

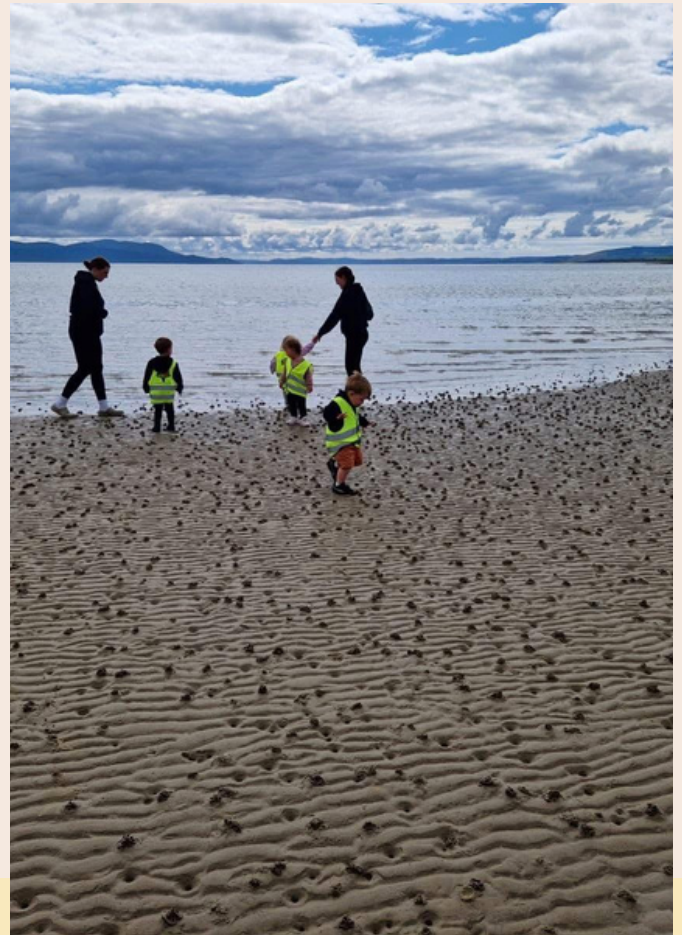
APPLE TREE NURSERY

HANDBOOK



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**'I manage this Nursery,
our inspirational
dedicated educators
——— lead it' ———**

LESLEY-ANNE ROBERTS

HEAD OF CENTRE

Hello and welcome to Apple Tree Nursery!

I'm so pleased to be welcoming you and your child(ren) into our nursery community. Before becoming Head of Centre, I had an idea of what leadership meant — but it wasn't until I stepped into this role that I truly understood the importance of being supportive, approachable, and leading by example.

My journey with Apple Tree started in 2000 as a student. Since then, I've worked my way through different roles — from Childcare Practitioner to Depute, and now Head of Centre. I feel really lucky to have experienced the nursery from so many perspectives, and it's helped shape the way I lead today.

Along the way, I've continued to grow professionally too, gaining my SVQ Level 4 and then my BA in Childhood Practice, to most recently becoming a Frobelian Leader. But most importantly, it's the relationships with children, families, and our amazing team that have taught me the most.

At Apple Tree Nursery, we value strong family partnerships and believe every child's learning journey is unique. Through community connections and a nature-inspired environment, we empower children to lead their own learning with confidence and curiosity.

I work hard to ensure that our staff team stay motivated, inspired, and up to date with current good practice by regularly attending training that supports and enhances your children's learning and development.

In the following pages, you'll find useful information we've put together to help new parents and carers as they settle their child(ren) into nursery life. Hopefully, it will answer many of the questions you might have at this stage.

We're proud to operate an "open door" policy here at Apple Tree. All of our staff are here to support both you and your child, so if you ever have any questions or concerns — no matter how big or small — please don't hesitate to speak to any member of the team at any time.

If there's anything in this document you'd like to discuss further, feel free to get in touch with me directly. I'm always happy to help.

Lesley-Anne Roberts

Head of Centre

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Our values are embedded in the everyday life of the setting and inform our practice. Leadership is clearly founded on principles of high-quality care and learning, active engagement with children and their families and a quality culture.



BACKGROUND INFORMATION

Apple Tree Nursery is a community business with charitable status. It is non-profit making and all monies are used to benefit the Nursery.

Apple Tree Nursery first opened its doors on 22 October 1990 in Pavilion House, Rothesay with a capacity for 16 children. It was soon realised that the premises were too small and inadequate to meet the needs of the Island.

After much negotiation the present site was purchased from the Local Authority for £1.00 and a funding package, comprising of monies from AIE, ERDF and the National Lottery, enabled the Board to build a 40 place Nursery which opened for business on 5 January 1998.

The Nursery has a multidisciplinary staff team where each staff member holds or is working towards recognised childcare qualifications. All staff have been vetted via the PVG scheme. Apple Tree Nursery also offers practical work placements to Students from various colleges and training agencies, whom you may see from time to time in the playrooms. A member of staff always supervises the students/trainees.

We are in partnership with the Local Authority to provide ELC.

MANAGEMENT

The Board of Directors is made up of volunteers from the Community and Parents/Carers and is responsible for overall direction of the Nursery. The Board meet every second month to evaluate and monitor the forward plans of the establishment. If you wish to become a Board Member and help with the continued running of the Nursery, please do not hesitate to let Lesley-Anne know.

Samantha Booth
Chairperson

Board Members

Kim McLaughlin
Kylie Rodgers
Haleigh Watson
Samantha McMillan
Sarah-Jane Nairn

OUR VISION, VALUES & AIMS

Our Vision, Values and Aims

Vision

At Apple Tree Nursery, we value strong family partnerships and believe every child's learning journey is unique. Through community connections and a nature-inspired environment, we empower children to lead their own learning with confidence and curiosity.

Values



Respect



Responsive



Achievement



Inclusive

Aims

- To build trusting and collaborative relationships with families and the wider community.
- To provide an inclusive, safe and inspiring environment where all children can thrive.
- To encourage curiosity, independence and a lifelong love of learning.
- To respond thoughtfully to each child's unique interests, abilities and developmental needs.
- To promote wellbeing, confidence and a strong sense of belonging for every child.

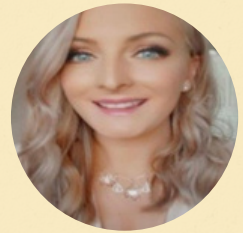


Meet the Board



HI, I'M HALEIGH. I WORK AS A RECEPTIONIST AT THE HEALTH CENTRE. MY DAUGHTER, ADA, ATTENDS APPLE TREE, AND WE'RE REALLY PLEASED TO BE PART OF THE APPLE TREE COMMUNITY. I'M ALSO VERY HAPPY TO BE PART OF THE BOARD OF DIRECTORS AND TO SUPPORT THE NURSERY IN THIS WAY.

HI, I AM KYLIE RODGERS, I AM A MENTAL HEALTH NURSE, CURRENTLY WORKING AT THOMSON HOME. I HAVE 4 CHILDREN, 3 AT SCHOOL AND 1 STUDYING TO BE A STONE MASON. I ENJOY ART AND CRAFT ACTIVITIES AND DOING THINGS WITH THE CHILDREN IN MY SPARE TIME.



HELLO, I AM SAMANTHA BOOTH, I AM AN EMERGENCY MEDICAL TECHNICIAN WITH THE SCOTTISH AMBULANCE SERVICE AND A HEARTSTART INSTRUCTOR. HAVING HAD 4 CHILDREN WHO CAME TO APPLE TREE I HAVE ENJOYED WATCHING THE NURSERY GROW FROM STRENGTH TO STRENGTH IN THE HEART OF OUR COMMUNITY. HAVING WORKED IN HR FOR MANY YEARS I BRING A GOOD KNOWLEDGE OF POLICIES AND PROCEDURES AND EMPLOYMENT LAW.

HELLO, I AM KIM MCLAUGHLIN, I AM A MOTHER OF TWO, MY SON IS AT SCHOOL, MY DAUGHTER IS IN ELC AT APPLE TREE. MY HUSBAND AND I OWN OUR OWN CAFÉ CALLOWS.

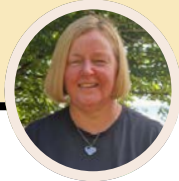


MY NAME IS SARAH-JANE AND I WORK FULL TIME AS AN AMBULANCE TECHNICIAN AT ROTHESAY AMBULANCE STATION. MY 4 YEARS OLD SON ATTENDS ELC HERE AT APPLE TREE AND HE LOVES THE OUTDOOR EXPERIENCES IT BRINGS. WE ARE A FARMING FAMILY REARING DAIRY AND HIGHLAND CATTLE AND ENJOY CONTRIBUTING WHERE I CAN TO AN ALREADY WELL RUN AND SUSTAINABLE NURSERY.

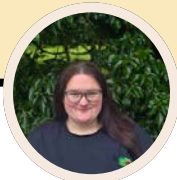
HELLO, I AM SAMANTHA MCMILLAN. I AM A STAFF NURSE AT OUR LOCAL HOSPITAL. BOTH MY CHILDREN ATTENDED APPLETREE NURSERY AND NOW MY DAUGHTER WORKS HERE AS A CHILDCARE PRACTITIONER THIS ALLOWS ME TO BRING THE VALUES AND OPINIONS OF BOTH PARENTS AND STAFF MEMBERS TO OUR REGULAR BOARD MEETINGS.



Meet the Staff Team



HI THERE! I'M YVONNE DUNN, AND I'VE BEEN A CHILDCARE PRACTITIONER AT APPLE TREE NURSERY SINCE JUNE 2009. I'M PASSIONATE ABOUT CREATING A SAFE, NURTURING, AND STIMULATING ENVIRONMENT WHERE CHILDREN CAN LEARN, GROW, AND, MOST IMPORTANTLY — HAVE FUN! I'M FULLY COMMITTED TO SUPPORTING EVERY CHILD'S DEVELOPMENT AND WORK CLOSELY WITH PARENTS AND CARERS TO ENSURE EACH CHILD RECEIVES THE BEST POSSIBLE CARE. I BELIEVE STRONG RELATIONSHIPS ARE KEY, SO I ALWAYS AIM TO BE RELIABLE, APPROACHABLE, SUPPORTIVE, AND THOUGHTFUL IN EVERYTHING I DO. AS PART OF THE TEAM, I ENJOY PLANNING AND DELIVERING HIGH-QUALITY ACTIVITIES AND LEARNING EXPERIENCES, AS WELL AS CARRYING OUT DETAILED OBSERVATIONS TO KEEP PARENTS INFORMED ABOUT THEIR CHILD'S PROGRESS AND JOURNEY THROUGH THE NURSERY. IN ADDITION TO MY ROLE IN THE PLAYROOMS, I'M ALSO THE PROUD DRIVER OF OUR NURSERY MINIBUS, ANNIE! I TAKE CARE OF ALL ASPECTS OF THE MINIBUS — FROM DRIVING THE CHILDREN SAFELY TO HANDLING MAINTENANCE CHECKS — MAKING SURE EVERYTHING RUNS SMOOTHLY FOR OUR TRIPS AND OUTINGS. I'M ALWAYS LEARNING AND REGULARLY ATTEND TRAINING SESSIONS TO KEEP MY KNOWLEDGE UP TO DATE. THIS HELPS ME MEET THE EVER-CHANGING NEEDS OF OUR CHILDREN AND ALLOWS ME TO SUPPORT MY COLLEAGUES BY SHARING MY EXPERIENCE TOO.

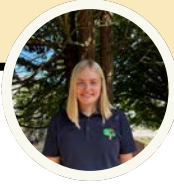


HI, I'M STEPHANIE SCOTT, A FULLY QUALIFIED CHILDCARE PRACTITIONER WITH A WEALTH OF EXPERIENCE AND A STRONG PASSION FOR EARLY YEARS EDUCATION. I'M DEEPLY COMMITTED TO PROVIDING HIGH-QUALITY CARE AND LEARNING EXPERIENCES THAT HELP EVERY CHILD THRIVE. I HOLD MY SVQ LEVEL 4 AND MAKE SURE TO KEEP MY CONTINUED PROFESSIONAL DEVELOPMENT (CPD) UP TO DATE THROUGH REGULAR TRAINING. THIS ENABLES ME TO OFFER THE BEST POSSIBLE SUPPORT TO EACH CHILD AND ENSURE THAT THEIR LEARNING IS RICH, ENGAGING, AND MEANINGFUL. CREATIVITY IS ONE OF MY STRENGTHS, AND I LOVE DESIGNING LEARNING OPPORTUNITIES THAT ARE FUN, EXCITING, AND PROVIDE JUST THE RIGHT LEVEL OF CHALLENGE FOR EACH CHILD. SUPPORTING CHILDREN'S CURIOSITY AND CONFIDENCE IS SOMETHING I TRULY ENJOY, AND I STRIVE TO MAKE EVERY DAY A POSITIVE AND ENRICHING EXPERIENCE. I AM ALSO PROUD TO BE THE RIGHTS LEADER HERE AT APPLE TREE NURSERY. WE ARE HONOURED TO HAVE ACHIEVED THE GOLD AWARD AS A RIGHTS RESPECTING SCHOOL, AND I LEAD ON EMBEDDING THE VALUES OF THE UN CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC) INTO OUR DAILY PRACTICE. THIS MEANS ENSURING THAT EVERY CHILD KNOWS THEIR RIGHTS, FEELS VALUED, AND HAS A VOICE IN THEIR LEARNING AND NURSERY EXPERIENCE.

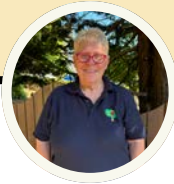


I'D LIKE TO TAKE A MOMENT TO INTRODUCE MYSELF — MY NAME IS LEIGHANN GREENE, AND I'M DELIGHTED TO HAVE RECENTLY JOINED THE TEAM HERE AT APPLE TREE NURSERY. OVER THE PAST FEW YEARS, I'VE BEEN STUDYING AT COLLEGE AND GAINING HANDS-ON EXPERIENCE IN A VARIETY OF CHILDCARE SETTINGS, INCLUDING ACHIEVEMENT BUTE AND ROTHESAY JOINT CAMPUS. THESE EXPERIENCES HAVE HELPED SHAPE MY PASSION FOR SUPPORTING CHILDREN'S DEVELOPMENT IN A NURTURING AND INCLUSIVE ENVIRONMENT. AT APPLE TREE, I'LL BE YOUR MAIN CONTACT FOR HEALTH AND WELLBEING, WITH A PARTICULAR FOCUS ON MENTAL HEALTH — BOTH FOR OUR CHILDREN AND FOR OURSELVES. PROMOTING POSITIVE WELLBEING IS SOMETHING I CARE DEEPLY ABOUT, AND I'M HERE TO SUPPORT THE WHOLE NURSERY COMMUNITY IN ANY WAY I CAN. MOST IMPORTANTLY, I'M A GREAT LISTENER. IF YOU EVER NEED A CHAT, A SOUNDING BOARD, OR JUST SOMEONE TO TALK THINGS THROUGH WITH — WHETHER IT'S A LITTLE THING OR A BIG ONE — I'M ALWAYS HAPPY TO MEET AND SEE HOW I CAN HELP.

Meet the Staff Team



HI! I'M MEGAN MCDONALD, AND I'M REALLY PROUD TO BE A LEAD PRACTITIONER HERE AT APPLE TREE NURSERY. I STARTED OUT AS AN APPRENTICE HERE AND HAVE SINCE BECOME A FULLY QUALIFIED CHILDCARE PRACTITIONER. IT'S BEEN SUCH AN AMAZING JOURNEY, AND I'VE LEARNED SO MUCH ABOUT SUPPORTING CHILDREN AND HELPING THEM GROW EVERY STEP OF THE WAY. I'M REALLY PASSIONATE ABOUT EARLY YEARS EDUCATION AND LOVE PICKING UP NEW SKILLS TO MAKE SURE I'M ALWAYS GIVING THE BEST CARE AND SUPPORT TO THE CHILDREN. AS THE NURSERY'S NUMERACY AND LITERACY LEADER I FOCUS ON HELPING CHILDREN WITH THEIR SPEECH, LANGUAGE, AND COMMUNICATION. I WORK WITH THE CHILDREN, FAMILIES, AND MY FELLOW STAFF TO FIND FUN AND HELPFUL WAYS TO ENCOURAGE KIDS TO EXPRESS THEMSELVES AND BUILD THEIR LANGUAGE SKILLS. ONE OF THE BEST PARTS OF MY JOB IS WORKING WITH A TEAM OF REALLY MOTIVATED AND CARING PEOPLE WHO ALL WANT THE SAME THING — TO CREATE A HAPPY, SAFE, AND EXCITING PLACE FOR CHILDREN TO LEARN AND EXPLORE. WE SUPPORT EACH OTHER AND SHARE IDEAS SO WE CAN KEEP IMPROVING EVERY DAY. I LOVE BEING PART OF APPLE TREE NURSERY, WHERE EVERY CHILD IS VALUED AND ENCOURAGED TO BE CURIOUS AND CONFIDENT. I'M EXCITED TO KEEP LEARNING AND GROWING IN MY ROLE, AND TO HELP MAKE SURE EVERY CHILD AND FAMILY HAS A WONDERFUL EXPERIENCE WITH US.



HELLO! I'M HEATHER SWEET, AND I FEEL REALLY LUCKY TO HAVE BEEN WORKING IN CHILDCARE SINCE 1999. EVEN AFTER ALL THESE YEARS, I'M JUST AS PASSIONATE ABOUT WHAT I DO NOW AS WHEN I FIRST STARTED. BEING THE DEPUTE MANAGER MEANS I GET TO SPEND TIME WITH THE CHILDREN, SUPPORT THEIR FAMILIES, AND WORK ALONGSIDE A FANTASTIC TEAM EVERY DAY — WHICH I ABSOLUTELY LOVE. I'M QUALIFIED WITH AN SVQ LEVEL 4 IN CHILDCARE LEARNING AND DEVELOPMENT, AND I'M ALWAYS KEEN TO KEEP LEARNING AND GROWING THROUGH TRAINING. I REALLY ENJOY PUTTING NEW IDEAS INTO PRACTICE, MIXING WHAT I'VE LEARNED WITH HANDS-ON EXPERIENCE TO MAKE SURE WE'RE GIVING THE BEST CARE AND LEARNING OPPORTUNITIES TO THE CHILDREN. IN MY ROLE, I BRING LOTS OF QUALITIES TO THE TABLE — I'M A GOOD LISTENER, A CLEAR COMMUNICATOR, AND I TRY TO LEAD WITH KINDNESS AND A SENSE OF HUMOUR. I ALSO LOVE BEING CREATIVE AND FINDING FUN WAYS TO MAKE LEARNING MEMORABLE AND EXCITING FOR THE CHILDREN. MY GOAL IS TO STAY INSPIRED AND MOTIVATED SO I CAN HELP EVERY CHILD FEEL SUPPORTED AND CONFIDENT ON THEIR LEARNING JOURNEY. TOGETHER WITH THE WHOLE TEAM, WE WORK HARD TO NURTURE EACH CHILD AND HELP THEM DEVELOP ALL THE SKILLS THEY NEED TO FLOURISH.

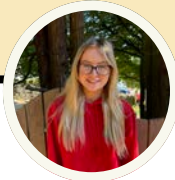


HI, I'M ERICA LEDICOTT, AND I'VE BEEN PROUD TO BE PART OF THE APPLE TREE NURSERY TEAM AS A BANK STAFF MEMBER SINCE 2017. I HAVE EXPERIENCE WORKING ACROSS ALL AGE GROUPS — FROM BABIES TO TODDLERS AND EARLY LEARNERS — AND I LOVE THE VARIETY AND ENERGY THAT EACH DAY BRINGS. I'M ESPECIALLY PASSIONATE ABOUT CREATING FUN, HANDS-ON ACTIVITIES THAT SPARK CURIOSITY AND CREATIVITY. I REALLY ENJOY SETTING UP MESSY PLAY EXPERIENCES THAT ALLOW CHILDREN TO EXPLORE THROUGH THEIR SENSES, AS WELL AS ENHANCING OUR CONSTRUCTION AREAS WHERE CHILDREN CAN BUILD, PROBLEM-SOLVE, AND DEVELOP THEIR FINE MOTOR SKILLS IN EXCITING WAYS. I'M ALSO VERY ACTIVE AND LOVE ENCOURAGING THE CHILDREN TO JOIN IN WITH PHYSICAL PLAY AND SPORTS. HELPING THEM BUILD CONFIDENCE THROUGH MOVEMENT AND TEAMWORK IS SOMETHING I FIND INCREDIBLY REWARDING. OUTSIDE OF PLAY AND LEARNING, I LIKE TO LEND A HELPING HAND WHEREVER I CAN — I'M NOT AFRAID TO GET STUCK IN WITH FIXING AND MAINTAINING RESOURCES AND EQUIPMENT AROUND THE NURSERY. I TAKE PRIDE IN MAKING SURE OUR LEARNING ENVIRONMENT IS SAFE, ORGANISED, AND READY FOR THE CHILDREN TO ENJOY.

Meet the Staff Team



HI, I'M CAITLIN PARKINS. I'VE BEEN PART OF THE APPLE TREE NURSERY TEAM SINCE 2017 AND AM A FULLY QUALIFIED CHILDCARE PRACTITIONER, HAVING COMPLETED MY SVQ LEVEL III IN SOCIAL SERVICES (CHILDREN AND YOUNG PEOPLE). I CURRENTLY WORK AS A LEAD PRACTITIONER, SUPPORTING BOTH CHILDREN AND COLLEAGUES TO DELIVER HIGH-QUALITY EARLY YEARS CARE AND LEARNING. IN MY ROLE, I ENJOY MENTORING STAFF, CONTRIBUTING TO PLANNING, AND HELPING TO CREATE A SAFE, NURTURING, AND ENGAGING ENVIRONMENT FOR EVERY CHILD. I'M PASSIONATE ABOUT CHILD DEVELOPMENT AND SUPPORTING CHILDREN TO BUILD CONFIDENCE, INDEPENDENCE, AND RESILIENCE THROUGH MEANINGFUL PLAY EXPERIENCES. I HAVE ALSO COMPLETED MY BA IN CHILDHOOD PRACTICE, WHICH HAS FURTHER DEVELOPED MY KNOWLEDGE AND UNDERSTANDING OF AREAS SUCH AS LEADERSHIP, PEDAGOGY, AND PROFESSIONAL REFLECTION. THIS QUALIFICATION HAS STRENGTHENED MY PRACTICE AND ENABLES ME TO CONTINUE CONTRIBUTING TO THE ONGOING DEVELOPMENT AND CONTINUOUS IMPROVEMENT OF OUR SETTING. I WOULD DESCRIBE MYSELF AS AN ENTHUSIASTIC, APPROACHABLE, AND DEDICATED MEMBER OF THE TEAM, ALWAYS STRIVING TO MAKE A POSITIVE IMPACT ON THE CHILDREN AND FAMILIES WE SUPPORT.



HELLO, I'M LAUREN GILCHRIST. I'M CURRENTLY IN THE EARLY STAGES OF MY APPRENTICESHIP AT APPLE TREE NURSERY, AND I'M GENUINELY EXCITED TO DEVELOP MY SKILLS, GROW AS A PRACTITIONER, AND SHARE MEANINGFUL EXPERIENCES WITHIN THE WARM AND WELCOMING ENVIRONMENT CREATED BY THE FANTASTIC APPLE TREE STAFF AND CHILDREN. FROM A YOUNG AGE, I'VE ALWAYS BEEN PASSIONATE ABOUT WORKING WITH CHILDREN, AND HAVING ATTENDED APPLE TREE NURSERY MYSELF, I FEEL INCREDIBLY FORTUNATE TO BE STARTING MY CAREER IN A PLACE THAT ALREADY FEELS LIKE HOME. BEING PART OF APPLE TREE GIVES ME THE CHANCE TO LEARN FROM EXPERIENCED PROFESSIONALS WHO ARE DEDICATED TO PROVIDING HIGH-QUALITY CARE AND EDUCATION. I'M COMMITTED TO EMBRACING EVERY OPPORTUNITY TO DEVELOP MY KNOWLEDGE AND PRACTICE, WITH A STRONG FOCUS ON CREATING NURTURING, ENGAGING, AND SUPPORTIVE EXPERIENCES FOR EVERY CHILD. I'M ESPECIALLY LOOKING FORWARD TO BUILDING POSITIVE RELATIONSHIPS WITH THE CHILDREN AND FAMILIES, HELPING EACH CHILD TO GROW IN CONFIDENCE AND INDEPENDENCE IN A SAFE AND INSPIRING ENVIRONMENT. I'M EXCITED ABOUT THE JOURNEY AHEAD AND FEEL PROUD TO BE PART OF A TEAM THAT TRULY VALUES THE HAPPINESS AND DEVELOPMENT OF EVERY CHILD.

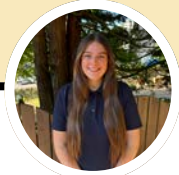


HI, I'M ELLIE HARVEY! I'M AN APPRENTICE AT APPLE TREE NURSERY AND I'M REALLY ENJOYING BEING PART OF THE TEAM. I'M FRIENDLY, CARING AND LOVE SPENDING TIME WITH THE CHILDREN. I'M LOOKING FORWARD TO GETTING TO KNOW ALL THE CHILDREN AND FAMILIES, WHILE LEARNING AND DEVELOPING MY SKILLS THROUGHOUT MY APPRENTICESHIP. I'M EXCITED FOR LOTS OF FUN, LAUGHTER AND LEARNING ALONG THE WAY!

Meet the Staff Team



HI, I'M ABIGAIL TAYLER, AND I'VE BEEN PART OF THE APPLE TREE NURSERY TEAM SINCE 2019. I'M THE NURSERY'S SECRETARY, AND YOU'LL USUALLY FIND ME IN THE OFFICE — ALWAYS READY TO HELP AND ALWAYS WITH A BIG SMILE! ALTHOUGH MY ROLE IS MAINLY BEHIND THE SCENES, I'M VERY MUCH PART OF THE DAY-TO-DAY LIFE OF THE NURSERY AND REALLY ENJOY THE REGULAR INTERACTION I HAVE WITH THE CHILDREN AND THEIR FAMILIES. BUILDING THOSE RELATIONSHIPS IS ONE OF THE HIGHLIGHTS OF MY JOB. MY RESPONSIBILITIES INCLUDE MAKING SURE STAFF WAGES ARE PROCESSED, TYPING UP NEWSLETTERS, SENDING OUT INVOICES, AND HANDLING A WIDE RANGE OF GENERAL ADMIN TASKS THAT HELP KEEP EVERYTHING RUNNING SMOOTHLY. WHETHER IT'S HELPING WITH PAPERWORK OR ANSWERING A QUICK QUESTION, I'M ALWAYS HAPPY TO SUPPORT OUR FAMILIES AND TEAM WHEREVER I CAN. I ALSO ENJOY TAKING PHOTOS AND VIDEOS THROUGHOUT THE NURSERY DAY AND AT THE SPECIAL EVENTS WE HOLD, HELPING TO CAPTURE AND SHARE ALL THE FUN, MEMORABLE MOMENTS THAT MAKE APPLE TREE NURSERY SUCH A SPECIAL PLACE. SO, IF YOU SEE ME WALKING AROUND WITH MY PHONE, GIVE ME A LITTLE WAVE — YOU MIGHT JUST FIND YOURSELF IN ONE OF OUR NURSERY UPDATES! IT'S A REAL PLEASURE TO BE PART OF SUCH A CARING AND DEDICATED NURSERY COMMUNITY, AND I'M PROUD TO PLAY A PART IN HELPING THINGS RUN LIKE CLOCKWORK.

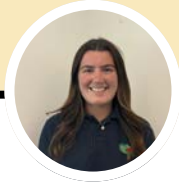


HI, I'M CHARMAYNE MURPHY. I JOINED THE APPLE TREE NURSERY TEAM IN 2019 AND BECAME A FULLY QUALIFIED PRACTITIONER IN 2020. SINCE THEN, I'VE LOVED BEING PART OF SUCH A CARING, DEDICATED TEAM AND SUPPORTING THE CHILDREN THROUGH THEIR EARLY LEARNING JOURNEY. ONE OF MY KEY ROLES AT APPLE TREE IS DELIVERING PEEP (PARENTS EARLY EDUCATION PARTNERSHIP) SESSIONS ACROSS ALL ROOMS. I'M PASSIONATE ABOUT CREATING OPPORTUNITIES FOR CHILDREN AND THEIR FAMILIES TO LEARN TOGETHER, AND I REALLY ENJOY HELPING TO BUILD STRONG CONNECTIONS BETWEEN HOME AND NURSERY. THESE SESSIONS ARE A GREAT WAY TO SUPPORT EARLY DEVELOPMENT THROUGH SONGS, STORIES, AND PLAY, AND IT'S A JOY TO SEE HOW MUCH THE CHILDREN GAIN FROM THEM. BEING PART OF APPLE TREE MEANS A LOT TO ME, AND I'M PROUD TO CONTRIBUTE TO SUCH A NURTURING AND SUPPORTIVE ENVIRONMENT WHERE CHILDREN CAN GROW, EXPLORE, AND THRIVE.



HELLO! MY NAME IS CHARLOTTE RUTHERFORD, AND I'M A FULLY QUALIFIED CHILDCARE PRACTITIONER HERE AT APPLE TREE NURSERY. I COMPLETED MY SVQ LEVEL 3 IN 2020, AND DURING MY STUDIES, I HAD THE OPPORTUNITY TO DO MY COLLEGE PLACEMENT RIGHT HERE AT APPLE TREE. FROM THE VERY BEGINNING, I FELT WELCOMED AND INSPIRED BY THE STAFF, CHILDREN, AND THE SUPPORTIVE ENVIRONMENT. AFTER FINISHING MY QUALIFICATION, I WAS DELIGHTED TO OFFICIALLY JOIN THE TEAM. I'M ALSO PROUD TO BE THE WOODWORK COORDINATOR WITHIN THE NURSERY. I SUPPORT THE CHILDREN IN SAFELY EXPLORING REAL TOOLS AND NATURAL MATERIALS, HELPING THEM CREATE THEIR OWN WOODEN PROJECTS. IT'S AMAZING TO SEE THEIR CREATIVITY COME TO LIFE AND WATCH THEIR CONFIDENCE GROW AS THEY PLAN, BUILD, AND PROBLEM-SOLVE THROUGH HANDS-ON EXPERIENCES. APPLE TREE IS EXTRA SPECIAL TO ME BECAUSE ALL OF MY OWN CHILDREN ATTENDED THE NURSERY — AND NOW, BEING PART OF THE TEAM THAT CREATES SUCH A WARM, CARING, AND INSPIRING ENVIRONMENT FEELS INCREDIBLY MEANINGFUL.

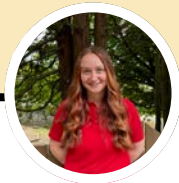
Meet the Staff Team



HI, I'M ELLIE MCMILLAN. MY JOURNEY WITH APPLE TREE NURSERY BEGAN IN 2018 WHEN I JOINED AS A STUDENT ON PLACEMENT FROM JAMES WATT COLLEGE. AFTER COMPLETING MY HNC IN CHILDHOOD PRACTICE IN 2019, I WAS THRILLED TO BECOME A FULLY QUALIFIED PRACTITIONER AND OFFICIALLY JOIN THE APPLE TREE TEAM. SINCE THEN, I'VE BUILT STRONG, POSITIVE RELATIONSHIPS WITH BOTH THE CHILDREN AND MY COLLEAGUES. I'M PASSIONATE ABOUT BEING PART OF SUCH A NURTURING AND INSPIRING ENVIRONMENT AND I'M ALWAYS EAGER TO KEEP LEARNING MORE ABOUT THE NURSERY'S DAILY ROUTINES AND HOW WE CAN CONTINUE TO GROW AS A TEAM. ONE AREA I'M ESPECIALLY PASSIONATE ABOUT IS BRINGING COMMUNITY FARMING CULTURE INTO OUR CHILDREN'S LEARNING. AS THE FARMING COORDINATOR, I HELP INTRODUCE THE CHILDREN TO NATURE, ANIMALS, AND WHERE FOOD COMES FROM—ENCOURAGING RESPONSIBILITY, CURIOSITY, AND A LOVE FOR THE OUTDOORS. WHETHER IT'S PLANTING, GROWING, OR CARING FOR SMALL ANIMALS, I LOVE SEEING HOW MUCH THE CHILDREN GAIN FROM HANDS-ON, REAL-WORLD EXPERIENCES. I CONSIDER MYSELF HIGHLY ORGANISED, MOTIVATED, AND ALWAYS FOCUSED ON ENSURING WE PROVIDE A HIGH-QUALITY LEARNING ENVIRONMENT FOR EVERY CHILD. BEING PART OF APPLE TREE IS INCREDIBLY REWARDING, AND I LOOK FORWARD TO CONTINUING TO SUPPORT OUR CHILDREN AS THEY LEARN, EXPLORE, AND THRIVE.



HELLO, I'M HANNAH BRYDEN, I'M REALLY EXCITED TO JOIN THE APPLE TREE NURSERY TEAM AS AN APPRENTICE. I'M LOOKING FORWARD TO LEARNING AND GAINING VALUABLE EXPERIENCE IN ALL THE ROOMS, WORKING CLOSELY WITH BOTH THE CHILDREN AND STAFF. I BELIEVE THAT BEING INVOLVED IN EVERY AREA WILL HELP ME DEVELOP A WELL-ROUNDED UNDERSTANDING OF CHILD DEVELOPMENT AND EARLY YEARS CARE. I'M EAGER TO BUILD POSITIVE RELATIONSHIPS WITH THE CHILDREN, SUPPORT THEIR LEARNING AND PLAY, AND CONTRIBUTE TO THE FRIENDLY, NURTURING ENVIRONMENT THAT APPLE TREE IS KNOWN FOR. I'M ESPECIALLY PASSIONATE ABOUT CREATING FUN AND ENGAGING EXPERIENCES THAT ENCOURAGE CHILDREN'S CREATIVITY, CONFIDENCE, AND INDEPENDENCE. I'M ALSO EXCITED TO LEARN FROM THE EXPERIENCED TEAM HERE, GAIN NEW SKILLS, AND GROW BOTH PERSONALLY AND PROFESSIONALLY. THANK YOU FOR WELCOMING ME—I CAN'T WAIT TO GET STARTED AND BE PART OF SUCH A WONDERFUL COMMUNITY THAT VALUES EVERY CHILD'S HAPPINESS AND DEVELOPMENT.



HI, I'M LEIGHA! I'M A FULLY QUALIFIED CHILDCARE PRACTITIONER HERE AT APPLE TREE NURSERY, AND I'M PASSIONATE ABOUT SUPPORTING CHILDREN AS THEY GROW, LEARN, AND EXPLORE THE WORLD AROUND THEM. SINCE JOINING THE TEAM, I'VE HAD THE OPPORTUNITY TO WORK ACROSS ALL ROOMS IN THE NURSERY. I REALLY ENJOY WORKING WITH CHILDREN OF ALL AGES, AS WELL AS COLLABORATING WITH DIFFERENT STAFF MEMBERS. THIS EXPERIENCE HAS GIVEN ME A STRONG UNDERSTANDING OF EACH STAGE OF DEVELOPMENT AND HELPED ME BUILD STRONG, SUPPORTIVE RELATIONSHIPS WITH BOTH CHILDREN AND COLLEAGUES. I HAVE A PARTICULAR LOVE FOR STORYTELLING AND CREATING ENGAGING, IMAGINATIVE PLAY EXPERIENCES THAT HELP CHILDREN BUILD THEIR CONFIDENCE, CREATIVITY, AND COMMUNICATION SKILLS. I ALWAYS AIM TO CREATE A WARM, NURTURING ENVIRONMENT WHERE EVERY CHILD FEELS VALUED AND SUPPORTED. I WOULD DESCRIBE MYSELF AS FRIENDLY, CARING, AND ALWAYS EAGER TO LEARN. I'M COMMITTED TO DEVELOPING MY PRACTICE AND CONTINUING TO GROW IN MY ROLE AS PART OF THE FANTASTIC APPLE TREE TEAM.

Meet the Staff Team



HI TO EVERYONE! MY NAME IS ADRIENNE O'DONNELL - ALTHOUGH MOST CALL ME ADY FOR SHORT - AND I'M HAPPY TO BE JOINING APPLE TREE NURSERY AS A BANK SUPPORT WORKER. I HAVE A PASSION FOR WORKING WITH CHILDREN AND YOUNG PEOPLE AND COME FROM A BACKGROUND IN ADDITIONAL SUPPORT NEEDS AND SOCIAL SERVICES, WITH EXPERIENCE SUPPORTING CHILDREN, YOUNG PEOPLE, AND FAMILIES IN A RANGE OF EDUCATIONAL AND COMMUNITY SETTINGS. THROUGHOUT MY HNC IN SOCIAL SERVICES AND HND IN ADDITIONAL SUPPORT NEEDS, I DEVELOPED KNOWLEDGE OF EARLY CHILDHOOD DEVELOPMENT, SAFEGUARDING, HEALTH AND WELLBEING, COMMUNICATION, INCLUSIVE PRACTICE AND SUPPORTING CHILDREN AND FAMILIES WITH DIFFERENT NEEDS. WHAT I HOPE TO BRING TO MY NEW TEAM ARE SKILLS AND KNOWLEDGE DEVELOPED WHILST PREVIOUSLY WORKING AS AN ADDITIONAL SUPPORT NEEDS CLASSROOM ASSISTANT AT GLASGOW CLYDE COLLEGE, AS A FAMILY SUPPORT WORKER WITH HOME-START GLASGOW NORTH - OFFERING IN-PERSON COMPREHENSIVE ASSISTANCE TO FAMILIES AND TAKING A LEAD WITH YOUTH DEVELOPMENT ACTIVITIES AS A VOLUNTEER COORDINATOR WITHIN THE FIRHILL YOUTH PROJECT. I HAVE ALSO COMPLETED TRAINING IN AREAS SUCH AS MENTAL HEALTH AWARENESS, TRAUMA-INFORMED PARENTING, BOOKBUG, CHILD SOCIAL CARE AND WELFARE, SAFEGUARDING, FIRST AID AND OUTDOOR EDUCATION. I'M PASSIONATE ABOUT HELPING CHILDREN FEEL SAFE, INCLUDED, AND SUPPORTED. WITH APPLE TREE, I WILL BRING KINDNESS, PATIENCE, AND GOOD COMMUNICATION, SUPPORTING THE TEAM AND CHILDREN WHEREVER I CAN. I'M REALLY LOOKING FORWARD TO BECOMING A REGULAR FACE WITHIN THE APPLE TREE NURSERY COMMUNITY AND GETTING TO KNOW EVERYONE.



HI, I'M ISLA MCMILLAN! I'M PART OF THE BANK STAFF TEAM AT APPLE TREE NURSERY, HELPING TO COVER SHIFTS WHEN STAFF ARE ON ANNUAL LEAVE, ATTENDING TRAINING OR ARE OTHERWISE AWAY. I'M A QUALIFIED MIDWIFE AND HAVE TWO CHILDREN OF MY OWN, JOHN, WHO ATTENDS SCHOOL, AND RAE, WHO IS CURRENTLY IN THE TODDLER ROOM HERE AT APPLE TREE. I REALLY ENJOY SPENDING TIME WITH THE CHILDREN AND GETTING TO KNOW THEM AND THEIR FAMILIES. I'M LOOKING FORWARD TO BEING PART OF THE APPLE TREE TEAM AND HELPING WHEREVER I CAN!



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 HEAD OF CENTRE 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 THEM ATTENDING NURSERY. THIS IS ESPECIALLY IMPORTANT WITH YOUNGER CHILDREN

FEE STRUCTURE

NO FEES ARE CHARGED FOR EARLY LEARNING CHILDCARE SESSIONS.

FEES FROM APRIL 2026 ARE AS FOLLOWS AND MUST BE PAID IN ADVANCE:

- > IF YOU USE 1 DAY, THE DAILY CHARGE WILL BE £44.00
- > ½ DAY (4 HOURS) WILL BE £22.00
- > 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

STARTING NURSERY IS A BIG STEP FOR BOTH CHILDREN AND THEIR PARENTS OR CARERS, AND WE UNDERSTAND THAT EVERY CHILD IS UNIQUE. SOME CHILDREN MAY SETTLE QUICKLY, WHILE OTHERS MAY NEED A LITTLE MORE TIME, REASSURANCE AND SUPPORT BEFORE THEY FEEL SECURE, HAPPY AND CONFIDENT IN THEIR NEW SURROUNDINGS. OUR SETTLING-IN PERIOD IS DESIGNED TO MAKE THIS TRANSITION AS GENTLE AND POSITIVE AS POSSIBLE. A FEW SHORT VISITS GIVE YOUR CHILD THE OPPORTUNITY TO BECOME FAMILIAR WITH THE NURSERY, THE STAFF AND THEIR NEW ENVIRONMENT, WHILE ALSO ALLOWING PARENTS AND CARERS TO SHARE VALUABLE INFORMATION ABOUT THEIR CHILD. WE RECOGNISE THAT YOU KNOW YOUR CHILD BEST. YOU KNOW THEIR PERSONALITY, INTERESTS, LIKES AND DISLIKES, ROUTINES, ABILITIES AND INDIVIDUAL NEEDS. WE VALUE THIS KNOWLEDGE AND WILL WORK CLOSELY WITH YOU, LISTENING AND LEARNING AS MUCH AS WE CAN TO HELP YOUR CHILD FEEL SAFE, COMFORTABLE AND WELCOMED. PARENTS AND CARERS ARE ENCOURAGED TO STAY WITH THEIR CHILD DURING THE SETTLING-IN PERIOD FOR AS LONG AS NEEDED. WE WILL WORK TOGETHER AT YOUR CHILD'S PACE, GRADUALLY BUILDING THEIR CONFIDENCE UNTIL THEY FEEL READY TO SPEND TIME HAPPILY AND SECURELY WITH US. OUR AIM IS FOR EVERY CHILD TO FEEL THAT NURSERY IS A WARM, CARING AND HAPPY PLACE WHERE THEY ARE KNOWN, VALUED AND SUPPORTED FROM THE VERY BEGINNING.

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

AT APPLE TREE NURSERY, THE SAFETY, WELLBEING AND HAPPINESS OF EVERY CHILD IN OUR CARE IS AT THE HEART OF EVERYTHING WE DO. OUR VISION IS TO SUPPORT EACH CHILD TO REACH THEIR FULL POTENTIAL SOCIALLY, EMOTIONALLY, PHYSICALLY AND INTELLECTUALLY, WITHIN A STIMULATING, SECURE, SAFE AND NURTURING ENVIRONMENT. AS APPLE TREE NURSERY IS NOT A SCHOOL, THERE IS NO COMPULSORY ATTENDANCE REQUIREMENT. PARENTS AND CARERS MAY CHOOSE TO KEEP THEIR CHILD AT HOME WHENEVER THEY WISH, INCLUDING FOR HOLIDAYS, FAMILY TIME, APPOINTMENTS OR OTHER PERSONAL REASONS. ALTHOUGH ATTENDANCE IS NOT COMPULSORY, WE KINDLY ASK PARENTS AND CARERS TO LET US KNOW AS SOON AS POSSIBLE IF THEIR CHILD WILL NOT BE ATTENDING ON A DAY THEY ARE EXPECTED. THIS HELPS US KEEP ACCURATE RECORDS AND, MOST IMPORTANTLY, ENSURES THAT WE KNOW YOUR CHILD IS SAFE. WE UNDERSTAND THAT MORNINGS CAN SOMETIMES BE BUSY AND UNEXPECTED CIRCUMSTANCES CAN ARISE. HOWEVER, LETTING US KNOW ABOUT AN ABSENCE AS SOON AS YOU CAN PROVIDES REASSURANCE AND HELPS US SUPPORT YOUR CHILD AND FAMILY APPROPRIATELY. IF A CHILD HAS NOT ARRIVED AT APPLE TREE NURSERY WITHIN ONE HOUR OF THEIR USUAL ARRIVAL TIME AND WE HAVE NOT BEEN NOTIFIED OF THEIR ABSENCE, THE CHILD'S KEY WORKER WILL SPEAK WITH THE NURSERY MANAGER AND CONTACT THE PARENT OR CARER TO CHECK THAT EVERYTHING IS OKAY. IF WE ARE UNABLE TO REACH THE PARENT OR CARER, WE WILL THEN TRY THE WORK CONTACT NUMBER PROVIDED TO US TO SEEK CLARIFICATION AND, MOST IMPORTANTLY, TO ENSURE THE SAFETY AND WELLBEING OF BOTH THE CHILD AND THEIR PARENT/CARER. IF WE ARE STILL UNABLE TO MAKE CONTACT, LESLEY-ANNE WILL BEGIN CONTACTING THE ADDITIONAL EMERGENCY CONTACTS PROVIDED, FOLLOWING THE ORDER OF PRIORITY. SHOULD WE STILL BE UNABLE TO MAKE CONTACT WITH ANYONE, THE NURSERY MANAGER WILL CAREFULLY CONSIDER THE NEXT APPROPRIATE STEPS. WHERE THERE ARE ANY CONCERNS REGARDING THE SAFETY OR WELLBEING OF A CHILD OR FAMILY, THE MANAGER MAY SEEK FURTHER ADVICE AND GUIDANCE FROM SOCIAL SERVICES OR OTHER RELEVANT AGENCIES. THESE PROCEDURES ARE IN PLACE BECAUSE WE CARE DEEPLY ABOUT THE CHILDREN AND FAMILIES WITHIN OUR NURSERY COMMUNITY. BY KEEPING US INFORMED OF ANY PLANNED OR UNEXPECTED ABSENCES, WE CAN CONTINUE TO PROVIDE A SAFE, CARING AND SUPPORTIVE ENVIRONMENT FOR EVERY CHILD.

ARRIVAL OF CHILDREN

ENTRANCE

AT APPLE TREE NURSERY, THE SAFETY AND WELLBEING OF OUR CHILDREN IS ALWAYS OUR HIGHEST PRIORITY. WE HAVE AN ELECTRONIC SECURITY GATE AT THE ENTRANCE TO HELP KEEP OUR NURSERY SAFE AND SECURE.

WHEN YOU ARRIVE, PLEASE RING THE BUZZER AND WAIT FOR A MEMBER OF OUR OFFICE TEAM TO LET YOU IN. FOR EVERYONE'S SAFETY, PLEASE DO NOT PUSH, PULL OR TOUCH THE GATE. ONCE INSIDE, PLEASE ENSURE THAT THE ENTRANCE IS SAFELY CLOSED BEHIND YOU.

PLEASE ESCORT YOUR CHILD INTO THE PLAYROOM, WHERE YOU WILL HAVE AN OPPORTUNITY TO SPEAK WITH A MEMBER OF STAFF AND SHARE ANY IMPORTANT INFORMATION ABOUT YOUR CHILD. THIS MAY INCLUDE HOW THEY ARE FEELING, ANYTHING THEY MAY NEED DURING THE DAY, OR WHO WILL BE COLLECTING THEM.

TO HELP US MAINTAIN A SAFE AND SECURE ENVIRONMENT FOR EVERYONE, PLEASE DO NOT ALLOW ANYONE YOU DO NOT KNOW TO ENTER THE BUILDING WITH YOU. IF SOMEONE IS WAITING AT THE ENTRANCE, PLEASE KINDLY ASK THEM TO WAIT OUTSIDE AND LET A MEMBER OF STAFF KNOW.

CHILDREN MUST ALWAYS BE BROUGHT TO NURSERY AND COLLECTED BY THEIR PARENT/CARER OR A RESPONSIBLE ADULT WHO HAS BEEN AUTHORISED TO COLLECT THEM. IF SOMEONE DIFFERENT WILL BE COLLECTING YOUR CHILD, PLEASE MAKE SURE THAT THE NURSERY TEAM IS INFORMED IN ADVANCE.

THANK YOU FOR WORKING WITH US TO KEEP OUR NURSERY A SAFE, WELCOMING AND CARING PLACE FOR EVERY CHILD, FAMILY AND MEMBER OF OUR TEAM.

COLLECTION OF CHILDREN

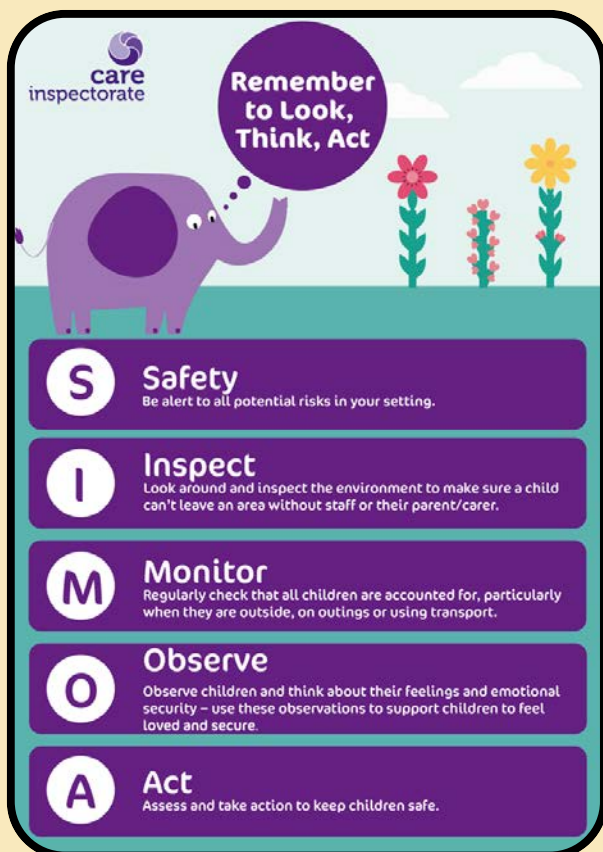
WHEN YOU FILL IN THE REGISTRATION FORM YOU WILL NOTICE THAT WE ASK FOR THE NAMES OF AUTHORISED PERSON(S) WHO WILL BE COLLECTING YOUR CHILD OTHER THAN THEIR PARENT/CARER. PLEASE BE CLEAR ON THIS POINT, AS THE NURSERY WILL ONLY RELEASE YOUR CHILD TO A RESPONSIBLE ADULT. IF SOMEONE OTHER THAN THE REGULAR 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.

SUPPORTING CHILDREN SAFELY

AT APPLE TREE NURSERY, THE SAFETY, WELLBEING AND DIGNITY OF EVERY CHILD IN OUR CARE IS EXTREMELY IMPORTANT TO US. WE ALWAYS AIM TO SUPPORT CHILDREN POSITIVELY AND CALMLY, HELPING THEM TO UNDERSTAND THEIR FEELINGS, MANAGE THEIR BEHAVIOUR AND DEVELOP SAFE WAYS TO EXPRESS THEMSELVES. ON RARE OCCASIONS, AS PART OF OUR DUTY OF CARE, IT MAY BE NECESSARY FOR A MEMBER OF STAFF TO USE APPROPRIATE PHYSICAL INTERVENTION TO PREVENT A CHILD FROM CAUSING HARM TO THEMSELVES OR OTHERS. THIS MAY INCLUDE SITUATIONS WHERE A CHILD IS AT IMMEDIATE RISK, FOR EXAMPLE, CLIMBING ON FURNITURE IN AN UNSAFE WAY, ATTEMPTING TO LEAVE THE PLAYROOM OR HURTING ANOTHER CHILD. ANY PHYSICAL INTERVENTION WILL ONLY EVER BE USED WHEN NECESSARY TO KEEP A CHILD OR OTHERS SAFE AND WILL BE CARRIED OUT IN THE MOST GENTLE, APPROPRIATE AND LEAST RESTRICTIVE WAY POSSIBLE. STAFF WILL ALWAYS AIM TO REASSURE AND SUPPORT THE CHILD THROUGHOUT THE SITUATION AND AFTERWARDS. ANY INCIDENT INVOLVING PHYSICAL INTERVENTION WILL BE REPORTED TO THE NURSERY MANAGER, AND PARENTS OR CARERS WILL BE INFORMED AND GIVEN THE OPPORTUNITY TO DISCUSS WHAT HAPPENED. OUR PRIORITY IS ALWAYS TO HELP CHILDREN FEEL SAFE, UNDERSTOOD AND SUPPORTED. WE BELIEVE IN WORKING CLOSELY WITH PARENTS AND CARERS TO ENSURE THAT EACH CHILD RECEIVES CONSISTENT, CARING SUPPORT AS THEY LEARN TO UNDERSTAND THEIR EMOTIONS, DEVELOP SELF-REGULATION AND BUILD POSITIVE RELATIONSHIPS WITH OTHERS.

**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. SMOKING 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 CONTACT EACH PARENT/CARER TO INFORM THEM 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.

WE ARE A NUT FREE NURSERY

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.

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. CHILDREN HAVE ACCESS TO A DRINK WHENEVER THEY NEED ONE.

Early Years Menu 2026-27

This menu starts August 2026

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Starter/ Dessert	Lentil & Tomato Soup (ve) Fresh Fruit	Homemade Custard Biscuit Fresh Fruit	Melon Slice (ve) Fresh Fruit	Homemade Chocolate Tiffin Fresh Fruit	Crackers & Cheese Fresh Fruit
Choice 1	Chicken Burger in a Bun	Sausages and Gravy Yorkshire Pudding	Homemade Chicken Korma	Margherita Pizza (v)	Breaded Fish Fingers
Sides	Diced Potatoes	Baby Boiled Potatoes	Rice	Potato Wedges	Chips
Unlimited vegetables, fruit and salad are available each day.					

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Starter/ Dessert	Leek & Potato Soup (ve) Fresh Fruit	Fruit Salad (ve) Fresh Fruit	Crackers & Cheese Fresh Fruit	Homemade Muffin Fresh Fruit	Homemade Shortbread Fresh Fruit
Choice 1	Pork Balls in Gravy	Homemade Macaroni Cheese (v)	Homemade Steak Pie	Homemade Chicken Curry	Breaded Salmon Fillet Fingers
Sides	Diced Potatoes	Garlic Bread	Baby Boiled Potatoes	Rice	Chips
Unlimited vegetables, fruit and salad are available each day.					

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
Starter/ Dessert	Bruschetta (v) Fresh Fruit	Chicken Noodle Soup Fresh Fruit	Lentil Soup (ve) Fresh Fruit	Homemade Ginger Biscuit Fresh Fruit	Homemade Scone Fresh Fruit
Choice 1	Roast Chicken with Yorkshire Pudding	Beef Burger in a Bun	Sausage Roll (ve)	Homemade Spaghetti Bolognese	Breaded Fish
Sides	Diced Potatoes	Diced Potatoes	Potato Wedges	Garlic Bread	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**.

 We use **Scottish/local produce** when available.

 Water is **available every day**.





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:
www.argyll-bute.gov.uk/education-and-learning/schools/school-meals



TRANSPORT

OUTINGS IN THE LOCAL COMMUNITY

AT APPLE TREE NURSERY, WE ARE INCREDIBLY FORTUNATE TO BE SURROUNDED BY A WONDERFUL COMMUNITY THAT OFFERS A RICH AND INSPIRING ENVIRONMENT FOR OUR CHILDREN TO EXPLORE. WE BELIEVE THAT CHILDREN DEVELOP A DEEPER UNDERSTANDING OF THE WORLD AROUND THEM THROUGH MEANINGFUL, FIRST-HAND EXPERIENCES. OUR LOCAL COMMUNITY, BEAUTIFUL ISLAND AND PLACES FURTHER AFIELD PROVIDE MANY EXCITING OPPORTUNITIES FOR LEARNING AND DISCOVERY. VISITING PLACES OF INTEREST ALLOWS CHILDREN TO MAKE CONNECTIONS, EXPLORE NEW ENVIRONMENTS AND DEVELOP THEIR UNDERSTANDING OF THE SOCIETY AND COMMUNITY IN WHICH THEY LIVE. TO SUPPORT THESE VALUABLE EXPERIENCES, WE ARE DELIGHTED TO HAVE OUR VERY OWN MINIBUS, ANNIE, WHICH HELPS US ENJOY TRIPS AND OUTINGS SAFELY AND COMFORTABLY. AS PART OF OUR MEMBERSHIP FORM, WE WILL ASK FOR YOUR PERMISSION FOR YOUR CHILD TO TAKE PART IN OUR OUTINGS. IF YOU WOULD PREFER YOUR CHILD NOT TO TRAVEL IN OUR MINIBUS, ANNIE, PLEASE LET THE NURSERY OFFICE KNOW SO THAT WE CAN MAKE A NOTE OF YOUR PREFERENCE. WE LOOK FORWARD TO SHARING MANY WONDERFUL ADVENTURES, DISCOVERIES AND LEARNING EXPERIENCES WITH YOUR CHILDREN AS WE EXPLORE OUR BEAUTIFUL ISLAND AND BEYOND TOGETHER.

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

OUR CHILDREN LOVE GETTING STUCK INTO THE MANY FUN, MESSY AND HANDS-ON LEARNING EXPERIENCES WE PROVIDE THROUGHOUT THE DAY. WHETHER THEY ARE PAINTING, EXPLORING SENSORY MATERIALS, PLAYING WITH WATER OR ENJOYING OUTDOOR ACTIVITIES, WE ENCOURAGE CHILDREN TO EXPLORE FREELY AND LEARN THROUGH DOING.

WE PROVIDE APRONS, WATERPROOFS AND WELLIES TO HELP PROTECT CHILDREN'S CLOTHING, BUT GETTING MESSY IS A NATURAL AND IMPORTANT PART OF LEARNING AND PLAY. PLEASE DRESS YOUR CHILD IN COMFORTABLE, PRACTICAL CLOTHING THAT YOU DON'T MIND GETTING MESSY, RATHER THAN THEIR "GOOD" CLOTHES. THIS ALLOWS THEM TO FULLY ENJOY THEIR EXPERIENCES WITHOUT WORRYING ABOUT KEEPING THEIR CLOTHES CLEAN.

PLEASE LABEL EVERY ITEM OF CLOTHING CLEARLY WITH YOUR CHILD'S NAME, INCLUDING COATS, JUMPERS, SHOES AND SPARE CLOTHING.

FOR OUR BABIES AND TODDLERS, PLEASE PROVIDE A PERSONAL SUPPLY OF NAPPIES, NAPPY CREAM, LOTIONS AND ANY OTHER ITEMS YOUR CHILD MAY NEED THROUGHOUT THE DAY. THESE SHOULD BE KEPT IN YOUR CHILD'S OWN CLEARLY LABELLED BAG.

WE ALSO ASK THAT YOU PROVIDE AT LEAST ONE COMPLETE CHANGE OF CLOTHES, CLEARLY LABELLED WITH YOUR CHILD'S NAME, SO THAT WE CAN KEEP YOUR CHILD COMFORTABLE AND HAPPY AFTER ACCIDENTS, SPILLS OR PARTICULARLY ENTHUSIASTIC MESSY PLAY!

THANK YOU FOR HELPING US CREATE A WARM AND NURTURING ENVIRONMENT WHERE CHILDREN CAN EXPLORE, GET MESSY, HAVE FUN AND LEARN THROUGH THEIR EXPERIENCES.

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, POLOSHIRTS, HOODIES AND SWEARSHIRTS.



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:

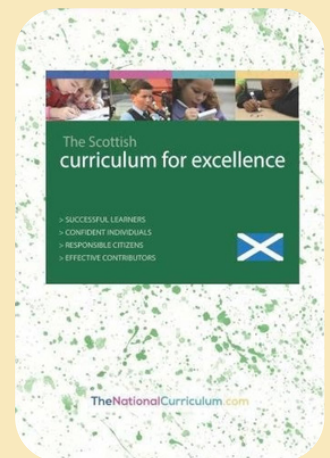
- SUCCESSFUL LEARNERS
- RESPONSIBLE CITIZENS
- EFFECTIVE CONTRIBUTORS

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 WHEREVER 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

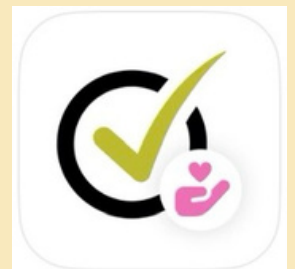
- ST ANDREW'S PRIMARY SCHOOL
- NORTH BUTE PRIMARY SCHOOL
- ROTHESAY PRIMARY SCHOOL

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.

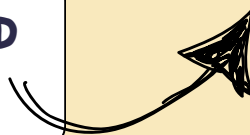
REGULAR LIAISON WITH OTHER ELC ESTABLISHMENTS ENSURES CONSISTENCY AND CONTINUITY OF STAFF TRAINING AND DEVELOPMENT.

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 THAT WE CAN OFFER TO OUR FAMILIES FROM 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.

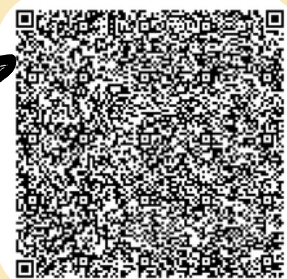
AMAZON SMILE

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.

REGISTERED IN SCOTLAND NO SC354167- RECOGNISED AS A SCOTTISH CHARITY NO SC040258