

## Our Statement of Purpose

### About us

Rhayader Community Nursery (registered with CSSIW) is a full service child care/development facility that cares for 19 children from the age of 6 months to 8 years old, located in the grounds of Rhayader Primary School.

Our opening times are between 8am and 6pm Monday to Friday.

Rhayader Community Nursery is primarily an English based setting which is committed to offering a safe, secure play environment in which children can develop to their full potential and be valued as individuals.

It is the purpose of the nursery to support the infrastructure of the community and as part of our service, staff are able to take or collect children from the welsh playgroup behind our building (Cylch) throughout the day. Our mission is to provide a service that is truly socially inclusive and accessible to all.

The Nursery Manager and staff are fully up to date with the care standards as detailed in the Care Social Services Inspectorate Wales (CSSIW) who conduct annual inspections of care settings.

With highly trained staff, innovative delivery approaches and a large play space; Rhayader Community Nursery is cutting edge in terms of child development.

The Nursery aims to provide care for children with Special Educational Needs whenever possible, (please refer to our Special Educational Needs Policy). Please note, the Nursery will need to assess each individual case to ensure that we are able to meet the specific care requirements.

## Admissions policy

Before you register with Rhayader Community Nursery, you will be invited to visit the Nursery during our normal opening hours.

This will give you the opportunity to see how Rhayader Community Nursery is run and give you an insight to the activities that take place and the atmosphere in which your child will be cared for.

After you register, up to three, two-hour sessions will be available for you and your child at a time arranged with the Nursery Manager.

We understand how worrying it is for parent(s)/guardian(s) when a child first starts Nursery and everything will be done to ensure this runs smoothly.

We encourage parents to work with staff to see that this transition is satisfactory and that both you and your child/ren feel comfortable within their surroundings.

Should you decide that you would like your child to attend Rhayader Community Nursery, you will be required to sign our Childcare Agreement.

There will also be a registration form that includes arrival and collection times, language, illness or disability, allergies, religion etc. The Nursery aims to follow parent/carer (s) instructions as closely as is possible.

The nursery is required by law to keep records containing information about the children which will assist the Nursery in providing the best possible care. Any development notes kept will be shared with the child's parent/carer(s).

## Staffing

All of our staff hold or are working towards either relevant degrees, NNEB or NVQ Level 2, 3, 4 or 5 qualifications in Early Years care.

Whilst working at the Nursery, staff will attend on-going training to ensure their knowledge and skills within the childcare setting are kept up to date.

Staff are employed in line with the regulations governing childcare, including an enhanced DBS check to ensure all employees/volunteers are suitable to work in a childcare setting.

The staffing ratios are as follows:

0-2 years      1 staff member per 3 children (1 per 2 if needed).

2-3years      1 staff member per 4 children

3 years +      1 staff member per 8 children

The Nursery is currently registered to provide care for up to 19 children between the ages of 6 months and 8 years. No more than 6 under 2's are initially allowed in one session. This may be subject to change.

**The current members of staff are:**

**Emily Price** - Manager

**Kim Lewis** - Deputy Manager/Supervisor/Key worker for 2 year olds

**Donna Reeve** - Relief Supervisor/Key work for Under 2's

**Sharon Morris** - Nursery Assistant/Key worker for Under 2's

**Sarah-Louise Price**- Nursery Assistant/Key worker for 3 Year olds

**Natasha Filer** - Nursery Assistant/Key worker for 2 year olds

**Sian Thomas**- Nursery Relief Assistant

Students and Volunteers have the opportunity to work within the Nursery setting and each individual will have a DBS check before being able to work with the children. Students and Volunteers will not count as a member of staff in the adult/child ratios unless a volunteer is suitably qualified. Students and volunteers will be aware of the importance of confidentiality within the setting and will have signed an agreement before commencing.

## Fees

The Nursery operates as sessions:

Morning - 8:00am -12.30pm (Over 2's only)  
Afternoon - 1.30pm -6:00pm (Over 2's only)  
All day- 8.00am - 6.00pm

You may deliver or collect your child at any time during the session; however, you will be charged the full price for that session.

All sessions will be paid for in arrears and will be invoiced on the 1st of each month. Payment is required within 28 days or a 10% charge will be added.

Bookings will be accepted upon receipt of a booking agreement with either the Nursery Manager or Supervisor.

The charges for the sessions are as follows:

Morning- £16.00      Afternoon- £16.00      All day- £36.00

- The occasional hourly rate is £5.50
- One month's notice will be given for increases in nursery fees.
- Any bounced cheque fees will be passed over to the fee payer.

### Cancellation policy

If you need to cancel one or more of your booked sessions during the prepaid month, the Nursery will try and fill your child's space and if successful, a deduction in fees from the following months invoice will be made. If spaces cannot be filled, it will remain chargeable.

Sickness from nursery does not qualify for a reduction in fees.

### Holidays & closure

The Nursery will close at 6pm on the last working day before Christmas Eve and re-open on the first working day after New Years day at 8am; there is no charge for this period.

Two weeks of the summer holidays will be chargeable at half price fees.

During Bank holidays, the Nursery will close but is not chargeable.

If we experience heavy snow, Rhayader Community Nursery will reserve the right to close. If the decision is made to open or remain open, all parents with children attending the session will be informed by either Pippa Boss, the nursery manager or supervisor.

## Activities



### **Little Ladybirds: 6months-2yrs**

For children of six months and upwards are looked after by qualified staff in their own quiet & stimulating area filled with activity tables, exciting toys and role play area. This is a happy place with plenty of time for hugs & cuddles and a safe environment for when your baby starts to crawl and walk. We provide exciting daily activities to feed young imaginations and we can guarantee plenty of love for all our babies! It is a place for your child to enjoy free play, group story time, singing sessions and structured play, promoting their social skills and satisfying their inquisitive minds. The carers that work with children in this age group are aware that your toddler needs someone to talk and listen to them at their own level. Every day is a new experience... sand, water, collages, building, baking, puzzles and the home corner are just a few of the activities your child will enjoy. They also have access to the Messy Area where they can enjoy sand and water play.



### **Busy Bees: 2-3 years**

Your child will start to learn all round development skills such as primary colours; shapes and counting in the main play area. Children get messy playing with, for example, spaghetti and jelly; they splash in the water trough, dig in the sand and paint masterpieces for you to take home and treasure. Social interaction is very beneficial to children of this age and your child will start to become aware of his/her peers and will develop friendship. Growing toddlers need clear limits in a safe and fun environment. They have access to the outdoor area and garden to enjoy the world around them.



### **Clever Caterpillars: 3 years and over**

The main play area offers stimulating, exciting activities to stretch skills, for example, name writing and learning phonics through Read Write Inc, that will give your child a head start for when they begin school. Our Nursery Assistants with Clever Caterpillars make children feel successful and very special and they are treated as respected individuals. High standards are achieved by implementing the Early Years Foundation Phase curriculum. This is an environment in which children will flourish and become more confident and independent with each day.

## Key Worker System

When your child joins us they will be assigned a key worker, this will most likely be the member of staff working the age group on the day they are in. The key worker will build a special relationship, take prime responsibility and will understand your child's individual needs.

You will most likely find that the key worker will become your child's best friend! The key worker will let you know at the end of the day what activities they have enjoyed, what they are learning about and any progress they have made.

Your child's key worker will be responsible for your child's Learning Journey. This book is a beautiful and touching journal, reminiscing all their fun, memories and progress throughout their time at nursery using photos, craft and progress notes. Learning Journey's are available to look at on request. Your child's key worker is always available if you have any questions or concerns about your child's learning and development.

## Off site visits

Off site visits are crucial for a child's development, as its an opportunity to learn about the world around them. Some of our small off site visits include walks to town, walks to the park or sheep market and also to the fire, ambulance and police station. Our larger off site visits result in bus journey's to places such as Elan Valley, Cantref near Brecon and The Small Breeds Farm in Kington. These trips are so enjoyable for everyone involved and they are fantastic days out. For the trips further a field, the nursery will inform you as soon as possible, as of course, you as a parent are more than welcome to come along and join in the fun.

## Pets

We keep two goldfish on-site who have been named Scramble and Egg. This is a superb opportunity for children learn about animals and how to care for them. All our children enjoy feeding them and watching them swim!!

## Meals

Children attending Nursery before 9.30am are given the option of toast, a high fibred cereal, fruit; and milk or water.

Suitably qualified staff cook a variety of nutritious and tasty meals from our on-site kitchen. Our menu is located in the lobby and photocopies are available for parents to take home if they wish.

In order that we can fulfil our commitment to healthy eating it is necessary to limit the consumption of sweets, chocolate or fizzy drinks on the premises. We therefore ask that parents do not provide their children with such items unless there is a specific dietary requirement to do so. In this case, parents should consult with the Nursery Manager in advance.

Chewing gum and bubble gum is prohibited for health and safety reasons.

Water is provided thorough out the day, in a beaker that we ask the parents to supply. This means it is accessible at all times and drinks can be taken anywhere in the building and outside. Milk is an option at breakfast and tea time.

The Nursery provides a light afternoon tea, which is also prepared in our onsite kitchen.

Children eat their food together around a table or in highchairs in the main play area.

## Babies requiring milk and own food

Parents need to provide food and sterilised bottles for their children if they are not yet on solid foods. (The staff room is available if parents wish to breast-feed).

If you require your Little Ladybird to eat specific foods, these need to be provided in their bag and refrigerated items handed over to staff at the beginning of a session. We will work with parents when weaning children onto solid foods.

## Special Dietary Needs

If a child has any special dietary needs the Nursery will follow the instructions given by the parent(s)/guardian. Children's allergies are clearly displayed in the kitchen area for all staff/volunteers to be aware of.

## Collection of children

The nursery will not release your child/ren to any person that is not listed as an authorised person on your records. If you would like anybody else to pick up your child/ren, please inform us by telephone prior to his or her arrival. They must state the prearranged password as recorded on the child's confidential records. During the winter months, parent(s)/guardian(s) are able to park by the school entrance (after 4pm only) where there is sufficient lighting.

## Sick children

Rhayader Community Nursery cannot care for your child if he/she is unwell and would respectfully request that you do not bring them into nursery when ill.

To prevent the spread of infection/disease to other children, please notify us of any infectious diseases so we can inform other parents with what infection their children may have come into contact.

If your child becomes unwell whilst in our care, we will contact you to collect them. You will be asked when you register your child to sign a consent form giving us permission to take your child to hospital in an emergency and to give consent to the doctor in charge to administer the appropriate treatment if it is deemed necessary before you arrive. You will of course be informed immediately.

Medication prescribed by a doctor can be administered to your child only with your authorisation.

If your child requires Calpol, it can be administered by a member of staff, only if consent is given in the registration pack. We ask for you to supply the Calpol, labelled clearly with the child's name.

## What to wear

We encourage the children to be comfortable in the clothes they are wearing and welcome slippers for them to walk around in. We do request that you provide Wellingtons/old boots and a raincoat and/or overalls for the children to wear if we are to go on any wellie-walks, trips to the park or if it is simply a miserable, wet day outside. These need to be kept at the nursery on a permanent basis so that they are available when required. We ask you to provide sun cream and a sun hat in the summer months.

## Potty training/Nappy Changing

Nappies and creams to use when changing your child's nappy need to be provided by parents/guardians. You are more than welcome to bring a pack to leave here and we will inform you when the supply is running low or you can bring the amount needed for the day. If you are in the process of potty training, we will work together with you to ensure that it is a successful process. Potties will be available at Nursery for children to use.

## Emergency procedures

In case of an emergency, the Nursery will make every effort to contact the parent(s)/guardian. If the Nursery are unable to make contact, the named persons on the registration form will be contacted.

## Visitors

Any visitors to the Nursery need to sign in using the Visitors Book, which is displayed on a table in the lobby area. Visitors need to enter their name, date, time, organisation and whom they are visiting in the nursery. Staff greet visitors at the front door. Visitors must prove their identity before being able to enter the nursery. Staff will ask for identification. Once permission is given to enter, the Nursery Manager will allow access into the lobby. Visitors will not be granted entry if they cannot prove their identity or have a valid reason to being in the Nursery setting.

## Complaints

Any concerns of parent(s)/guardian(s) and children are treated with our prompt attention and dealt with respectfully. You are encouraged to discuss matters of concern with a member of staff. If you are not satisfied with the way in which your concerns are dealt with then you should talk to the Nursery Manager, Manager of RDCS or their Chair.

We want you to inform of us of anything that you are not happy with as soon as possible so that we can rectify the situation. Most problems can usually be resolved informally however, if you need to contact CSSIW, they have a duty to ensure that legal care requirements are being met.

Address: Welsh Government Office,  
Rhydycar Business Park,  
Merthyr Tydfil,  
CF481UZ

## Quality Standard Report

The Management staff monitor the setting through feedback from parent(s)/guardian/carers and the children (if age appropriate). The setting is inspected by CSSIW ( report available at [www.cssiw.org.uk](http://www.cssiw.org.uk)) and the Nursery follows the CSSIW's advice and recommendations. The Management staff review our service annually and provide a quality of care report which is available for parent(s)/guardian and CSSIW.

## Parent participation

Parents are encouraged to feel part of the Nursery. When fundraising events are being organised we would appreciate the help and co-operation of all parent(s)/guardian(s) of children registered at the Nursery.

There is a Nursery Advisory Group and we welcome parents interested to help raise needed funds to support the Nursery. This may involve selling raffle tickets, volunteering to participate in fun sponsored activities, or helping with publicity events such as being part of the Town Carnival.



