Early Tree

EARLY TREE SUPPORT · GUIDE

Settings

Your organisation, nurseries, roles and permissions

EARLY TREE VERSION
2026.11

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FOR
Owners and managers

ONLINE
help.earlytree.co.uk

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Screenshots show a fictional nursery and people.

Contents

Settings: your organisation, nurseries, roles and permissions. These steps match Early Tree 2026.11; for another version, see help.earlytree.co.uk.

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Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.earlytree.co.uk.

SETTINGS

Settings: your organisation and nurseries

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Owner, Manager	**Settings**	10 minutes	Settings

Purpose

Set up your organisation and each nursery: details, opening hours, rooms and closures. Most other areas (registers, the rota, billing) use these settings, so check them before you go live and whenever something changes.

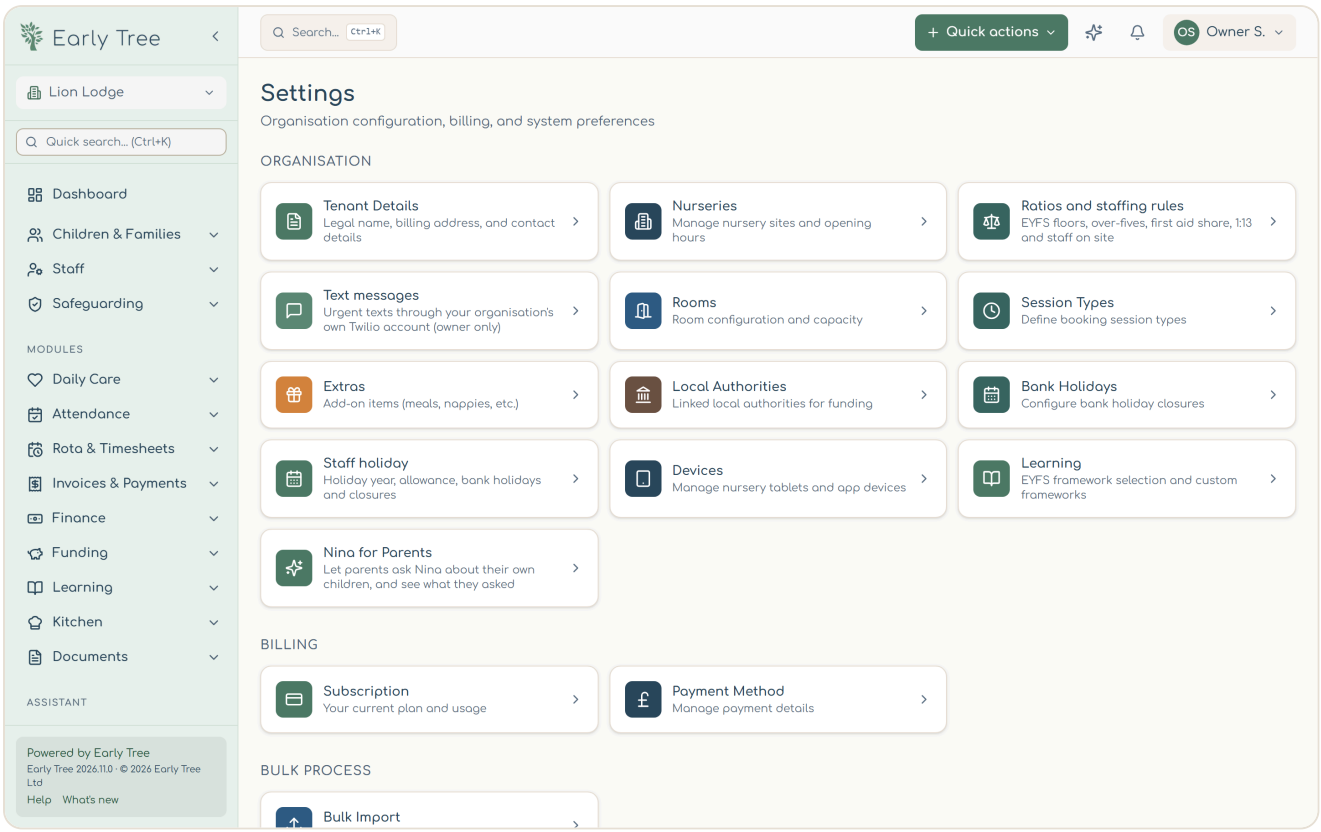
Before you start

- You need access to Settings. Owners have it; managers have the parts their role allows. Items you can't open are hidden.

Where settings live

Open **Settings** from the menu. The page groups everything by area:

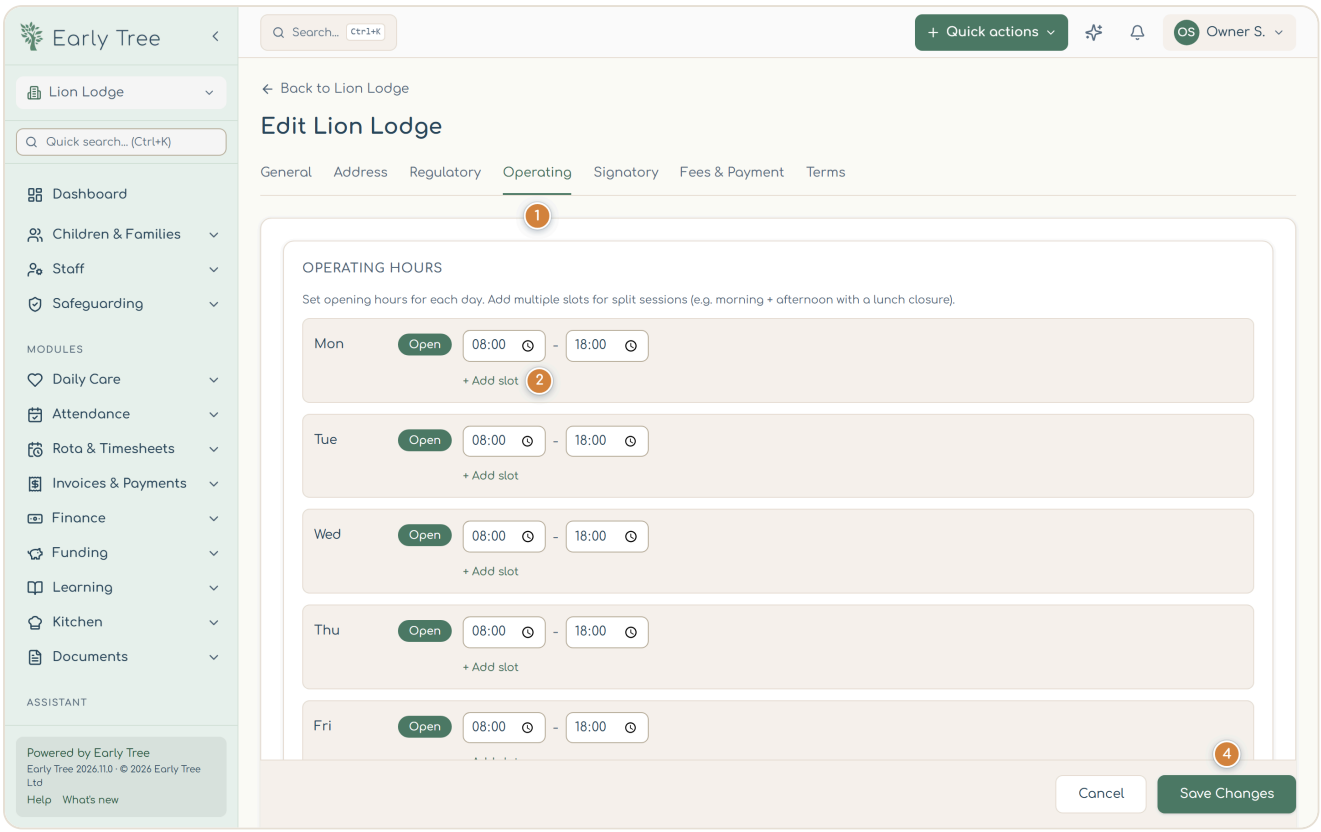
- **Organisation: Tenant Details** (legal name, addresses, contact), **Nurseries**, **Ratios and staffing rules**, **Text messages**, **Rooms**, **Session Types**, **Extras**, **Local Authorities**, **Bank Holidays**, **Staff holiday**, **Devices**, **Learning** and **Nina for Parents**.
- **Billing:** your Early Tree **Subscription** and **Payment Method**.
- **Bulk Process:** importing records in bulk.



The Settings page.

Set a nursery's opening hours

1. Select **Settings › Nurseries**, open the nursery, then select **Edit**.
2. Open the **Operating** tab 1.
3. For each day, switch **Open** or **Closed** and set the opening and closing times. Use **+ Add slot** 2 for split sessions, such as a morning and an afternoon with a lunch closure.
4. Choose whether you're **Closed on bank holidays** 3, and whether you charge for them.
5. Select **Save Changes** 4.



A nursery's opening hours.

If you leave the page with unsaved changes, Early Tree asks whether to **Keep Editing** or **Discard Changes**.

Rooms

Open the nursery's **Rooms** tab and select **Add Room**. Give the room a name, its **Capacity**, and the **Minimum Age** and **Maximum Age** in months, then select **Create Room**. Registers, the rota and room-move suggestions use these.

Staffing ratios are set under **Ratios and staffing rules**; see Ratios and rules.

Bank holidays

Select **Settings › Bank Holidays**, then **Refresh from GOV.UK** to load the official list, or **Add Bank Holiday** for your own closure days.

Common problems

I can't see Settings, or part of it.
Your role doesn't include it. Ask the owner, who can change it under **Roles & permissions**.

A tab shows a red dot.
Something on that tab needs fixing before you can save, for example the nursery name is missing.

Related guides

- Roles and permissions
- Ratios and rules

SETTINGS

Settings: roles and permissions

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Owner	**Settings** › **Roles & permissions**	10 minutes	Roles and permissions

Purpose

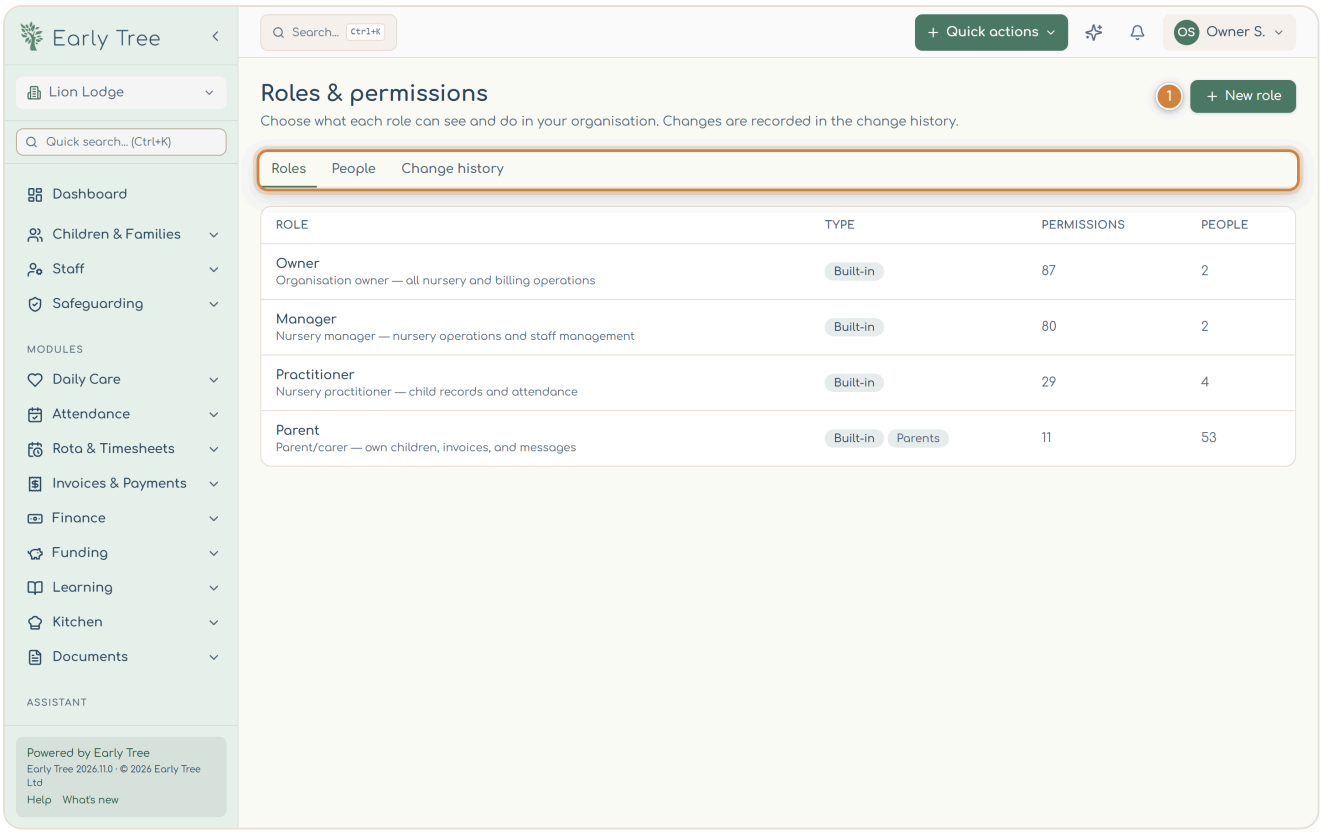
Decide what each role can see and do, so everyone has the access their job needs and no more. Records about children and staff include personal and special category data, so keep access to what each person needs (UK GDPR Article 5, data minimisation).

Before you start

- Early Tree comes with four built-in roles: **Owner**, **Manager**, **Practitioner** and **Parent**. You can change them or create your own.

Change a role

1. Select **Settings › Roles & permissions**. The tabs (highlighted) are **Roles**, **People** and **Change history**.
2. Open a role. Tick or untick what it can do, then select **Save** (the button shows how many changes you've made). If you grant something sensitive, Early Tree asks you to confirm.
3. To start from scratch, select **New role** 1, name it, choose a role to **Start from**, and select **Create role**.
4. **Reset to Early Tree default** puts a built-in role back as it came.



Roles and permissions.

Change one person's access

1. Open the **People** tab and select the person.
2. Tick the roles they have.
3. To make an exception for just this person, choose **Grant** or **Deny** next to a permission (or leave it **From roles**). Tick **Only show what they can do** to check the result.
4. Select **Save changes**.

Access changes when the person's sign-in next refreshes, within 15 minutes.

Change history

Change history lists every change to roles and people's access: who made it and when.

Related guides

- Your organisation and nurseries