



Welcome

Argyle Bridge Children's  
Nursery



8 Haddington Road, Tranent,  
EH33 1HW

Tel 01875 616 629  
[manager@abc8nursery.co.uk](mailto:manager@abc8nursery.co.uk)

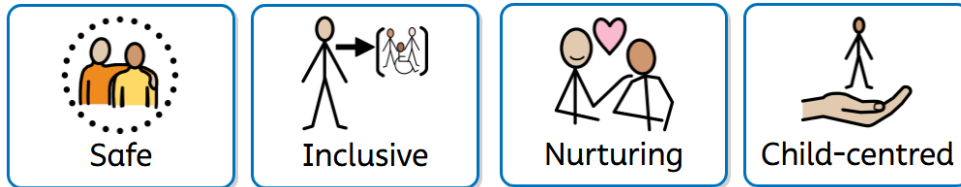
# Argyle Bridge Children's Nursery

## Our Mission Statement

*"Building foundations for the future"*

### Nursery Aims and Ethos:

At ABC nursery it is important to us that we are in "**SINC**" with the needs of our children and families providing a:



environment and practice to a high standard.

### Our Approach

We follow a child centred holistic approach, where each child is valued as an individual.

We aim to work closely with the children, parents and extended families to help us understand all children's needs and interest.

We involve the children in planning activities in the nursery based on their interests and the developmental needs of each child as well as information from home. We aim to do this through observations and verbal communication.

This approach is widely recognised as the best way to help and support every child. It is grounded in the belief that every child should receive an education to meet each child's individual needs.

# Argyle Bridge Children's Nursery

## **Staff Team**

Heather Martin – Director/ Senior Manager  
Amy Fraser – Manager  
Lauren Kinnoch – Deputy Manager  
Holly Thomson – Senior Practitioner  
Lindsey Kerr – Senior Practitioner  
Amy Couch – Practitioner  
Tia Tait – Practitioner  
Sammy Leith - Practitioner  
Charlotte Ditchman- Practitioner  
Sinead Anderson - Practitioner  
Courtney Ewart- Practitioner  
Isla Crosbie - Practitioner  
Erin Shepherd – Apprentice  
Clair Parker – Chef  
Andy Dodds - Cleaner

## **Rooms**

Puffins = 0-18 months  
Otters = 18 – 24 months  
Squirrels = 24-36 months  
Owls = 36 – 60 months

Children move through the rooms based on their development needs not necessarily ages.



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### Learning through Play

Froebel's most important contributions to educational theory was his focus on learning through play.

In the nursery we support each child's development through play based curriculum activities. Providing a wide variety of play experiences based on each child's interests which facilitate and support all aspects of the child's development. Enriched learning occurs as the child experiments and experiences things for themselves.

A child's development can not be measured on results alone but on the skills and knowledge they develop through being active in their learning during play activities.

### Curriculum

The curriculums are guidance provided by the government to enable the nursery to follow guidelines to help your children to develop and learn throughout their time in nursery.

## Argyle Bridge Children's Nursery

The following two curriculum guidelines we work with are:-  
Realising the Ambition – Being Me and Curriculum for Excellence  
As well as GIRFEC – SHANARRI and SIMOA

### **Planning and Self Evaluation**

Our rooms have improvement plans and this can be seen in their improvement plan floorbooks. The nursery settings each have their own Setting Improvement Plan this can be found on our website.

### **Items needed when starting nursery**

At Argyle Bridge Children's Nursery we like all children to become actively involved in all aspects of nursery life paintings, gluing, playing in gluck, outdoor play including in wet weather, sand and water so it is important to supply your children with appropriate clothing.

It is said that there is no such thing as bad weather, only bad clothing, We use our garden in all weathers and we recommend that you do not dress your children in their best clothes!

### **What you need for your new room**

This is what your child will need throughout the year. In the appropriate season:

- Nappies
- Wipes
- Nappy cream (if required)
- Comforter
- Sun hat/ sun cream SPF 30+
- Hat/ Gloves/ Scarf
- Wet suit/ wellies
- Set of spare clothes
- Coat
- Breakfast (if required)
- Teething Gel (if required)
- Sterilised bottle
- Powdered milk
- Tea (if required (only in the Caterpillar/ Puffin and Butterfly/ Otter room))

Please clearly label all items of clothing, shoes, hats and suncreams.

The nursery will only use **unopened** products.

### **Session Times**

The nursery is open from 7.30am – 6pm. Parents can drop off or collect anytime within these hours. We have a minimum requirement of 2 days attendance per week to help the children build strong nurturing relationships with their peers and staff.

## Argyle Bridge Children's Nursery

If your child is due to attend and is not in by 10am our staff will phone to find out if they are attending, to notify us of absences you can call, email or post on the learning journals.

Argyle Bridge Children's Nursery is only insured between the hours of 07.30 and 18.00 so children should not be on the premises out with these hours.

Children should be collected on time (both morning and afternoon sessions) and regular lateness will be charged at £1 per minute for any period of lateness. Parents/carers should inform the nursery when they are running late as extra staff may need to be arranged.

The Nursery takes persistent lateness in collecting a child very seriously. In extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable.

In the event of a child not being collected, the Staff will make every effort to contact the child's parent/s. If this proves to be impossible, they will try to get in touch with an alternative emergency contact, who is authorised by the child's parents to collect them on their behalf.

IF WE HAVE NOT BEEN NOTIFIED, OR HAVE BEEN UNABLE TO CONTACT THE EMERGENCY NUMBERS BY 6.15 P.M., THE STAFF WILL CONTACT THE MANAGER. IF BY 6.30 THERE HAS BEEN NO CONTACT MADE BY PARENTS. IT IS OUR RESPONSIBILITY TO CONTACT THE SOCIAL SERVICES EMERGENCY DUTY LINE AND THEY WILL TAKE RESPONSIBILITY FOR YOUR CHILD.

Please note that no person under the age of 16 is to collect a child from nursery.

### **Prams / Buggies**

The nursery will not be held responsible for the prams/ buggies left on the property. There is a shed in the drive way that prams/ buggies can be stored in if necessary.

Bikes and scooters may also be left in the shed although the nursery is not responsible for any damage / theft.



# Argyle Bridge Children's Nursery

## **Inspections**

We are registered with the Care Inspectorate CI reg no. CS2018367875  
Copy of our inspection reports and grades can be found on our website along with our policies and procedures [www.abcchildrensnursery.co.uk](http://www.abcchildrensnursery.co.uk)

## **General information**

All policies and procedures are available for your information in the foyer, on our webpage and at your request.

The four week menu is displayed on the parents notice board.

Care Inspectorate complaints procedure is displayed on parents notice board.

We operate an Open Door Policy and encourage parents to bring any concerns/issues to the attention of the nursery management.

All staff photos, qualifications and job titles are displayed in the nursery foyer.

## **Funding**

We work in partnership with East Lothian Council which allows us to offer funded places for all ante and pre school children (3-5 year olds). Also any eligible 2 year old children. All children are entitled to government funding from the 1<sup>st</sup> school term following their third birthday.

The funded hours are 22.8 hours per week, over 50 weeks totalling 1140 hours. We offer the funding in a few ways here at ABC.

1. If you attend 3 or more days a week, you can use your full entitlement of 22.8hours of funding here with us at ABC. This will reduce your fees, and we can provide you with updated fees in March when we know the April 2026 fees increase.
2. If your child attends with us 2 days a week, you will only be using 20hours of funding a week with us (funding is capped at 10hours a day) this means there is 2.8hours of funding a week not being used. You can either stay at 2 days with us, pick up another day depending on our availability or opt for a free floating day (this works out to be roughly every 3 to 4 weeks you child would received a full 10 hour session on a day that suits the nursery, we would let you know in advance of the term which days you child would attend a floating day and depends on our availability).  
Our session for funding are 7.30am to 5.30pm if you require care after 5.30pm, there would be a fee for this time. If not, you can opt for a funded only place with us and there would be no fees for this.
3. A blended place between ourselves and local authority (school nursery). This means you would use most of your funding at school nursery and any left-over funding would be available for you to use here. You will need to apply for a local authority (school nursery) place as soon as possible if you are looking at this option and not already done so.

## **Argyle Bridge Children's Nursery**

4. Fully at local authority (school nursery), you can leave ABC and use your full entitlement of funding at school nursery. You should contact the school directly for more information regarding how they offer the funding

### **When to keep your child at home**

Young children frequently become mildly ill. Infants, toddlers and pre-schoolers experience a yearly average of six respiratory infections (colds) and can develop one to two gastrointestinal infections (vomiting and/or diarrhoea) each year.

Deciding when children can go to nursery can be difficult. Parents and caregivers should discuss the children's symptoms and decide what to do.

Parents should contact Nursery when their child is sick and describe the symptoms. If a doctor makes a specific diagnosis, (such as chicken pox or conjunctivitis), let the nursery staff know so other families can be alerted.

Sometimes it is necessary for a child to remain at home.

If your child is unable to attend nursery due to being ill, you will still be required to pay full fees.

There are three reasons to keep sick children out of nursery:

1. The children are not able to participate in usual activities as many of the activities need to be closed to ensure infection control measures are followed within the nursery environment.
2. The child needs more individual care than the nursery staff can provide as ratios are under 2 year olds are 1-3 children per staff member and 2-3 years olds are 1-5 children per staff member and 3-5 year olds children are 1-8 children per staff member.
3. The illness or symptoms are on the exclusion list.

Our illness exclusion list can be found displayed in our main hall, and in our policy folder. Any queries speak to a member of staff / management.

### **Health Visitors / Other Professionals**

The nursery liaise closely with our local Health Visitors and other outside professionals, speech and language, educational psychology to ensure that we are all working in partnership to meet the needs of the child. If there are multiple professionals involved you may be invited to attend a multi-agency meeting or CPM.

### **Accidents / Incidents**

In the case of an accident or incident, staff will complete an accident/ incident form on the learning journals, the parent will need to sign this off on the journal to acknowledge that they have received the information. We will apply a cold compress to most bumps if required. It is nursery policy to inform the parents by phone call of any head bumps, the child will be monitored and first aid administered, along with the accident form going on the learning journal.

## **Argyle Bridge Children's Nursery**

### **Snacks/ Lunches**

A Healthy snack is offered every day between 8.30am and 9.30am, this can be toast/ cereal/ fruit with milk or water

Lunch is cooked on site fresh daily, the children are encouraged to serve themselves their lunch, younger rooms are given assistance from staff.

Afternoon snack is fruit and veg, with a savoury part, oatcakes served with salmon dip for example.

### **Allergies**

It is important that you let the nursery know of any allergies / intolerances your child may have. We will make adjustments to our menu/ child's serving to ensure that their needs are met. We are able to cater to most dietary restrictions, dairy free, gluten free, vegetarian.

We are a NUT and EGG FREE nursery, and in certain situations may refuse products into the building due to the severity of the nut allergy.

### **Toilet Training**

All staff at Argyle Bridge Children's Nursery are experienced in helping parents decide if their child is ready for toilet training.

Please do not hesitate to ask for advice or support.

#### **Safe management of soiled clothing going home**

If clothing is contaminated with blood or bodily fluids, it is recommended that you should:

- wash the clothing as soon as possible
- wash the clothing separately from your own and other members of your family's clothing
- wash the clothing at a minimum temperature of 60°C, or hotter if the clothing is suitable for a higher temperature wash, and use your normal washing products
- dispose of transport bag and wash your hands after touching the transport bag and clothing

### **Tooth Brushing**

When your child turns 3 they are eligible to funded tooth brushing at nursery. This is part of the ChildSmile Programme, We will encourage and support the children to brush their teeth each day. A letter explaining the programme and the option to opt out will be posted on your child's journal when they turn three.

### **Medication**

If your child has medication at nursery a medication form must be completed, depending on the medication and the length of time the child will require the staff will complete a short term or long term medication form.

All medication must be handed to staff and a form completed, the medication will require to be signed in and out by staff.

Children must have had the first dose of medication at home to ensure there are no reactions.

## **Argyle Bridge Children's Nursery**

### **Child's Personal Plans**

It is an expectation within the Health and Social Care Standards (Care Inspectorate) that each child will have a personal plan with input from parents/carers and staff. These plans are in place to meet the health, welfare and safety needs of each child in the setting. Through discussion at handover times and through use of the learning journals staff will add any updated information to your Child's Personal Plan to help provide the right support at the right time, you can also request for items to be added that are important.

Each entry will be initialled by the member of staff who recorded it and signed off by the parent. The Personal Plan will be reviewed every six months, even if nothing has been added and you are able to request to look at it whenever.

If you have any questions, please speak to the staff in your child's room, thank you.

### **Parent Committee**

We have a very active Parents Committee who welcome any new parents to join the committee.

### **Parking**

There is on street parking outside the nursery.

### **Outings**

We engage with the local community and regularly take outings in and around tranent. If there is a larger outing planned we will complete a large outings risk assessment. The children use buggies, then onto walko diles to ensure security and safety when out. Children and staff wear reflective vests. We regularly attend the library, care home, fire station, local parks and meet up with out other nursery setting.

### **Nursery Security**

The nursery door is opened by intercom/buzzer phone. Parents/ carers will press the buzzer and notfiy the staff who you are and who you are collecting. If you have not been to the nursery before or the staff member has not seen you, you will be asked for a security password. Or another member of staff will be called on to confirm who you are. We ask that you do not let another parent/ carer into the building and we ask that you ensure the door is closed seregely behind you.

### **Child Protection**

Edinburgh and the Lothians, including East Lothian, have reviewed and re – issued the “inter agency child protection procedures”. These procedures promote a high level of inter – agency co operation when working with all children.

All staff are trained in child protection and this is renewed every 3 years the management team are trained to level 4 Child Protection Training. We have policies and procedures in place to identify and protect children who have been abused or may be at risk.

## Argyle Bridge Children's Nursery

### **Storage of Data**

All children's paperwork will be stored in the office, locked. Parents can request to see any information on their child at anytime. The care inspectorate can also ask to see this information on request.

### **Complaints Procedure**

Most complaints can and should be resolved within the setting. If you have cause for concern and wish to make a complaint, the first person to approach would be a senior practitioner, or the manager. If parents/ carers still feel dissatisfied with the outcome our complaints procedure policy will be adhered to. If this is still not handled to your satisfaction the Care inspectorate can be contacted.

CONTACT Care Inspectorate online

via Complaints Form <https://www.careinspectorate.com/index.php/contact-us#>

or email [concerns@careinspectorate.gov.scot](mailto:concerns@careinspectorate.gov.scot)

