

Statement of Purpose

Contents

	Page
Introduction	2
Our Facility	3
Our Team	4
Educational Goals	5
Partnership with Parents and Social evenings	6
Settling In	6
Complaints	6
Social evenings and fundraising	6
What to bring when your child starts Nursery	7
Toilet Training	7
Medication	7
Sickness	7
Security	8
Meals	8
Session Times	9
Registration and contract	9
Fees	9
Vouchers	9
Childcare Offer for Wales	9
Employers Vouchers	9
Notice Period	10
A Typical Day at Nursery 2 Yr old & above	11
A Typical Day at Nursery for Under 2's	12
How to contact us	13

Our Nursery

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

Introduction

Toptotz is a family run, private nursery with a passion to provide excellent care in a home-from-home environment. We are located approx 500 yards from Llanelli Beach, making it easily accessible to people living in Llanelli and the surrounding area.

We aim to give your child the very best start in life. 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 leading nursery and Pre-school facility and to maintain the highest standards of excellence. We provide care and support that develops warm and positive relationships to promote security, self-esteem and confidence.

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 Early Years Wales and CIW governing body. We are also registered to deliver the Child Care Offer Wales which provides 30 hours of free childcare per week to 3 and 4 year olds.

Our Facility

The Nursery is a bright, airy and clean environment. The rooms are light and spacious and beautifully divided into different areas of learning which makes it stimulating and inviting yet educational and fun. The nursery is registered with CIW for 29 children in the building.

The children have a designated, secure outdoor play area, which includes all weather artificial grass, secure baby pen with UPV sun protected shelter, activity boards, role play stations and much more.

Unique to Toptotz we have three 6 seater 'Tomibuses' and a 6 person 'Walk'o'dile' . This allows all the children to have an opportunity to gain knowledge and understanding of their local area through educational walks to the park, train station, seaside and shops.

An I.T area is available for children to develop their IT skills on ipads and other interactive toys.

We have a specialised baby room, catering for 6 babies per session, 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 learning needs with the help of relevant co-ordinators and agency workers. We have wheel chair access within the nursery and a disabled toilet as per our additional learning needs policy.

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.

All staff hold or are awaiting training for current Paediatric First Aid at work, Food Hygiene, and Safeguarding certificates.

Within the nursery the Proprietor has a Diploma in childcare management and leadership qualification. 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

We aim to go above and beyond for our families, starting with the smallest ones of all, our Toptotz babies. At this age, children are exploring and establishing their sense of themselves as individuals.

We offer a calm, stimulating yet inviting specialised baby room here at Toptotz which caters for 6 babies at any one time. When children are ready to transition from the baby room, we have a tweenie section to further their development.

They have already experienced a huge amount of learning and development in the first two years. Our compassionate and simply amazing staff in the baby room team ensure all children get the most out of their day, incorporating stimulating activities, arts and crafts, music and movement and much more!

We have a spacious outdoor baby pen with a UPV sun protected shelter, allowing our little ones to enjoy lots of outdoor play.

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 by our fantastic team 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

We provide a structured routine to help our wonderful toddlers prepare for the biggest step of all, big school! - With this said, the fun never stops. Our newly developed outdoor play area is fenced with activity boards, 2 mud kitchens and best of all .. a permanent tee-pee structure to encourage lots of different role play activities for our keen explorers.

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

The children take part in several activities throughout the day from free play to adult lead fun-packed activities. From fine motor activities like cutting and sticking, threading, mark making .. to yoga classes, music and movement sessions and of course

story telling, as we have many book worms here at Toptotz. This ensures they have an action packed fun filled day.

We have a bright and airy conservatory including wide sliding doors which allows the feel of a flowing indoor/outdoor classroom. The children can use this facility for messy play, sand and water play in a clean, vibrant environment whilst inside but feeling like outside, with our new shelter off the conservatory covering us from the elements.

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

Out on our driveway, we have a driving track and a zebra crossing which enables the children to practice their gross motor skills on trikes and bikes whilst learning the green cross code. Hopscotch is also painted on the driveway to encourage physical activity whilst learning number recognition in a fun and energetic way.

Promoting independence is a necessity at this stage and we encourage this through activity wall boards (laces, buttons, zips etc) and always giving the child a choice, allowing them to make own decisions.

Our Pre-school education incorporates the 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. Theme planning is done termly 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 the use of daily diaries (under 2's) and daily sheets (2+) The sheets contain a brief outline of the child's routine and daily activities.

Parents can read about various curriculum activities, news, observe the menus and any special events on our notice board outside in the car park.

We constantly strive to improve the service, so if you have any suggestions as how to improve this service please feel free to let us know via any of our social media platforms or directly with a member of staff.

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 staff members about your child's development. We organise events for the parents of the nursery including a Christmas shopping trip to the Christmas markets.

We also do fundraising within the nursery which has enabled us to purchase such things as our 'Tomibus', 'Walk-o-dile' and 4 seater pram 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. These sessions are for an hour and the amount of sessions purely depend on the needs of each individual.

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 CIW who will then conduct an official investigation into the complaint.

Care Inspectorate for Wales
Government Buildings
Picton Terrace
Carmarthen
SA31 3BT
Tel: 0300 7900126

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
Formula milk and directions of use
Written information of your child's routine

*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, 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	9.30am
Lunch	12.00pm
Mid Afternoon Snack	2.00pm
Tea	3.00pm

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 sterilized bottles and formula, with directions for preparation, for your baby. These must be clearly labelled with your child's name .

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

Session Times [Full-Time/Sessional Basis]

Toptotz Nursery is open 8am-6pm Monday to Friday 51 weeks per year.

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

Session times and prices commencing April 2019

SESSION TIMES	3yrs+	UNDER 3yrs
8am-1pm	£23.50	£25.50
9am-1pm	£18.50	£20.50
Any hours required outside of these session times will be charged at full day rate		
1pm-5pm	£18.50	£20.50
1pm-6pm	£23.50	£25.50
8am-5pm	£41.00	£45.00
8am-6pm	£46.00	£50.00
9am-5pm	£36.00	£40.00
9am-6pm	£41.00	£45.00

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

Morning Half Day sessions [8am-1pm] include mid morning snack and lunch.

Afternoon Half Day sessions [1pm-6pm] 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 or BACS.

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.

Childcare Offer Wales

The Childcare Offer provides 30 hours a week of Government funded early education and childcare for eligible working parents of 3 and 4 year olds.

To further information visit gofalplantsirgar@ceredigion.gov.uk and fis.carmarthenshire.gov.wales

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 2/3 year olds and above.

Morning Session

8.00am	Nursery Opens, Breakfast
8.30am	Free Choice Play
9.20am	Tidy up time
9.25am	Wash Hands
9.30am	Break - Morning snack and drink
10.00am	Nappy change, Circle Time - Register
10.30am	Indoor/Outdoor Free Choice Play
11.00.am	Curriculum Activities
11.50am	Tidy up time
11.55am	Wash Hands
12.00pm	Lunch
12.30pm	Nappy change, Indoor/Outdoor Free Choice Play

Afternoon Session

1.00pm	Indoor/Outdoor Free Choice Play
1.30pm	Register, Quiet time/Sleeping
2.00pm	Nappy Change, Mid afternoon snack and drink
2.20pm	Curriculum Activities
2.50pm	Tidy up time
2.55pm	Wash Hands
3.00pm	Tea
3.30pm	Indoor/Outdoor free choice play
4.00pm	Nappy Change
4.30pm	Circle/free choice play
5.00pm	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

A Typical Day at Nursery for Under 2's

Morning Session

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

Afternoon Session

1.00pm	Free choice play
1.30pm	Register, Quiet time/sleeping
2.00pm	Nappy change, Mid afternoon snack and drink
2.30pm	Curriculum activities
3.00pm	Tea time
3.30pm	Structured Free Choice play
4.00pm	Nappy change
4.30pm	Circle/Story time
5.00pm	Free Choice play/ Story time
6.00pm	Nursery closes

How to Contact Us

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

Tel: 01554 899789

Mob: 07749297963

Email: hello@toptotzdaynursery.co.uk

www.toptotzdaynursery.co.uk

Toptotz Day Nursery
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Llanelli
Carmarthenshire
SA15 2PN

Nursery Proprietor: Debra Davidson
Nursery Manager: Brooke Davidson
Deputy Manager: Ashleigh Thomas