTAL PARTNERSHIPS WHEVEVER POSSIBLE NO MATTER HOW BIG OR SMALL.



OPEN DOOR POLICY

PARENTS ARE ALWAYS WELCOME TO DISCUSS ANY ASPECTS OF THEIR CHILD'S DEVELOPMENT AND PROGRESS WITH A MEMBER OF STAFF OF THE MANAGEMENT TEAM. THE OFFICE DOOR IS ALWAYS OPEN AND LESLEY-ANNE IS ALWAYS READY TO LISTEN!

KEYWORKER SYSTEM

EVERY CHILD HAS THEIR OWN KEYWORKER, THIS MEANS THAT CHILDREN AND FAMILIES HAVE ONE SPECIAL PERSON TO RELATE TO AND THE KEYWORKER TAKES A SPECIAL INTEREST IN THE FAMILY.



NURSERY RECOGNITIONS

RIGHTS RESPECTING SCHOOLS

WE ARE A RIGHTS RESPECTING SCHOOL AND WE CURRENTLY HOLD A GOLD AWARD, WE PROMOTE CHILDREN'S RIGHTS AS OUTLINED IN THE UNGRC. THIS UNDERPINS THE ETHOS IN THE NURSERY, STAFF ARE POSITIVE ROLE MODELS FOR CHILDREN AND STRIVE TO CREATE AN ATMOSPHERE OF TRUST AND MUTUAL RESPECT.



ECO SCHOOLS

WE ARE AN ECO SCHOOLS, HOLDING OUR 6TH GREEN FLAG



NURTURING

WE HAVE RECEIVED THE BRONZE ACCREDITATION FOR OUR CHILDREN, THEIR NURTURING EDUCATION. WE LOOK FORWARD TO WORKING TOWARDS OUR SILVER ACCREDITATION!



COMMUNICATION

HOW DO WE COMMUNICATE INFORMATION TO OUR FAMILIES AND COMMUNITY

WE HAVE MANY WAYS WE COMMUNICATE INFORMATION TO PARENTS/CARERS AND KEEP PARENTS/CARERS INFORMED ABOUT THINGS HAPPENING IN THE NURSERY SUCH AS:-

- TEXT MESSAGING PARENTS/CARERS
- EMAILING PARENTS/CARERS – PLEASE ENSURE YOU PROVIDE US WITH AN UP TO DATE EMAIL ADDRESS
 - LETTERS FROM NURSERY
 - NURSERY HANDBOOK
- LEAFLETS AND INFORMATION IN THE FOYER
 - DAILY FEEDBACK FROM STAFF
 - DAILY LOG IN THE BABY ROOM AND 2 TO 3 ROOM
 - DAILY OPPORTUNITIES FOR PARENTS/CARERS TO SPEAK TO STAFF OR A MANAGER
- PROGRESS MEETINGS/PARENTS/CARERS NIGHT
 - CHILDREN'S PROFILES
 - PERSONAL LEARNING PLANS
- FLAT SCREEN TV – THIS IS AT THE MAIN ENTRANCE
 - HOME LEARNING LINKS
- SOCIAL MEDIA – FACEBOOK, TWITTER ETC.
 - OUR EYLOG APP

LINKS WITH PRIMARY SCHOOLS

APPLE TREE NURSERY MAINTAINS CLOSE LINKS WITH ALL THE LOCAL PRIMARY SCHOOLS ON THE ISLAND

- ST ANDREW'S PRIMARY SCHOOL
- NORTH BUTE PRIMARY SCHOOL
- ROTHESAY PRIMARY SCHOOL

WE LIAISE REGULARLY TO DISCUSS RELEVANT INFORMATION ABOUT TRANSITION FROM ELC TO PRIMARY 1 TRANSITIONS. IN MAY, WRITTEN REPORTS REGARDING YOUR CHILD'S PROGRESS IS PASSED ON TO THE SCHOOL THAT YOUR CHILD WILL BE ATTENDING.

REGULAR LIAISON WITH OTHER ELC ESTABLISHMENTS ENSURES CONSISTENCY AND CONTINUITY OF STAFF TRAINING AND DEVELOPMENT.

EYLOG

EYLOG IN THE APP WE USE FOR THE CHILDREN'S DIGITAL LEARNING JOURNALS



SCAN THE QR CODE TO DOWNLOAD THE EYLOG APP



FUNDRAISING



APPLE TREE LOTTERY

WE HAVE SIGNED UP TO TAKE PART IN ARGYLL COMMUNITY LOTTERY. LOTTERY TICKETS ARE JUST £1, EACH TICKET HAS A 1 IN 50 CHANCE OF WINNING, WITH PRIZES UP TO £25,000. 60% OF TICKET SALES GO TO GOOD CAUSES, 50% OF TICKETS SALES GO TO APPLE TREE AND 10% OF TICKET SALES GO TO A CENTRAL FUND.

RAG BAG

THE 'RAG BAG' RECYCLING SCHEME HAS BEEN DEVELOPED TO PROVIDE REGULAR FUNDRAISING FOR SCHOOLS AND NURSERIES IN THE UK. THE SCHEME INCREASES AWARENESS ABOUT TEXTILE RECYCLING AND BY INCREASING RECYCLING RATES WE CAN HELP THE ENVIRONMENT BY ENSURING LESS MATERIAL GOES TO LANDFILL.

WE HAVE A RAG BAG BIN SITUATED AT THE BABY ROOM GARDEN, THIS CAN BE FILLED WITH WEARABLE CLOTHING, PAIRED SHOES, HANDBAGS AND BELTS. PLEASE MAKE SURE ALL ITEMS ARE IN A TIED BAG

FOOD HUB

APPLE TREE NURSERY HAVE BEEN SUCCESSFUL ATTAINING THE 'FOOD SHARE' COMMUNITY PARTNERSHIP WITH OUR LOCAL CO OP. THIS INITIATIVE PROVIDES FOOD THAT WOULD NORMALLY BE DISCARDED BY THE CO OP TO REACH OUT TO THE LOCAL AREAS AND PREVENT FOOD WASTE. FOR A SINGLE PENNY HANDOVER WE RECEIVE FOOD GOODS WHO WE CAN OFFER TO OUR FAMILIES AT OUR HEALTH AND WELL-BEING HUB HAMPER. OUR FOODHUB HAMPER IS LOCATED TO THE RIGHT OF OUR MAIN ENTRANCE, REMEMBER TO CHECK THIS DAILY TO SEE WHAT GOODIES THE CO OP HAVE BROUGHT US.

AMAZON SMILE

WE HAVE RECENTLY SIGNED UP FOR AMAZON SMILE AND WE WOULD APPRECIATE IF YOU COULD SIGN UP FOR US! BELOW IS WHAT AMAZON SMILE IS AND HOW TO SIGN UP.

AMAZONSMILE IS A WEBSITE OPERATED BY AMAZON WITH THE SAME PRODUCTS, PRICES AND SHOPPING FEATURES AS [AMAZON.CO.UK](https://www.amazon.co.uk) THE DIFFERENCE IS THAT WHEN YOU SHOP ON AMAZONSMILE, AMAZON WILL DONATE 0.5% OF THE NET PURCHASE PRICE (EXCLUDING VAT, RETURNS AND SHIPPING FEES) FROM YOUR ELIGIBLE AMAZONSMILE PURCHASES TO YOUR CHOSEN CHARITY.

HERE'S HOW TO SHOP AMAZONSMILE:

- > VISIT [SMILE.AMAZON.COM](https://smile.amazon.com).
- > SIGN IN WITH YOUR AMAZON.COM CREDENTIALS.
- > CHOOSE A CHARITABLE ORGANIZATION TO RECEIVE DONATIONS, OR SEARCH FOR THE CHARITY OF YOUR CHOICE.
- > SELECT YOUR CHARITY.



USEFULL INFORMATION

SUGGESTIONS/COMPLAINTS

APPLE TREE IS CONTINUALLY SEEKING TO IMPROVE OUR SERVICE TO THE PEOPLE OF BUTE. IF YOU CAN CONTRIBUTE TO THIS IMPROVEMENT PLEASE CONTACT THE LESLEY-ANNE WITH YOUR SUGGESTIONS

SIMILARLY, IF YOU HAVE A COMPLAINT, CONTACT THE MANAGER WHO WILL LISTEN AND TRY TO RESOLVE YOUR COMPLAINT TO YOUR SATISFACTION. IF YOU ARE NOT SATISFIED, PLEASE REGISTER YOUR COMPLAINT, IN WRITING TO THE BOARD OF DIRECTORS

USEFUL CONTACTS

**ELC EDUCATION
PROVISION
ARGYLL & BUTE
COUNCIL
ARGYLL HOUSE**

**ALEXANDRA PARADE
DUNOON
PA23 8AJ
TEL: 01369 708503**

**CARE INSPECTORATE
COMPASS HOUSE, 11
RIVERSIDE DRIVE,
DUNDEE, DD1 4NY
TEL: 0141 843 4230**

**SCAN THE QR CODE TO READ OUR
RECENT CARE INSPECTORATE
REPORT**



LIST OF POLICIES

- ABSENT CHILD POLICY
- > ADDITIONAL SUPPORT NEEDS POLICY
- > ADMISSIONS & SETTLING IN POLICY
- > ADVERSE WEATHER CONDITIONS & ATTENDANCE AT WORK
- > ALCOHOL AND DRUGS MISUSE POLICY
- > ANIMALS IN THE NURSERY AND FARM VISITS
 - > ANTI-BULLYING POLICY
 - > BEHAVIOUR/DISCIPLINE POLICY
 - > BITING POLICY & PROCEDURES
 - > CHILD PROTECTION POLICY
 - > CHILD PARTICIPATION POLICY
 - > COMPLAINTS POLICY
 - > CONFIDENTIALITY POLICY
 - > CONTINGENCY PLAN
 - > CONTROL OF CONTRACTORS
- > COSHH PROCEDURES (CONTROL OF HAZARDOUS SUBSTANCES)
 - > CURRICULUM POLICY
- > DEATH OR SERIOUS INJURY TO A CHILD IN NURSERY PROCEDURES
- > DISCIPLINARY & GRIEVANCE PROCEDURES
 - > DUMMY POLICY
 - > EQUAL OPPORTUNITIES POLICY
 - > EMERGENCY PROCEDURE GUIDANCE
- > FEE COLLECTION & PAYMENT RECOVERY POLICY
 - > FIRE EVACUATION PROCEDURES
 - > FIRE SAFETY POLICY
 - > MANAGING HEAD LICE INFESTATION
 - > HEALTH & SAFETY POLICY
 - > HEALTH PROMOTING POLICY
 - > HEALTHY EATING AND SNACK POLICY
- > INFECTION PREVENTION AND CONTROL IN CHILDCARE SETTINGS
 - > KEY HOLDER POLICY STATEMENT
 - > LATE PICK UP POLICY
 - > LEGIONELLA POLICY

- > LITERACY POLICY
- > MEDICATION POLICY
- > MISSING CHILD PROCEDURE
- > NAPPIES (CHECKING AND CHANGING)
- > NATIONAL STANDARDS FOR NURSERY SCHOOL TOOTHBRUSHING PROGRAMMES
 - > NURSERY LITTER POLICY
 - > OUTINGS POLICY
- > PARENT/CARER PARTNERSHIP POLICY
 - > PARENTAL LEAVE
 - > PARTICIPATION POLICY
- > PEST CONTROL POLICY INDOORS AND OUTDOORS
 - > PHASED RETURN TO WORK POLICY
 - > PROMOTING POSITIVE BEHAVIOUR
- > RECORDS THAT ALL REGISTERED CARE SERVICES MUST KEEP
 - > RECRUITMENT POLICY & PROCEDURE
 - > RECYCLING POLICY
 - > RESPONSIVE CARE POLICY
 - > RESTRAINT POLICY
 - > RETIREMENT POLICY
 - > RISK ASSESSMENT POLICY
- > SECURE HANDLING, USE STORAGE AND RETENTION OF DISCLOSURE POLICY
 - > SELF EVALUATION POLICY
- > SERIOUS INJURY TO WORKER IN THE NURSERY
 - > SETTLING IN POLICY
 - > SOCIAL NETWORKING POLICY
- > STAFF SUPERVISION POLICY & PROCEDURE
 - > STUDENT POLICY
 - > SUN PROTECTION POLICY
 - > SUPERVISION OF CHILDREN POLICY
- > TIME OFF DEALING WITH DOMESTIC EMERGENCIES
 - > TOILET TRAINING POLICY
- > TRACKING CHILDREN'S PROGRESS POLICY
 - > TRANSITION POLICY
 - > TRIPS AND OUTINGS POLICY
 - > USING SOCIAL MEDIA
- > VISITORS HEALTH AND SAFETY
- > WASTE MANAGEMENT POLICY
- > WELFARE OF CHILDREN POLICY STATEMENT
- > WHISTLE BLOWING POLICY

THIS HANDBOOK IS CORRECT AT TIME OF PRINTING. SHOULD ANY IMPORTANT CHANGES TAKE PLACE THE MANAGER WILL INFORM ALL PARENTS/CARERS.

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