



# Introduction Information

# Pear Tree Nursery

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Haddington

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Thank you for considering us to care for your child at Pear Tree Nursery.

Here are a few things you may like to know about us, if you would like any further information please contact the Nursery Managers Gillian Harvey or Colette Walker at Meadowpark or Heather Reid at West Road.

**About Us -Meadowpark**

We are a private nursery in Haddington close to Haddington Infant and St Mary’s Primary School. We have been established as a nursery since 1990 and are registered to care for 56 children at any one time with 44 2 – 5’s and 12 under 2’s. We are open from 7:30am to 6pm Monday to Friday. Pear Tree Nursery is run from a large detached stone built property, which was originally the head masters house for the infant school. The building is set over 2 floors with upstairs used solely for under 2’s and the downstairs for the 2 – 5 age groups. We have a large completely enclosed garden which covers approximately half an acre, a balcony garden off our main Baby room and a large private car park to the side of our building

**About us – West Road**

In 2018 we opened a second branch on West Road in Haddington to accommodate all the waiting clients and a growing town population.

The West Road building was a popular former hotel ‘Browns’ and is located at number 1 West Road. It is a beautiful stone built Georgian home with lovely views of the countryside. West Road is registered to care for 94 children. The premises have large open rooms and a separate coach house building in the grounds for the babies. The garden is fully enclosed and has a side entry for easy drop off and collection for parents.

**Pear Tree Nursery Aims**

Our Aims are:

1. To provide a balanced, coherent, progressive learning environment that provides a varied and stimulating coverage in all areas of Curriculum for Excellence and Pre Birth To Three.

2. To provide a safe, stimulating and inclusive environment designed to meet each child’s individual needs in line with UNCRC and GIRFEC documents.

3. To provide children with opportunities within their day for rest and play and to ensure continuity of care from home to nursery and between settings.

4. To encourage children to form good relationships with their peers and adults, and foster good relationships with parents and other agencies.

5. To provide interesting and challenging resources within a stimulating attractive environment that will support learning.

6. To work as a effective staff team to create a learning community with progressive vision and embrace current research and contemporary ideas to inform practice.

7. To support the children in their overall physical and mental well-being .

8. Encourage parents to have an active role in the nursery being involved in the development and progression of the service and their child’s individual progress.

9. Promote independence, confidence, celebrate diversity and equal respect for everyone using our service

10. To provide an inclusive service where we strive to meet the needs of every individual

11. We follow the eco code designed by our stakeholders and continually work to improve our carbon footprint.

12. To ensure all service users understand the value and importance of play in the development of the child and ensure we support all forms of play throughout our service.

**Visiting**

Parents or Parents-to-be are most welcome to visit the nursery and meet the staff, as often as you feel necessary with your own particular list of questions. We appreciate that choosing a nursery is a huge decision that will affect your family life for many years to come and we want you to be confident that you have chosen the right nursery for your family.

**Settling In**

Once you have chosen to take a place for your child at Pear Tree Nursery we would ask that you come along to visit the nursery and meet the room staff and your child’s allocated key worker, who will take you through the settling in process.

This will include completing a care plan of your child’s individual needs and preferences. Parents will be asked to complete an induction and during this some policies and procedures are covered.

The rest of the policies and procedures can be found in the parent log in on the website in and located in all play rooms and outside the office.

**Trial Sessions**

Every child is different and will require a different settling in period. We recommend a parent stay with their child for the first couple of trials. This allows the parent and child to become familiar with surroundings and staff.

 When you and your child’s key worker feel your child is ready we would ask you to leave the building for a short period which will be variable depending on the individual child.

 We would aim to ensure that they have experienced having a snack or meal with us, used the bathroom or a nappy change and where appropriate had a sleep here to ensure that they feel comfortable with this before starting properly.

We work with you as a family to ensure you and your child are all ready for the first day at nursery. We appreciate that leaving your child for the first time can be extremely emotional and we will try to support you through this

**Transitional Object**

In order to make the transition from home to nursery run as smoothly as possible we encourage your child to bring along a special teddy, toy or a scarf that belongs to Mummy. Having a special object creates a link or comfort from home which can support the starting nursery process.

**Nurture**

Children need strong emotional bonds to thrive, we will work closely with you to ensure that your child emotional and attachment needs are being met. Recent discoveries in Neuroscience show us how strong attachments impact brain development and the early years are vital in shaping these pathways. We believe in lots of cuddles and love at Pear Tree will support your child’s emotional and cognitive development.

**Our Philosophy**

Play is the highest form of research’ Einstein

We believe that in learning through Play. Play helps children to develop their intelligence in every way. It helps children to think through ideas and apply them in all sorts of ways, safely in the world of play.

 Play allows children to explore, manage, deal with and control their feelings. It encourages children to develop relationships with their inner selves, others and their universe.

Play creates an attitude of mind, which brings deep involvement in learning, fosters the desire to learn and to be an adventurous learner.

We work with the pre-birth to three guidelines and The Curriculum for Excellence.

**Parental Involvement**

We welcome input from children and parents and are always happy for new recruits on our parents committee. Our Parent’s committee meets three times a year and we have a parent representative who can raise any points on your behalf if you are unable to attend the meeting.

We also welcome parent volunteers who would like to come along for a visit or share their skills.

If you would like to come and do an activity within your child’s room, please speak to your child’s room leader and arrange a suitable time and date. Throughout the year we have many events where families are asked to participate in events. Events are publicised in our newsletters, boards at the entries and our Family Events Calendar.

We believe we are partners in supporting your child’s learning and we will share information nightly on your child’s day along with learning Journals.

**Learning journals and key workers**

Each child is assigned a key worker on starting the nursery. This person will be your first point of contact through induction programmes, registration and the completing of care plans.

Your child’s key worker will be available for regular meetings to discuss your child’s development and progress throughout the nursery year.

Your child’s learning journal will be accessible online, you will be notified when an observation has been made on your child. You can log in on any electronic devices to see photos and information about your child’s learning journey .

**Involvement with the local community**

A lot of our learning experiences will take place outdoors, Haddington is a great town to explore.

We are regular visitors to the library, museum, Neilson Park, Lady Kitty’s garden, fire station , police station and walks along the riverside. We believe our local community is a learning rich environment and we love to pop into local shops, garage, vets etc and learn about our local environment.

**Inter- Generational Work**

We are involved in visiting the local Care Homes, where the children get opportunities to interact and build relationships with elderly residents. We take along various activities that both generations can enjoy, as favourite being balloon tennis.

**Extra-Curricular Activities**

We offer opportunities throughout the year for your child to experience extra-curricular activities such as Jo Jingles classes and Enjoy-A-Ball, these are optional and will incur an extra charge.

**Forest Schools**

Forest School embraces the outdoors as an inspirational learning environment focused on the child's learning needs rather than specific outcomes.

As the groups explore and experience the natural world, on a regular and sustained basis a Forest School is a unique way of building confidence and self-esteem, learn new life skills and promote independence, through hands on learning experiences.

Our staff have been trained by the Scottish Government Forestry commission to undertake forest school sessions which are run 5 times a week in both Eagle Explorers (3-5 year olds) room and in our Fox Cubs (2-3 year olds) room.

Our children enjoy experiences such as tree climbing, den building, wood whittling, outdoor arts, storytelling and fire building.

What to bring:

* We ask that you provide these for your child –
* A change of clothes in case of little accidents.
* A pair of wellies and outdoor clothing for the garden.
* Nappies, wipes and cream if not toilet trained.
* A soother or special toy if required.
* In summer - sun cream, a swimsuit and sun hat.
* In winter - a hat, scarf and gloves.

Our children tend to spend a lot of time outdoors so we ask that you provide weather appropriate outdoor clothing that you don’t mind getting muddy.

**Illness and Exclusion**

There are times when we may have to send a child home or ask for them not to attend nursery due to illness. These exclusions have been put into place for infection control purposes to prevent outbreaks of diseases/infections throughout the nursery, please see form attached at the back.

**Toothbrush**

We will provide a toothbrush and toothpaste for your child; we actively encourage all children to brush their teeth after meals.

A Dental Hygienist visits regularly to advise on good practice for dental care.

**Healthy Schools Award**

We have received our accreditation as a healthy school level one and support and encourage a healthy lifestyle for all our children.

**Eco- School award**

We have a strong Children’s committee which forms the ECO team, who ensure that we meet our Eco and sustainability targets. We have just been awarded our third green flag.

**Millies Mark – First Aid Trained**

We have been awarded Millies Mark Award, which is an award for our full staff team being fully trained in Paediatric first Aid. {first in Scotland to gain this award}. We also have a defibrillator on site.

**Grant Funding**

It is the intention of the Scottish Executive that every 3 and 4-year-old child gets 1140 hours of free nursery education. These hours can be claimed over 50 weeks on 23 hours a week basis. Daily you can claim a maximum of 10 hours.

A fully funded day (10 hours) starts at 8am and finishes at 6pm, if you require a 7.30am drop off there is a £5.00 charge. There is also a £3.00 per day charge that covers food costs and additional activities.

A morning session of funding starts at 7.30am and finishes at 1pm using 5.5hours of funding and there is a £1.50 charge to cover food and activity costs. An afternoon session of funding starts at 1pm and finishes at 6pm using 5 hours of funding and has a £1.50 charge to cover food and activity costs.

I hope the above clarifies how the grant funding is worked out, but if you have any queries, please email them to accounts@peartreenurseries.co.uk or speak to the management.

**Food and Drink**

**Nursery meals**

The nursery has its own in house cook, Karen Anderson who cooks all meals using locally produced products. Copies of our menus are on our website and are available in the rooms. We have achieved our Silver SOIL Award which provides an independent endorsement that caterers are taking the steps to improve their food, through meeting standards on nutrition, freshness, sustainability and animal welfare. We also follow the Setting the Table national guidance.

Our raw ingredient suppliers are

**Campbells Prime Meats** – all meats are locally sourced where possible and are farm assured.

**JK Thomson Fish** – All fish are from Scottish Waters and not on the Marine protection List.

**George Anderson** – Where possible Scottish produce and East Lothian if available.

**Clyde Organics** -Milk , all organic.

Breakfast is provided between 7.30-8.45, a fully cooked lunch is provided at 12 noon and a morning and afternoon tea is also provided by the nursery. All water and milk is provided - with the exception of babies under 1 year as we would ask that you bring your own formula or breast milk.

If you have any special dietary requirements or allergies please inform management.

**A sample menu**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Breakfast | A choice of cereal and toast | A choice of cereal and toast | A choice of cereal and toast | A choice of cereal and toast | A choice of cereal and toast |
| Allergens | Cereals containing gluten, Milk , Soya | Cereals containing gluten, Milk, Soya | Cereals containing gluten, Milk, Soya | Cereals containing gluten, Milk, Soya  | Cereals containing gluten, Milk, Soya |
| Morning Snack | A choice of fresh fruit | A choice of fresh fruit | A choice of fresh fruit | A choice of fresh fruit | A choice of fresh fruit |
| Lunch | Pork Sausage with Creamy Mash and Onion Gravy and peas**CC** | Macaroni Cheese served with warm garlic bread and ribbon carrot and cucumber. **CC** | Chicken Balmoral with roast potatoes .Mini Corn on the cobs and carrots.**OF** | Beef Stew and dumplings with vegetable and new potatoes**OF** | Grilled Salmon with a lemon dressing served with boiled rice, carrots and peas.**PC** |
| Allergens | Celery, Milk, Soya  | Milk, Cereals containing Gluten | Milk | Celery , soya | Fish |
| Afternoon Snack Tea | Cheese Toasties with cucumber and celery batons **NEW** | Baked Potato with choice of cheese, sweetcorn and salad **OF** | Bacon and Lentil soup served with homemade bread **NEW** | Pizza Bar -pizza bases served with a choice of toppings. **OF** | Home-made cheese scones served with cream cheese and Cauliflower soup **NEW** |
| Allergens | Cereals containing gluten, Milk , Soya, Celery | Milk  | Cereals containing gluten . Soya | Cereals containing gluten . Milk  | Cereals containing gluten . Milk, Celery  |

We aim to provide the highest quality of childcare and promote principles such as equality, dignity, privacy, choice, safety, realising potential and diversity in our service. We take pride in our service and work in partnership with all our service users to ensure that we operate to the highest standard. We provide a service that we trust you will be using for many years and we ask that you tell us if you are not completely satisfied.

**Inspection Reports**

We are regularly inspected by our Governing bodies, such as HMIE and the Care Inspectorate. Our latest inspection reports are available to view on the Care Inspectorate website.

[www.careinspectorate.com](http://www.careinspectorate.com) Copies are also available within the nursery.

**Open Door Policy**

We operate an open door policy and welcome your feedback.

The joint managers Gillian Harvey and Colette Walker, are available to discuss any issues you may have. All our room lead practitioners are also available and are happy to discuss any issues regarding childcare and education.

**Complaints Procedure**

In the case of a complaint against any aspect of the nursery, parents are invited to speak to your child’s key worker or the nursery managers, Gillian Harvey and Colette Walker. The member of staff will attempt to resolve the matter to the satisfaction of the complainant.

However should there be a matter of contention that cannot be settled by the nursery manager or the nursery directors to the complainant’s satisfaction then the next step is to contact the Care Inspectorate who will deal with the matter as a neutral body.

Governing Bodies

We are governed over by the Care Inspectorate, our registration number is CC2006881160 and their address is: Compass House,

11 Riverside Drive,

Dundee, DD1 4NY.

**Fee Information**

1. Registration

1. A non-refundable registration fee of £50 is payable to the nursery by the parent/guardian on the submission of the completed childcare agreement form.

2. Acceptance

1. A deposit of £100 is payable to the nursery. This shall be non-refundable unless one full month’s notice in writing is provided to the nursery manager and, in this event the deposit will be deducted from the last month’s fees.

3. Payment of Nursery Fees

1. Fees are payable monthly in advance by Direct Debit on the 1st day of the month. If a Direct Debit is returned unpaid or cancelled without prior notice, an admin fee of £10 will become payable.
2. The nursery also accepts payment by childcare vouchers, via employee benefits scheme.
3. The nursery is in partnership with East Lothian Council for children aged 3 and above. We are able to provide assisted places to children aged 3 to 5 years as deemed eligible by East Lothian Council. Further advice is available on this from the nursery manager.
4. If the start date of a child is delayed an amount equal to 50% of the monthly fees will be payable from the original date until the revised start date.

4. Calculation of Fees

1. The nursery is open all year round with the exception of 2 weeks during Christmas and New Year.
2. The fees payable by the parent/carer are calculated by taking the child’s weekly attendance fee, multiplying by 52 weeks and dividing by 12 to give a monthly payment.
3. The nursery does not permit the pro-rata reduction of fees if the child is absent from the nursery due to illness or holidays nor does it permit the swapping of sessions. The parent/carer is therefore obliged to make full payment. In the event of payment not being made then the nursery reserves its right to terminate this agreement in accordance with 3 above.
4. To ensure the safety of children and staff at all times there may be an occasion where the nursery is forced to close. In the event of the nursery having to close during the day for reasons such as fire, extreme weather etc. We will contact parents or the emergency contact to collect children from the premises. We will keep you informed of procedures we are taking to remedy the situation. We will always do our utmost to keep the nursery in operation and in event of closure will strive to have the service restored as soon as possible however in the unusual event of a nursery closure, fees would not be refundable.

5. Calculation/Termination/Amendment

1. After an offer has been made by the nursery but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice.
2. After acceptance of the offer by the parent/carer either party may terminate the agreement by the service of one month’s written notice to the nursery manager. During that period the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event of the parent/carer failing to pay the fees the child’s place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.

**Session Times and Prices**

|  |  |  |
| --- | --- | --- |
|  | 0-2 years | 2-5 years |
| Full Day | £55.00 | £53.00 |
| Morning Session  | £31.00 | £30.00 |
| Afternoon Session  | £30.00 | £28.00 |
| Full time discounted rate  | £1088.54 | £1048.96 |

Please note that all children must attend a minimum of 2 sessions per week

The above prices include breakfast, fully cooked lunch and afternoon tea, all snacks and drinks.

**Voucher Payment**

Why not ask at your workplace if they offer a childcare voucher scheme? We are registered to receive vouchers from Edenred (formerly Accor), Computershare (formerly Busy Bees), Imagine, Fidiliti, RG Childcare, Sodex, Kiddivouchers and Fair Care. It may be possible to register with other schemes if your workplace uses a different brand. This could potentially save you money on your childcare costs.

**If, when a child leaves the nursery, there is an overpayment of fees by way of childcare vouchers then these will either be returned to the voucher company or returned to the parent subject to a £5 admin fee for the additional work involved. It is the parents responsibility to inform HMRC if the latter occurs.**

Our Care Inspectorate Register Number: CS2006118860.