

Once Upon A Time Nursery

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Llanelli

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STATEMENT OF PURPOSE 2020

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 toys, books and games to encourage equal development of both sexes as well as promoting diversity and knowledge and understanding of the world.
7. To provide a key worker who will work with a group of children, monitoring their progress through observations and assessments, and regular progress meetings with parents, thus ensuring that you are aware of how your child is progressing.
8. To provide places for children with additional needs 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 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.

Under 2's / Babies

The baby room (Ystafell Pili Pala) caters for 8 babies from 3 months old up to 2 years. The babies have areas which include role play, small world area, construction area, story corner and free play space for play mats and walkers as required. They also have access to the outside space, for fresh air and physical activities including messy play, climbing frame and ride along cars (age appropriate). The babies follow Birth to 3 Matters and elements of the Foundation Phase, they have areas and activities planned in accordance with the framework and where possible planning is child-led. There are resources available to help their next developmental milestone e.g. crawling, walking etc.

The baby room also has a separate sleep area with cots, it is sound proofed and children are put to sleep following the routine given by the parents, this would also include information covering if they go to sleep with a bottle, in a cot or a bouncer, self soothed or like to be cuddled before bed. As they grow and develop the children's key workers will discuss with the parents how they are sleeping, how long for and whether they are still needing a bottle / comforter and what the parents would like us to do moving forward. This consistency at nursery and at home helps the babies to settle into the new environment more quickly.

We also have another separate area where there are facilities to make bottles, feeds and food for children who attend the nursery from a young age, included in this area is a nappy changing area giving children a place to have their nappies changed in private.

Example Baby Daily Routine

8:00 am - 8:45 am	Nursery opens, Welcome and communication with parent
	<u>Breakfast</u>
8.45 am - 9.30 am	Free play & nappy check
9.30 am - 10.00 am	Circle time and washing hands
10:00 am - 10:20 am	<u>Snack</u>
10:20 am - 11:00 am	Sleep time/ set activities (messy/craft etc.)
11:00 am - 11:20 am	Music time/ outdoors & Nappy change
11.30 am - 12.00 pm	<u>Lunch</u>
12:00 pm - 1:00 pm	Quiet sensory play/ sleep time
1:00 pm - 1:40 pm	Free play & nappy checks
1.40 pm - 2.00 pm	Set activities & wash hands
2:00 pm - 2.20 pm	<u>Snack</u>
2.20 pm - 2.50 pm	Circle time & nappy change
2.50 pm - 3.10 pm	Set activities
3.10 pm - 3.30 pm	Quiet sensory play/sleep time
3.30 pm - 4.00 pm	Music time/outdoors
4.00 pm - 4.15 pm	Story sack/ song bag & wash hands
4.15 pm - 4.45 pm	<u>Tea</u>
4:45 pm - 5:15 pm	Free play / nappy checks
5:15 pm - 6:00 pm	Quiet time
6:00 pm	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.

Over 2's / Toddlers

We have two rooms that cater for children aged over 2 years. In these rooms we follow the Foundation Phase and the seven areas of development with child-led planning.

The Busy Bee room, (Ystafell Wenyn Brysur), is a large room, made up of imaginative/role play area, dress up area, small world area, literacy and numeric area, messy and creative area etc. There is an adjacent quiet area for story corner and nap time, usually children of this age are starting to nap after lunch. In the quiet/sleep area there are mats that we put down and are covered with sheets, they are given blankets, the lights are turned off with fairy lights twinkling and classical music playing to create a calm and soothing environment for the children to sleep in. Children will sleep for as long as they need to unless parents have stated otherwise.

In the Busy Bee room we have a tropical fish tank which the children love, this helps them to develop their knowledge and understanding of the world and learning how to care for pets.

The nursery is a part of the Design to Smile scheme and we encourage the children to brush their teeth once a day to help them with good oral hygiene. The children are given tooth brushing packs to take home to encourage the continuation of good oral hygiene. We are delighted to have reached the top award of gold standard with Design to Smile.

We also have a bathroom which has potties, toilets, an area for changing nappies and sinks to wash their hands. At nursery we encourage toilet training so when we feel the child/children are ready to toilet train we will have discussions with parents to plan out the best way to begin toilet training or follow what is already going on at home.

As we are a Flying Start setting we are able to offer eligible children sessions of 2.5 hours per day (9am - 11.30am or 1pm - 3.30pm) the 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. Staff wear picture lanyards to help the development of children with communication issues

Example Toddler Daily Routine

8:00 am - 9:00 am	Nursery opens, Welcome and communication with parents <u>Breakfast</u>
9:00 am - 9.30 am	Free play
9.30 am - 10.00 am	Circle time (stories, songs, flashcards, feelings)
10.00 am - 10:20 am	<u>Snack</u> nappy checks/ toileting
10:20 am - 10.50 am	Key worker, Key child time / messy play
10.50.am - 11:00 am	Tooth brushing
11.00 am - 11.30 am	Outdoors / walk/ busy feet/ physical time
11:30 am - 12.00 pm	<u>Lunch</u> nappy checks and toileting
12.00 pm - 1.00 pm	Story time / Quiet time
1:00 pm - 1:20 pm	Free play
1:20 pm - 2.00 pm	Circle time (stories, song, flashcards, feelings.)
2.00 pm - 2.20 pm	<u>Snack</u> nappy checks toileting
2.20 pm - 2.50 pm	Key worker, Key child time / messy play
2.50 pm - 3.00 pm	Tooth brushing
3.00 pm - 3.30 pm	Outdoors / walk/ busy feet/ physical time
3.30 pm - 4.00 pm	Table top activities
4.00 pm - 4:15 pm	Songs/ puppets/ musical instruments
4:15pm - 4:45 pm	<u>Tea</u>
4:45 pm - 5.15pm	Evening playtime, free play, table top activities
5:15 pm - 6:00 pm	Story / Quiet Time
6:00 pm	Nursery Closes

Speech and language is to be incorporated during the session by the child's key worker using elements from our speech and language bags using key vocabulary provided by Flying Start.

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

3's and over

The Wise Owl room, (Ystafell Dylluan Ddoeth), caters for older children who need a more challenging environment to prepare them for or compliment their time in school, and has dedicated areas including small world, mark making, ICT, construction, language & literacy and numeracy etc. The toddlers and preschool rooms allow us to place the children in the age/ability group best suited to them and their development which is continually tracked by staff/ key workers.

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

The Foundation Phase is also the framework to help guide planning as we follow a range of topics over the year such as on the farm, under the sea, nursery rhymes etc.

We provide children of school age an opportunity to follow the activities that have been planned for the current topic including activities and resources that incorporate the Foundation Phase and National Curriculum. These will enhance their skills and learning, giving the children a choice of what and where they would like to play. The over 3's are able to complete any given homework with support from a member of staff.

We also offer the 30 hours childcare scheme provided by the Welsh Government for eligible 3 and 4 year olds. We offer wrap around care, school pick ups and drop offs allowing working parents to have flexible childcare.

Example Preschool Daily Routine

8:00 am - 9:00 am	Nursery opens, Welcome and communication with parents <u>Breakfast</u>
9:00 am - 9.30 am	Free play
9.30 am - 10.00 am	Circle time (stories, songs, flashcards, feelings)
10.00 am - 10:20 am	<u>Snack</u> nappy checks / toileting
10:20 am - 10.50 am	Focus activity/ messy play
10.50 am - 11.00 am	Tooth brushing
11.00 am - 11.30 am	Outdoors / walk/ busy feet/ physical time
11:30 am - 12.00 pm	<u>Lunch</u> nappy checks and toileting
12.00 pm- 1.00 pm	Story time / Quiet time
1:00 pm - 1.20 pm	Free play
1:20 pm - 2.00 pm	Circle time (stories, song, flashcards, feelings.)
2.00 pm - 2.20 pm	<u>Snack</u> nappy checks toileting
2.20 pm - 2.50 pm	Focus activity/ messy play
2.50 pm - 3.00 pm	Tooth brushing
3.00 pm - 3.30 pm	Outdoors / walk/ busy feet/ physical time
3.30 pm - 4.00 pm	Focus tasks Key worker/ key child
4.00 pm - 4.15 pm	Golden time
4.15 pm - 4.45 pm	<u>Tea</u>
4:45 pm - 5.15 pm	Homework time
5:15 pm - 6:00pm	ICT
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 super numeracy at the nursery qualified to level 5 who oversees the nursery and is in charge of the overall running of the

nursery. We have two deputy managers, both level 5, who oversee the day to day running of the nursery, one is responsible for children under 2 years and oversees all children in the baby room and the other is in charge of toddlers/ preschool and oversees all children in the toddler/ preschool room. We have 3 room supervisors, also level 5 or working towards and nursery nurses, level 3 or working towards. All staff have a key worker responsibility for the children in their room which include managing the children's progress , planning to develop their skills and continuously discussing with parents about their child's progression.

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 staff have recently finished their Playwork, level 3 or level 5 qualifications. We have also undertaken a 10 week Welsh course which has helped us to speak more Welsh on a daily basis and improved our confidence in speaking Welsh.

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.

Outdoor area / outings

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. When going outside of the nursery staff will plan where and what we are going to be doing, for example a trip to the local market to get fresh fruit and vegetables, or for a walk in the local area to look at different modes of transport.

We also have an outdoor space for the children to play in with separate areas for the babies and the over 2s. For the over 2's the outdoor area includes construction, climbing frames, ride along cars and messy area etc. toys are rotated based on the children interests. We have a quiet corner, a paint easel and a vegetable patch to help the children continue their development in the 7 areas e.g. helping the children understand the journey from plant to plate. For the under 2's walkers and toys will be brought out to match the development milestones of each child.

Communication Books and Learning Journals

Our communication 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 have also introduced learning journals which will follow the child through the nursery which will include observations, assessments, pictures and craft of your child's time at nursery carried out by the child's key worker, shown during parents evening and given to the parents when the child leaves the nursery.

Meals and Menus

8am - 8.45am - Breakfast

10am - Morning snack

11.30am - Lunch

2pm - Afternoon snack

4.15 pm - Tea

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, and can help themselves to food and drinks, the children are also encouraged to use a fork,

spoon and knife while eating their meals, and 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. The children are provided with water or milk during the day and water at meal times unless requested otherwise by Parents/ Carers.

Please take a look at a sample menu which is inspired by the healthy eating Wales menu

A	Breakfast	Morning snack	Lunch	Afternoon snack	Tea
<p>This is a rotating rota, changing days every week and giving the children more variety</p>	Porridge oats with milk	Cucumber and tomato slices with breadstick	Thai style Chicken Noodles Plum and Kiwi slices	Pear & grapes slices with breadstick	Fishcakes with tomato relish Melon and orange slices
	Toasted Fruit bread and butter	Toasted buttered muffin with cheese	Lasagne with spring greens Fruit Cocktail	Sweetcorn & Carrot slices with breadstick	Chicken & cucumber Wrap Mango and apple slices
	Cornflakes with milk	Apple and plum slices with breadstick	Chicken Hotpot Pineapple chunks with raisins	Rice cake & soft cheese	Quorn sausage dinner Blueberry muffins
	Toasted Crumpet with butter	Sweetcorn & cucumber slices with breadstick	Chicken and apple patties, roast potato & vegetables Chopped grapes and banana slices	Pears and oranges slices with breadstick	Pea and Ham Soup Apples slices with raisins
	Shredded Wheat with milk	Cream crackers & soft cheese	Vegetarian Moussaka Melon & Kiwi slices	Carrot and Celery slices with breadstick	Vegetable medley with gravy Frozen strawberry yogurt

B

	Breakfast	Morning snack	Lunch	Afternoon snack	Tea
This is a rotating rota, changing days every week and giving the children more variety	Rice Krispies with milk	Kiwi and Mango slices with breadstick	Roast Chicken Dinner Strawberry Jelly	Sweetcorn and Celery slices with breadstick	Tuna pasta bake Melon slices with raisins
	Toasted Bagel with butter	Carrot and cucumber slices with breadstick	Vegetable Curry with rice Chopped grapes and apple slices	Pear and plum slices with breadstick	Fish fingers and potato wedges Banana and orange slices
	Weetabix With milk	Buttered Rice cake with banana slices	Chicken Casserole Sorbet	Cucumber and Tomato slices with breadstick	Pasta salad with sweetcorn and ham Strawberries & kiwis
	Toasted Teacake with butter	Mango and orange slices with breadstick	Turkey pie & fresh vegetables Peaches and ice cream	Cream crackers with butter and cheese	Cheesy mash and beans Fruit salad
	Toasted wholemeal bread with butter and a variety of toppings	Sweetcorn & Celery slices with breadstick	Pasta Bolognese Melon and pineapple slices	Apple slices with raisins	Pitta pockets with ham and cheese, lettuce and cucumber Cake and custard

General Information

All entrances to the building and rooms within the nursery are covered by 30 day recorded CCTV for your child's safety. We offer school drop off and pick up as well as different session times based on availability

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.

We have a privacy policy that shows the parents what data we will keep on file, how long we will keep it and what the purpose for it is.

Payment Policy

Parents agree that all fees (full time and part time attendance) will be paid one month in advance between the 1st - 10th of each month. Unpaid fees may result in a late fee or 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.

Policies and Procedures

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.

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.

PRICES From 1st April 2019

FEES: How much do we charge?		Age 0-2	Age 2+
Full Day Session	8.00am till 6.00pm	£41.00	£39.00
Half Day Sessions	8.00am till 1.00pm	£24.00	£22.00
	1.00pm till 6.00pm	£24.00	£22.00
Full Week (includes £15 discount	Mon to Fri 8.00am till 6.00pm	£190.00	£180.00
Full week of mornings or	5 x half day sessions	£115.00	£105.00
School Wrap Around	8.00am till 6.00pm including drop off and pick up from school <small>(around full school day)</small>	£28.00	
Flying Start Top Up Full Day	8.00am till 6.00pm	£29.00	
Flying Start Top Up Half Day	8.00am till 1.00pm or 1.00pm till 6.00pm	£12.00	
After school pick up	Afternoon pick up at	£21.00	
Before school drop off	8.00am till 9.00am with	£12.50	
Hourly/Half Hourly Rate	Before or after half day session	£6.50/£4.00	
Pick Up / Drop Off	Charged per pick up / drop off (up to 3 children)	£6.00	
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	

10% discount available for older sibling when more than one child attends

Fees can be paid monthly in advance by cheque, cash or direct debit.

