



Welcome to
Cherrytrees
Nursery
Handbook 2023

Vision, values and Aims

Cherrytrees nurseries provide professional, comprehensive childcare. Our commitment is to provide the highest standard of care for your child within a homely stimulating and fun environment.

This vision is embodied in our aims to:

- ✚ create a welcoming and happy environment where all achievement is celebrated
- ✚ listen to and consider all points of view
- ✚ provide a variety of stimulating opportunities and experiences to maximise potential
- ✚ equip children with the skills for life and for the future
- ✚ recognise and support different styles of learning working in partnership within our nurseries and the wider community, our values guide the way we work.

Together we will:

- ✚ respect and look after each other and the world around us
- ✚ create a challenging, engaging and responsive environment
- ✚ provide a safe, supportive and inclusive community where we value everyone
- ✚ build on the strengths, interests and aspirations of all
- ✚ promote equal opportunities, respect diversity, value faiths and family circumstances.

Baby Room

Our Baby Room provides care for children from birth in a cosy, warm homely and caring environment. Babies are given plenty opportunities to explore their senses and make close friendships at an early stage.

Toddler Room

Our Toddler room provides lots of opportunities for children to explore and learn in a safe and stimulating environment. Our Toddler room is for children up to the age of two. Our Baby and Toddler Rooms have use of the garden which is adapted to meet their age and stage of development.

Tweenie Room

Our Tweenie Room Provides care for children between 2 and 3 years. Our Tweenies have vast opportunities to learn and explore the world around them. Our Tweenies have a creative outdoor area which they explore and experience the outdoors.

There is plenty of sleep and rest opportunities in all of our birth to three rooms. Our Baby and Toddler rooms provide cots and beds whilst our Tweenie Room beds for all children. We use Responsive and intentional planning in line with the Realising the ambition document as an essential tool to ensure developmental stages are identified and supported.

3-5 Room

Our 3-5 room provides a wide range of experiences and outcomes for all children and we plan against the Curriculum for Excellence. We are in Partnership with East Lothian Council and provide funded spaces for all eligible children with the Government funded hours. Further information is available on request.

E Journals and daily diaries

You will be given a link for all Children under 3 where you can access your child's learning journey. The link will also have a daily diary where you will be able to see nappy changing times, sleep times and how you child has eaten that day.

SHANARRI is embedded in all our practice to provide a rich and robust care and learning experience.

3-5's have Learning Stories where the children can contribute to their own learning and share this with their parents regularly.

Staff

All of our staff are either fully qualified or working towards their qualification. All staff are required to be registered with the SSSC and complete a PVG check before employment commences.

Management

Directors - Stewart and Lisa Bennet

Childcare Manager - Kerry Andrews

Deputy Childcare Manager - Angela Appleby

Senior Coordinators

Sarah Johnston

Debbie Rendall

Administration

Lois Dreghorn

All Rooms - have a structure of Senior Coordinator, Room Leads, Practitioners and Support Workers

Settling In

To help your child feel less apprehensive about being left at nursery for the first time, Cherrytrees arranges a settling in period with you prior to your Child's first day.

This experience prepares you for the first occasion you leave your child at nursery, ensuring a less fraught time for you both.

On Arrival

When you drop off your child, the nursery team will be ready to give your child a cuddle to ensure they are feeling secure and safe on your departure.

Reassurance

You will be invited to call us during the day for an update about how your child has settled in.

Going Home

Our staff will give you verbal feedback on your child's day when you pick up your child and you will also be able to log in to your child's eJournal at home

Moving up a Room

When a child moves room depends on the Child's individual needs and age and stage of development. We only move children when they are ready. If change is managed as part of a natural progression it will be less unsettling. Children and parents will be given visits to their new room prior to their start date.

How you can help?

We welcome parent helpers in and out of the nursery

Generally, you can help us by:

-  telling us about your child - likes and dislikes, significant developments, changes in home routines etc
-  encouraging your child to talk about nursery
-  encouraging your child to draw, paint, cut out etc
-  encouraging your child's ability to change shoes and clothes etc
-  reading books with your child and saying nursery rhymes etc together
-  not arriving too early or too late at the beginning and end of sessions
-  providing dressing up clothes and collecting junk materials (boxes, wood off-cuts, plastic containers and lids, remnants of fabrics, kitchen roll tubes, off cuts of plumbers piping or any other items that are safe and clean and can used within the nursery environment)

Parental involvement in the nursery

We encourage our parents, grandparents and friends of the nursery to be actively involved in the life of the nursery. If you have a special skill or would like more information on how to become involved please contact the nursery staff.

Community

Visits are organised within the community and links exist with the community Police Scotland, Scottish Fire Service, health centre, local Care Home, Day Centre, dental services etc as well as with educational services such as Speech and Language specialists. This list is not exhaustive.

Children and nursery staff often visit the local greengrocers so the children can take part in choosing and purchasing their snack.

We aim to have good communication links with other providers ensuring information is passed on to parents and carers.

Complaints Policy

Our aim is to create a successful three-way partnership between the child, the parent and the Nursery.

It is our policy to encourage open communication between staff and parents at all times. Throughout the child's time in Nursery the needs of the children are our prime concern.

Should a parent wish to make a formal complaint however, it should be made in writing to the nursery manager, who will then consult staff and parents before deciding on an appropriate course of action.

All complaints will be recorded, dealt with promptly and all parties concerned shall be informed of the outcome. This too shall be recorded.

If you are totally dissatisfied with the response being given make it clear to the member of staff that this is the case.

If a complaint has not been dealt with in a suitable manner you may also write to the Care Inspectorate, Telephone:- 0345 600 9527 or log on to their web site.

