

Once Upon A Time Nursery

56 Railway Terrace

Llanelli

Carms

SA15 2RH



Website

www.llanellinursery.co.uk

Phone

01554 785 173

Email

enquiries@llanellinursery.co.uk

STATEMENT

OF PURPOSE

Aims and Objectives

The aims and objectives of the nursery are:

1. To create a stimulating, caring and safe environment for all children in our care.
2. To actively promote the development of positive self-image within the children.
3. To work as partners with parents/carers in an open and honest way.
4. To have an involvement with the local community.
5. To develop and maintain strong links with other agencies and for them to recognise our professionalism.
6. To create a non-sexist atmosphere by introducing appropriate toys, books and games to encourage equal development of both sexes.
7. To provide a key worker who will work with a group of children, monitoring their progress through observations and assessments, and a twice yearly review with parents, thus ensuring that you are aware of how your child is progressing.
8. To provide places for special needs children if appropriate, with staff that are trained to give the child and parent/carer support.
9. To encourage the participation of parents/carers to visit the nursery at any time, and to share information, resources and practical advice.
10. To provide an atmosphere which helps the child and the parent/carer feel happy and comfortable within the nursery.

We are registered to care for up to 8 babies under 2 years old and 24 children aged between 2 years and 12 years.

We offer full day care and are open from Monday to Friday, 8am to 6pm, additional hours from 7 am until 7 pm are available on request, subject to availability.

The baby room (Ystafell Pili Pala) caters for 8 babies from 3 months old up to 2 years. The babies have three play areas which include home corner, a dress up area, story corner and free play space. They also have access to the outside space. The babies follow Birth to 3 Matters and areas and activities are planned in accordance with the framework. There are resources available to help the next developmental milestone e.g. crawling, walking etc.

We have two rooms that cater for children aged over 2 years. The Busy Bee room is a large room, made up of imaginative/role play area, dress up area, small world area, literacy and numeric area and creative area. There is an adjacent quiet area for story corner and nap time. In the Busy Bee room we have a tropical fish tank which the children love and helps them to develop their knowledge and understanding of the world.

The Wise Owl room caters for children who need an older environment and has dedicated areas including small world, mark making, construction, language & literacy and numeracy. The two rooms allow us to place the children in the age/ability group best suited to them.

The children follow the Foundation Phase, 7 areas of learning. Each of these areas has activities planned to promote individual needs e.g. communication skills, to aid toilet training, personal & social to help with emotions, physical to aid gross motor skills and promotion of the Welsh language through incidental Welsh.

Flying Start children follow the same framework as toddlers but have a specific timetable to make best use of their daily 2.5 hour sessions.

Resources are available to help any additional needs children may have, picture prompt cards to aid with communication, resources at low levels to be easily accessed, talking tins with key vocabulary and the use of sign along.

We provide children of school age with an area where they can complete any given homework with support from a qualified staff member. We provide school age children with activities and resources that incorporate the Foundation Phase and National Curriculum to enhance their skills and learning.

Example Baby Daily Routine (Morning session)

- | | |
|------------------------|---|
| 8:00 - 9:00am | Nursery opens, Welcome and communication with parents, Breakfast then free play |
| 9:00 - 10:00am | Day's Learning Opportunities, Nappy / Toileting |
| 10:00 - 10:30am | Snack |

10:30 - 11:30am	Outdoor time/walks
11:30 - 11:45am	Tidying / Nappy check
11:45 - 12:30pm	Lunch
12:30 - 1:00pm	Story time or singing (Nappy /Toileting)

(Afternoon session)

1:00 - 2:30pm	Sleep time and quiet time - vary depending on child
2:30 - 3:00pm	Snack
3:00 - 4:00pm	Day's Learning Opportunities, Nappy / Toileting
4:00 - 4:30pm	Tea Time
4:30 - 5:00pm	Free play (Indoor or out)
5:00 - 6:00pm	Evening playtime, free play, story time (Nappy /Toileting)
6:00pm	Nursery Closes.

Naps, snacks and lunch will be adjusted according to each infant's routine.

This routine will be reviewed every six months but the Learning Opportunities will change weekly.

Example Toddler Daily Routine (Morning Sessions)

8:00 - 9:15am	Nursery opens, Welcome and communication with parents, Breakfast then free play
9:15 - 10:00am	Focus Activities
10:00 - 10:30am	Snack
10:30 - 11:00am	Physical Play (indoor/outdoor) / walk
11:00 - 11:30am	Carpet/Circle time
11:30 - 11:45am	Tidy and Toileting
11:45 - 12:30pm	Lunch
12:30 - 1:00pm	Story time / Quiet time

(Afternoon session)

1:00 - 1:30pm	Free play, Table Top Activities
1:30 - 2:30pm	Focus Activities
2:30 - 3:00pm	Snack
3:00 - 3:40pm	Physical Play (indoors/outdoors) / walk
3:40 - 4:00pm	Carpet time/Circle time
4:00 - 4:30pm	Tea Time
4:30 - 5:30pm	Evening playtime, free play, table top activities

5:30 - 6:00pm Story / Quiet Time
6:00pm Nursery Closes.

This routine will be modified according to the children's needs.

Between 7am and 8am and 6pm and 7pm the activities will fit the needs of the individual child or children at nursery

Staffing

We have a Manager who is supernumerary at the nursery qualified to level 5 who oversees the nursery and is in charge of the day to day running of the nursery. We have two deputy managers, both level 5, one is responsible for children under 2 years and oversees all children in the baby room and the other is in charge of toddlers and oversees all children in the toddler room. We have two room supervisors, also level 5 and nursery nurses, level 2 and 3. All staff have a key worker responsibility for the children in their room.

There will be at least two members of staff on the premises whenever the setting is open. Our management team and the room supervisors are qualified to level 5 and have at least 4 years of experience and there will always be at least one of these people in the nursery. Our staff are constantly updating their qualifications and we are currently undertaking two level 3, 1 level 5 and 5 Playwork level 3 qualifications.

Nursery Staff Ratios

For ages 0-2 One member of staff for every 3 children.
For ages 2-3 One member of staff for every 4 children.
For ages 3-12 One member of staff for every 8 children.

On Outings a risk assessment will be carried out and dependent on the outing it will be decided if the staffing needs to be increased. The staffing ratios will always be met and often exceeded.

We also have an outdoor space for the children to play in with separate areas for the babies and the over 2 yrs.

All entrances to the building are covered by 30 day recorded CCTV for your child's safety.

Communication Books

This book is an optimal form of communication between Parents/Carers and your child's key worker. This can be used to write change of routines, any concerns you have and for the key worker to tell you of your child's day/progress. We will update the book daily and you can use the book to inform us of any information you feel we would benefit from knowing

We offer school drop off and pick up as well as different session times.

Breakfast is served from 8:15am to 8.45am, lunch at around 11.30am and tea at around 4.15pm, morning and afternoon snacks are also provided. If your child is booked in at these times, they will be provided with meals (cost included in your childcare fees). They eat in the dining room, at tables and are encouraged to help themselves to food and drinks. We also encourage them to use open cups, but if you prefer you can send in a lidded cup for their use, which can stay at nursery or be taken home every day. We do ask that you label cups, as most children tend to have similar looking items. We encourage healthy eating and have fruit and vegetable sticks for snacks. The children are provided with water or milk during the day and water at meal times unless requested otherwise by Parents/Carers.

After lunch tends to be the time that most babies and toddlers have a sleep, but children can sleep anytime that suits them. We put out the sleep mats for children to sleep on and a member of staff will sit with the children until they go to sleep, comforting them to sleep if necessary.

We are an English medium nursery although we use Welsh on a daily basis, we have fluent Welsh speakers on staff and Welsh is incorporated in circle time and general speech and activities throughout the day. We can translate information into another language if necessary.

Parents enter into a contract with the nursery and are asked to sign to say they understand that we will follow the nursery policies and procedures whilst caring for their child.

Payment Policy

Parents agree that all fees (full time and part time attendance) will be paid one month in advance on the 1st of each month. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours (subject to availability) are billed at the session rate or hourly rate.

Our policies and procedures are always growing and changing to keep the nursery running as smoothly and safely as we can. Policies are available to see on our website or on display in the entrance hall of the nursery, our current policies and forms include:

Welcome pack, Immunisation form, Registration form, Care sheet, Parents consent form, Parents contract, Suggestion form, Medication consent form, Complaints form, Complaints policy, Confidentiality policy, Food policy, Health and Safety policy, Intimate care policy, Late collection policy, Health and Welfare of Staff Policy, Outdoor play policy, Outings policy, Sickness and illness policy, Sun care policy, Behaviour policy, Child protection policy, First aid and medical policy, Equality and Diversity policy, Additional needs policy, No Smoking Policy, Language and Communication Policy, Whistle Blowing Policy, Transition policy, Drug and alcohol policy, Fire safety policy, Internet & E-Safety policy, Preventing Radicalisation Policy, Emergency Closure Policy, Lost Child Policy,

Settling in policy & Admissions policy

More information about our nursery is available on our website
www.onceuponatimellanelli.co.uk or please call the nursery on 01554 785173

This Statement of purpose will be reviewed annually or sooner if changes are needed.

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PRICES From 1st April 2018

FEES: How much do we charge?		Age 0-2	Age 2+
Full Day Session	8.00am till 6.00pm	£39.00	£37.00
Half Day Sessions (minimum 2 half sessions a week)	8.00am till 1.00pm	£23.00	£21.00
	1.00pm till 6.00pm	£23.00	£21.00
Full Week	Mon to Fri 8.00am till 6.00pm	£185.00	£175.00
School Wrap Around	8.00am till 6.00pm including drop off and pick up from school (around full school day)	£28.00	
Flying Start Top Up Full Day	8.00am till 6.00pm	£27.00	
Flying Start Top Up Half Day	8.00am till 1.00pm or 1.00pm till 6.00pm	£11.00	
After school pick up	Afternoon pick up at school till 6.00pm	£21.00	
Before school drop off	8.00am till 9.00am with drop off	£11.00	
Hourly/Half Hourly Rate	Before or after half day session	£6.00/£3.50	
Pick Up / Drop Off	Charged per pick up / drop off (up to 3 children)	£5.00	
Late pick up charge	Up to 15 minutes late and for every 15 minutes thereafter	£5.00	
Administration Fee	On joining per family	£30.00	

**Fees can be paid monthly in advance by cheque, cash or direct debit.
 If you wish to pay weekly then fees must be paid by direct debit.**

