

Statement of Purpose

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Our Nursery

Whenever the word 'parent' is used in this document it should be taken to mean parent or carer.

Introduction

Toptotz is approx 500 yards from Llanelli Beach and is easily accessible to people living in Llanelli and the surrounding area.

We all want the very best for our children. Here at Toptotz we seek to provide excellent childcare and education for children in a bilingual environment, aged from 0 to 5 years old. We provide a happy, caring, stimulating, safe environment and positive relationships between our staff and children.

Our objective is to be the best Nursery and Pre-school facility and to maintain the highest standards of excellence.

We encourage enthusiasm, good manners, independence and well-being. Each child receives the attention he or she needs to develop new skills and interests, and to discover that learning is an exciting and fun experience. The security, welfare, care, development, and well-being of all the children come first.

We understand your needs as parents and will constantly work towards tailoring our service to meet your requirements.

The Nursery is a member of the Wales Pre-School Playgroup Association., and CSSIW governing body.

Our Facility

The Nursery is a bright, airy and clean environment. The rooms are light and spacious and beautifully divided into different dedicated areas of learning which makes it stimulating and inviting yet educational and fun.

The children have a designated, secure outdoor play area, which includes a decking, large sand pit, rubber safety flooring, and an all weather artificial grassy area. There is a variety of equipment for the children to enjoy, these activities also include, fun fitness, painting, and building blocks.

Unique to Toptotz we have two 6 seater 'Tomibus', a 6 person 'Walk'o'dile' and a 4 seater pram for the younger children. This allows all the children to have an opportunity to gain knowledge and understanding of their local area through educational walks to the park, seaside and shops.

An I.T area is available for children to develop their IT skills on the I pads.

We have a specialised baby room only catering for 5 babies to ensure they get the care and attention they need and deserve.

Toptotz offers safe, warm, colourful and tactile rooms for all of our children, an attractive and homely place to explore and play in safety, with stimulating resources, to encourage your child to grow and develop for a good foundation in life.

We do not discriminate against any child/parent on the grounds of gender, race, religion, creed, marital status, ethnic or national origin, political belief, disability or physical appearance.

Toptotz cares for children with additional needs with the help of relevant co-ordinates and agency workers. We have wheel chair access within the nursery and a disabled toilet. A full additional needs Policy is available on request.

Our Team

Our staff are recruited not only on the basis of their qualifications, professionalism and experience, but also for their personal qualities, character, enthusiasm, dedication and genuine love for children.

Our staff go on regular training courses to ensure they are up to date with current legislations and governing body requirements.

We consider ourselves as part of your extended family, and the relationship between staff, parents and children, is a major priority to ensure quality attentive care of your children and their needs.

The majority of our staff hold a current Paediatric First Aid at work, Food Hygiene, and Child Protection certificates.

Within the nursery both the manager and the deputy manager have level 5 qualifications in Childcare management and leadership. All staff hold or are working towards a level 3 in childcare. They are NVQ, NNEB or B-tec qualified.

Educational Goals

0-2 year olds

At this age children are exploring and establishing their sense of themselves as individuals.

They have already experienced a huge amount of learning and development in the first two years.

Language takes many leaps forward, and children enjoy making strides in personal, social and emotional development, together with an increase in their understanding of the world around them.

Activities are planned according to children's individual needs, balancing their need for routine and security with their desire for an increase in curiosity and exploration.

2-3 year olds and over

There is a structured routine to help them prepare for nursery school.

All activities are planned in advanced to ensure all areas are covered and they are progressing from one phase to the other.

The children take part in lots of activities of cutting, sticking, painting, dancing and story telling etc. This ensures they have an action packed fun filled day.

In the pre-school years children's concentration increases and they are ready to respond to the challenge of teamwork and group activities. Our priority is to make learning a fun exciting and enjoyable experience.

Our extensive range of educational equipment and toys are chosen to develop language, intellect, imagination, emotional, physical and social skills.

Our Pre-school education incorporates the Foundation Phase 7 areas of learning. These are as follow:

- 1] Personal and Social Development, Well-Being and Cultural Diversity
- 2] Language and Literacy and Communication skills.
- 3] Mathematical Development.
- 4] Knowledge and Understanding of the World.
- 5] Physical Development
- 6] Creative Development.
- 7] Welsh Development

We work towards and include all of these as part of the Foundation Phase planning. We do topic planning for the year and on a monthly, weekly and daily basis. This ensures each child covers all areas of development and makes good progress.

Partnership with Parents

We encourage a great deal of participation with parents in nursery life. We are always keen to discuss the development of your child, to respond to your concerns or simply to share the details of your child's day.

Parents need to know as much about their child's day at nursery as possible. Our staff endeavour to inform parents of their child's activities and achievements as much as possible at the start and close of the day and through home daily sheets (under 2's). The sheets contain a brief outline of the activities of the day,

There is also a communication board for parents i.e. [a notice board in the entrance hall where parents can read about various curriculum activities, news, observe the menus and any special events].

We constantly strive to improve the service, so if you have any suggestions as how to improve this service please use the suggestion box provided in the conservatory.

Social evenings and fundraising

We believe that social evenings for parents is essential, we feel that allowing parents to come together socially is beneficial to them feeling more at ease with both the nursery and the staff, alongside forming relationships with other parents. We have a parents evening twice a year, where parents are invited into the nursery to talk to a Child's key worker. We also organise monthly trips to the cinema for the parents of the nursery and a Christmas shopping trip to the Christmas markets.

We also do fundraising within the nursery we fundraised money last year to buy a 'Tommy bus' for the children. Some fundraising that we do are curry evenings, cake sales and sports days. We also take part in charity fundraisers by doing McMillan coffee evenings, red nose day and children in need.

Settling in

We feel that all children need to have a 'Settling In' period before they start at Toptotz Day Nursery. This helps the children to have a gentle introduction to nursery life.

Complaints

Parents are encouraged to discuss any concerns/grievances with the manager or deputy manager. We find that most complaints are resolved to everyone's satisfaction at this level. However, should you wish to take the matter further, please contact the CSSIW who will then conduct an official investigation into the complaint.

Care & Social Services Inspectorate for Wales
Government Buildings
Picton Terrace
Carmarthen
SA31 3BT
Tel: 01267 245160
Fax: 01267 245140

Proprietor: Debra Davidson on 01554 899789.

What to bring when your child starts Nursery!

Nappies

Wipes

Nappy Cream

Calpol*

Sun Cream*

Sunhat

Small bag with a change of clothes

Comforters for babies if required

Teething gel or rings [babies]

Beaker or Bottle [babies made up bottles if baby is still on formula]

*You will be required to sign forms when you register your child to give consent to the staff to apply sun cream and a medication slip to allow calpol to be given if necessary.

We advise parents to clearly label all their belongings with the child's full name to ensure that things don't get mixed up with other children's or lost.

Toilet Training

We are happy to work with parents and continue to help train your child at nursery if they are at a stage where we feel they are ready.

This would involve asking parents to provide plenty of spare clothes in addition to what they would normally bring.

If it becomes clear that a child is not ready we will encourage parents to put them back into a nappy and try again at a later date. Forcing the issue with children will often knock their confidence sometimes even causing a regression.

Medicines

We are able to administer medicines on completion of a Medication Consent Form.

A qualified member of staff will administer the dosage. The medicine must be in the original bottle stating dosage required. The child's name must be clearly labelled on the bottle, and the nursery must be advised of the time last dose was administered and if there are any side effects.

Sickness

We do all we can to protect children from sickness. We therefore insist that if children are unwell, they are kept at home.

If a child becomes unwell at the nursery and we feel it necessary to contact parents, we expect the child to be collected as soon as possible.

Please note that in all cases of diarrhoea, conjunctivitis, high temperature, unidentified rash and contagious diseases, and children **MUST** be excluded from the nursery.

Security

We provide the highest levels of safety and security.

We have a full fire alarm system and carry out regular fire drills.

We have a one door entry system to ensure all entries to the nursery are fully monitored.

All our equipment is carefully selected and maintained and the premises are regularly inspected.

Meals

We strongly believe in the importance of a well balanced and nutritional diet.

Varied and healthy meals are prepared daily in our own kitchen using fresh ingredients.

Breakfast	8.00 - 8.30am
Mid Morning Snack	10.00am
Lunch	12.00pm
Mid Afternoon Snack	2.30pm
Tea	4.00pm

Fees include all snacks and meals.

No child will ever be forced to eat anything but they will be encouraged to try everything.

If a child has any special dietary requirements let us know and we will provide a suitable menu.

Menus will be on a 2 week rota and will include seasonal variations.

If your child is 0-1 years old you are required to bring all prepared bottles of milk for your baby. These must be clearly labelled with child's name and date.

If you have chosen to express breast milk please discuss this with the Nursery.

Session Times [Full-Time/Sessional Basis]

Toptotz Nursery is open for 51 weeks per year, 8.00am - 6.00pm. Monday to Friday. The hour 8.00-9.00am and the hour 5.00-6.00pm are available on request if you require additional care for your child at this time.

We are closed over Christmas, New Year, and *Bank Holidays. (*Please note, you are still required to pay for Bank Holidays).

Morning Half Day sessions [9.00-1.00pm] include mid morning snack and lunch.
Afternoon Half Day sessions [1.00-5.00pm] include mid afternoon snack and tea.

We advise that children have a minimum of two half-day sessions or one full day per week.

Experience has shown us that children attending nursery less than this have difficulty in settling and remembering their friends and routine.

Registration and contract

To register your child at Toptotz you will be asked to complete the registration form and contract. If there are no spaces available at this time you will be placed on the waiting list.

Fees

Fees are payable weekly or monthly in advance by Cash/Cheque or Standing Order.

If your child is absent due to sickness or holiday, full fees are still payable. No exceptions can be made as overheads still have to be met

If you fall into arrears of 2 weeks, you will lose your child's space.

Employers Vouchers

We are registered with a variety of voucher providers that enable you to pay for your childcare before tax straight from your salary.

Notice Period

Once your child is attending nursery one months notice must be given if you wish to terminate your child's place. Please could notice be given in a form of a letter with the date it was written and the date you intend your child to leave.

A Typical Day at Nursery for the 2 year olds and above.

8.00am	Nursery Opens, Breakfast and Free Choice Play
9.00am	Register - Free Choice Play
9.15am	Circle Time
9.55am	Wash Hands
10.00am	Break - Morning Snack and Drink
10.30am	Indoor/Outdoor Play
11.00.am	Curriculum Activities
11.00am	Structured Free Choice Play
11.55am	Wash Hands
12.00pm	Lunch
12.30pm	Circle Time
1.15pm	Curriculum Activities
1.15pm	Structured Free Choice Play
3.00pm	Fruit and Juice
3.15pm	Curriculum Activities
3.15pm	Structured Free Choice Play
4.00pm	Tea Time
4.30pm	Circle Time
5.00pm	Structured Free Choice Play/Story Time
6.00pm	Nursery Closes

Some activities include:-

- Messy play e.g shaving foam, icecubes, water play
- Construction e.g building blocks, stickle bricks, builders workshop
- Mark making e.g crayons, painting, water on fences, chalk

See our website for a full list of activities and also photos of the activities updated regularly.

A Typical Day at Nursery for Under 2's

Morning Session

8.00am	Nursery open, free play
9.00am	Register - Circle time
9.30am	Breakfast
10.00am	Nappy change and check
10.30am	Curriculum activities
11.30am	Structured free choice play
12.00md	Lunch
12.30pm	Nappy change and free play

Afternoon Session

1.00pm	Free choice play
1.30pm	Quiet time/sleeping
2.30pm	Curriculum activities
3.30pm	Nappy change and check
4.00pm	Tea time
5.00pm	Home time
6.00pm	Nursery closes

N.B. Young babies may sleep in morning and afternoon.

To see a full range of activities please see the website which is updated regularly with activities and photos.

Nursery Fees for Under Three's

Staff Ratio 1:3 Under 2's	1:4 Under 3's
<u>Sessional</u>	
8:00am - 9:00am on request	£5.00
8.30am - 9.00am on request	£3.00
9:00am - 1:00pm - 4 hours or 1:00pm - 5:00pm - 4 hours	£17.50
5.00pm - 5.30pm on request	£3.00
5:00pm - 6:00pm on request	£5.00
<u>Full Day</u>	
9:00am - 5:00pm - 8 hours	£34.00
8:00am - 6:00pm - 10 hours	£44.00
<u>Full Week</u>	
9:00am - 5:00pm - 40 hours	£170.00
8:00am - 6:00pm - 50 hours	£220.00

Please Note: These prices are correct when they went to press, but may be changed to coincide with inflation and extra costs.

Nursery Fees for Three Year Olds and over

Staff Ratio 1:8	3 year olds
<u>Sessional</u>	
8:00am - 9:00am on request	£5.00
8.30am - 9.00am on request	£3.00
9:00am - 1:00pm - 4 hours or 1:00pm - 5:00pm - 4 hours	£15.50
5.30pm - 6.00pm on request	£3.00
5:00pm - 6:00pm on request	£5.00
<u>Full Day [8 hours]</u>	
9:00am - 5:00pm - 8 hours	£30.00
8:00am - 6:00pm - 10 hours	£40.00
<u>Full Week</u>	
9:00am - 5:00pm - 40 hours	£150.00
8:00am - 6:00pm - 50 hours	£200.00

Please Note: These prices are correct when they went to press, but may be changed to coincide with inflation and extra costs.

How to Contact Us

Please call to arrange a visit; we look forward to meeting you.

Tel: 01554 899789

Mob: 07749297963

Email: info@toptotzdaynursery.co.uk

www.toptotzdaynursery.co.uk

Toptotz Day Nursery
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SA15 2PN

Nursery Proprietor: Debra Davidson
Nursery Manager: Jo Rees
Deputy Manager: Hannah Davies