

Bluebelle Nursery

• **Bluebelle Nursery**

This pack contains copies of all the current policies relating to the Bluebelle Nursery. We hope that this information will help you to decide to send your child to this Nursery and will then act as a useful reference document whilst your child remains in the Nursery.

Our group is:

- a member of Wales Pre-School Playgroups Association
- a registered charity (No 1027242)
- registered with Care and Social Services Inspectorate Wales
- fully insured through the Wales PPA
- an early years provider in partnership with the local education authority
- Main language is English

Our Aims and Objectives are:

- To provide a happy, safe and caring environment
- To give each child the opportunity to develop their social skills
- To stimulate each child's intellectual ability
- To encourage educational development
- To offer each child an equal opportunity
- To encourage respect for people and property
- To promote children's awareness of personal safety
- To develop good behaviour
- To prepare each child for school

All Children are offered:

- a planned curriculum in accordance with the Foundation Phase - Framework for Children's Learning for 3-7 -year- olds in Wales and the National Minimum Standards For Sessional Care – Welsh Assembly Government.(copies of which can be seen if requested)
- individual care and attention, with high ratio of adults to children
- fun and friendship with other children and adults
- opportunities for you, as a parent/carer to become directly involved in the activities of the group, and your child's progress

Nursery opening times and location

The nursery meets **each weekday morning** at the Portskewett Recreation Hall, between **9.30 and 12.00**. We offer places to children below school age and over the age of two and a half. In accordance with the terms of the Children's Act 1989 the nursery is registered for 26 children with a ratio of 1 adult to 4 children for 2 year olds and 1 adult to 8 children for 3/4 year olds. Places are offered from the waiting list in line with our Admissions Policy. Children with special needs may be accepted as a priority.

Portskewett Recreation Hall offers a secure environment. There is an entrance hall with child height coat pegs, a large main play area, a quiet room, kitchen, toilets and a grassed area that

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can be used in dry weather. Next to the Hall is a playing field with established hedges, which stimulate interest and discussion on a nature ramble.

The children have daily access to a wide range of materials and equipment to stimulate and facilitate their development and learning. e.g. painting, drawing, construction, table games, activities and puzzles, role-play, sand, water, slide, singing, cooking, craft, computer and books.

Nursery Routine – Nursery routines help children to feel confident and secure, enabling them to settle well and make friends. The routine is structured to allow quiet periods for the children. Nursery routine may change slightly from day to day or for special events, but most of the routine will stay the same so that your child will know what to expect.

9.30a.m. Registration time

9.40a.m. – 11.10a.m. Free play and adult focus activities planned to cover the seven areas of learning within the Foundation Phase (a copy of these is available for you to read in the lobby area.)

10.15 – 11.00a.m. Snack available in the Café during free play

11.10 a.m. Tidy up time.

11.15a.m. – 11.35a.m. Story time/Circle time.

11.35 a.m. – 11.50a.m. Physical period including music and dance, obstacle course, parachute play and large and small balls.

11.50a.m. – 12 p.m. Singing circle, followed by going home time.

Fund raising events take place throughout the year to help meet the costs of buying new equipment. Parents and carers are encouraged to help with the maintenance of equipment and donations of unwanted craft materials and educational toys are welcomed.

Regular checks are carried out on all toys to ensure that none are damaged or have parts missing. We welcome help from parents/carers to carryout minor repairs and maintenance on toys and equipment.

The Nursery is fully insured and the certificate is displayed on the notice board in the entrance foyer.

The Staff:

The day to day running of the Nursery and the supervision of the children is the responsibility of :

| | | | | | |
|-----------------|---|----------------------|------|---|-------------|
| Bev Rees | - | Nursery Supervisor | 1989 |) | |
| Chris Ramsey | - | Assistant Supervisor | 1985 |) | Date joined |
| Ann Wotherspoon | | Assistant Supervisor | 2001 |) | |
| Rose Newman | - | Nursery Assistant | 1988 |) | |
| Bev Lloyd | - | Nursery Assistant | 2000 |) | |
| Lindsey Tyrrell | | Nursery Assistant | 2008 |) | |

The Nursery staff all have extensive experience of working with pre-school children and have attended various PPA training courses. Staff will hold qualifications in line with the national Minimum Standards for Sessional Care issued by Care and Social Services Inspectorate Wales.

First Aid training is regularly updated.

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The Committee:

The Committee consists of 4 Officers and at least 4 other members:

- Chair -
- Vice Chair -
- Secretary -
- Treasurer -

The management of the financial aspects of the nursery is undertaken by the Treasurer of the committee on their behalf, with all major purchases being discussed by the nursery staff and members of the committee.

Parental Involvement:

We believe that parents are the prime carers and educators of their children and as such should be involved in all aspects of the Nursery such as:

- the management of the nursery, as part of the committee
- working in the nursery on a rota basis(voluntary)
- fundraising
- representing the nursery on Wales PPA local and national committees
- attending training courses, workshops, conferences etc organised by Wales PPA

This is a community group owned and run by the parents and carers of children attending the nursery. The members of the committee are elected at an Annual General Meeting: with ownership of the nursery transferring to each new generation of parents.

Parents are welcome to help in nursery sessions, and a rota is displayed on the notice board for you to add your name.

The nursery cannot meet its aims and objectives without the help and support of the parents/carers.

WITHOUT A COMMITTEE THE NURSERY CANNOT RUN

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Training

Membership of Wales PPA and Early Years Partnership ensures that the group is kept up to date with new thinking in the field of child care and education. The group receives the Wales PPA magazine Small Talk, which offers practical advice and up to date information. The Nursery also has access to other publications.

On-going training is available through The Early Years Partnership, National Vocational Qualifications and Wales PPA courses, which are open to both staff and parent/carers. Other training is available through local meetings, conferences and events. Details of such events/courses will be displayed on the notice board or you can ask an officer of the committee to find out further information.

Policies

All policies are designed to offer the best possible environment and experiences for the children and families in the group. The policies are regularly reviewed and updated as necessary.

Comments and suggestions to alter the policies are welcome.

Management and Administration

In accordance with Wales PPA group constitution the group is run by an elected committee who ensure that major decisions are made by the parents/carers who use the group.

The committee is responsible for reviewing policies and practice and for the employment and appraisal of the staff.

The Annual General Meeting of the Group is held in the Autumn term each year at which time the committee for the following year is elected. Parents/carers receive the appropriate information at least two weeks before the proposed meeting to enable them to attend.

Inspection by official bodies

We are a member of the Early Years Partnership and inspected by Estyn every 5 years. The inspector's report will be made available for parents/carers to see

The group is also subject to bi-annual inspections by Care and Social Services Inspectorate Wales. A copy of the annual report will be posted on the notice board.

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Fees

Fees of each child may be paid either weekly, monthly or half termly **in advance** to the Treasurer. Full charges for absence will be made for sickness, holidays during term time and the closure of Nursery due to unforeseen circumstances. In the cases of prolonged absence the committee should be consulted about payment of fees.

The Nursery is a member of the Monmouthshire Early Years Partnership and funding is available for eligible 3 year olds the term of their 3rd birthday. The Nursery Supervisor will explain the procedure to the parents of those children who are eligible for the scheme.

A child's attendance at the group will be dependent on the payment of fees or Nursery funding. Parents who have financial difficulties should inform the Treasurer at the earliest opportunity. All personal information will be dealt with in the strictest confidence. Four weeks notice is required if you wish to cancel or amend your child's place during the nursery year.

Starting in the group

It is important that parents/carers and staff work together to help children settle in the group and develop confidence to participate in all the activities offered. Some children take longer than others to settle. Parents/carers should not feel worried if this happens. The treatment of each child as an individual is paramount. Parents/carers may wish to stay for the whole or part of the session, depending on the needs of the child.

What to wear

There will be messy and physical play in the group and in order to feel free to explore and experiment with all kinds of material and equipment, clothes should be easily washable and not restrict the child's movements.

Children need to practice skills to make them independent. Clothing which they can cope with themselves enables them to become less dependent on the help of other people.

Record Keeping

The progress of children is assessed by observation and recorded. These observations will be used as a basis for planning a curriculum for each child and are available for discussion with parents/carers at any time.

The child's time in Nursery should be happy and productive.

The staff and committee can be contacted should there be any queries, or help needed.