



Statement of purpose

Once Upon a Time Nursery provides childcare, which is delivered in a fun, positive and safe environment. Our aim is to ensure your child has the best possible start in life and this is achieved through play and educational, stimulating, creative activities.

Once Upon A Time is a community-based nursery situated in the heart of Beddau, The Nursery is owned by Andrea Morgan and Managed by Donna Rix, both have over twenty years 'experience within the nursery sector. Donna is qualified to NVQ level 5 in Early Years Childcare Education.

The nursery is open Monday to Friday from 7.30am until 6.00pm. We are registered for 43 children.

Full and part time spaces are available for both girls and boys. We also provide morning and afternoon playgroup sessions which take place 9.15am-12.15pm and 1.00pm- 4.00pm. Holiday provision for 3 to 5-years is available on request. We are registered for children aged between 6 weeks and 5 years.

There are two areas:

1st- Baby/toddler area - children aged 6 weeks – 2 years

2nd- Pre-School - children aged 2 years – 5 years

Playgroup sessions available to all ages (between 6 weeks and 5 years)

The age groupings can be flexible according to the needs and development of the individual children. Great care is taken to allow a gentle and sensitive transition from one group to another. This transition normally takes place over a period.

Baby/Toddler Area

We can care for 19 babies in our baby area. We have one large playroom, one sleep room that can also be used for a quiet area with sensory lights and calming activities and one dining area for all meals and snacks. The required staffing ratio for children under 2 years is 1 adult :3 babies. The baby room has its own nappy changing area. Each baby will have an assigned key worker. Development is planned through birth to three matters. We have a limited number of plastic toys, most toys/resources are wooden, brass, stainless steel and authentic objects. This area leads onto a small patio, small enclosed artificial grass area and the big lawned garden. Babies and toddlers can experience messy play activities such as shaving foam, playdoh, sand, water, painting etc.

Once Upon a Time, Nursery and Playgroup, Heol y Beddau, Beddau, Pontypridd CF382AG

T: 01443 206640

E: hello@onceuponatimenursery.wales

Website <http://onceuponatimenursery.wales>



Pre-school

We can care for 24 pre-school children. The pre-school children have an opportunity to use our continuous outdoor play provision. There is access to toilets/nappy changing and hand washing facilities. The nursery is an education provider which allows children to have the same opportunities of that at school; we are supported and guided by an education advisory teacher. The ratios are 1 adult – 4 children for over 2's and 1 adult – 8 children for over 3's. We use the main room for all meals and snacks, however, provide a quiet area for those children requiring it. We follow the curriculum for Wales for non-maintained settings and we focus on "planning in the moment", being led by the interests of the children and some adult led activities. All children will have an assigned key worker.

Meals/snacks

We have a dedicated cook that meets all the dietary requirements of each individual child. The children have a well-balanced and nutritious diet, with a strong focus on fresh fruit and vegetables.

We are part of the Cwm Taf Healthy and Sustainable Pre-School Scheme.

Healthy snacks and drinks are provided.

The pre-school children are encouraged to become involved in the preparation of their snack and the pouring of their own drink.

Language

The work of the nursery will be conducted through the medium of English language with some incidental and conversational Welsh.

Additional needs

We welcome applications to the nursery from all children (in line with our Equal Opportunities Policy) and will work with the parents/carers to identify needs accurately and endeavour to meet these needs.

Where we are not able to accommodate a child's needs, we will actively help parents/carers to seek alternative provision.

Admissions

All admissions to the nursery must complete a contract, setting out the standards of the nursery, and the obligations of the parents/carers. We are committed to working in line with the practices set out by the United Nations Convention on the Rights of the Child. We welcome and respect all children regardless of gender, race, religion, disability or culture. We believe it is important that the children have the chance to build warm and loving relationships with their carer's and to be comfortable in the nursery environment and for this reason we offer settling in sessions

Once Upon a Time, Nursery and Playgroup, Heol y Beddau, Beddau, Pontypridd CF382AG

T: 01443 206640

E: hello@onceuponatimenursery.wales

Website <http://onceuponatimenursery.wales>



based on each child's individual needs.

Opening hours

The nursery opens Monday to Friday 7.30am to 6.00pm excluding Bank Holiday Mondays, Good Friday, Christmas Day, Boxing Day and New Years Day.

Parents/carers may choose for their children to attend full-time or part time.

Contact information

Parents/carers may contact the nursery at any time during opening hours. We also expect parents/carers to provide the nursery with their emergency contact details.

Registered person Andrea Morgan

Responsible person Donna Rix

Once Upon a Time Nursery,

Heol-Y-Beddau

Beddau

CF38 2AG

01443 206640

Email hello@onceuponatimenursery.wales

Website <http://onceuponatimenursery.wales>

Staffing

All staff working with your children will have the relevant qualifications as identified by CIW and will all have a DBS check updated every three years. We will also ensure that there is always a fully qualified first aider on the premises, as well as Food Hygiene qualified staff.

Staff undergo regular training to ensure their knowledge and understanding on child development is kept up to date.

Once Upon a Time, Nursery and Playgroup, Heol y Beddau, Beddau, Pontypridd CF382AG

T: 01443 206640

E: hello@onceuponatimenursery.wales

Website <http://onceuponatimenursery.wales>



Pets/animals at the nursery

All parents will be notified of any pets/animals on the premises during their initial visit to the nursery and will be notified of any purchases considered in the future.

Key workers

All children who attend the nursery are allocated a key worker. The key worker works with the parents/carers to ensure the child's individual care and developmental needs are met. Key workers are available to communicate with parents/carers either via Famly App, email, telephone, or face to face.

Routine

We offer parents/carers a daily routine for their children however there is flexibility to meet individual requirements

Daily Routine

- | | |
|-------------------|--|
| • 7.30am-9.15am | Meet and greet children |
| • 8.45am-9.00am | Healthy breakfast |
| • 9.00am-10.10am | Open ended play (Indoors and Outdoors) |
| • 10.10am-10.30am | Hand washing/Prepare and eat healthy snack |
| • 10.30am-11.20am | Outdoor play |
| • 11.20am-11.30am | Story/singing time |
| • 11.30am-12.00pm | Healthy lunch |
| • 12.00pm-12.15pm | Home time for playgroups |
| • 12.15pm-2.30pm | Open ended play (Indoors and outdoors) |
| • 2.30pm-3.10pm | Outdoor play |
| • 3.10pm-3.30pm | Hand washing/Healthy tea |
| • 3.30pm-6.00pm | Open ended play (Indoors and outdoors) |
| • 6.00pm | Home time |

Toileting/nappy changing takes place 11.00am, 2.00pm, 4.00pm or when needed.

All activities/tasks cover the 5 developmental pathways: physical development, exploration, wellbeing, belonging and communication.

Once Upon a Time, Nursery and Playgroup, Heol y Beddau, Beddau, Pontypridd CF382AG

T: 01443 206640

E: hello@onceuponatimenursery.wales

Website <http://onceuponatimenursery.wales>



Welsh language, numeracy and literacy and ICT are encouraged throughout the day in all areas.

Sleep time is as required.

Activities

At Once Upon A Time Nursery we are following the curriculum for Wales for non-maintained settings. The pre-school children are offered continuous outdoor play throughout the session and babies/toddlers are offered outdoor play regularly. We encourage the children to be creative, imaginative and to have fun whilst learning. Children are given opportunities to explore the world around them and understand how things work by taking part in practical activities that are relevant to their developmental stage. They are challenged with open-ended questions and given opportunities to explore and share their ideas for solving problems. We focus on “planning in the moment” and are led by the children’s interests.

Registration and Collection system

Before any child starts at the nursery all necessary registration documentation must be completed. Any person collecting a child must be aware of their individual password.

The nursery has a late procedure in place if a parent/carer fails to collect their child by 6.00pm.

Complaints

Our partnership with parents/guardians is vital to the success of the nursery. Parents are welcome to spend time at the nursery and to share in their child’s life at Once Upon A Time. We produce quarterly newsletters updating parents on Nursery matters. We hold annual parent’s evenings for those children leaving nursery to attend Primary School to discuss their child’s development and progress. Parents are encouraged to discuss any aspect of nursery life with us, and we will always try to respond positively and constructively to any feedback. We have a detailed procedure in place to allow parents and carers to raise any concerns or complaints and be confident that all matters will be addressed.

If you have any concerns or issues regarding the nursery we encourage you to speak to the manager Donna Rix. Records of all complaints will be kept at the nursery and will be made available to the inspector at our annual inspection.

CIW are not a complaints agency and would not investigate complaints which would best be dealt with by the nursery manager/owner. Parents/carers can share concerns of a regulatory nature with the CIW and they would then seek to make an appropriate response that might include conducting a focused inspection of the nursery.

Once Upon a Time, Nursery and Playgroup, Heol y Beddau, Beddau, Pontypridd CF382AG

T: 01443 206640

E: hello@onceuponatimenursery.wales

Website <http://onceuponatimenursery.wales>



Contact details of the CIW:

South East Wales

Welsh Government

Rhydycar Business Park

Merthyr Tydfil

CF48 1UZ

Inspector – Michelle Davies

Telephone number – 03007900126

Fax number _ 03000 628548

Email _ ciw@gov.wales

Please see our complaints policy for further information.

Arrangements for dealing with emergencies

In the event of an emergency the relevant emergency services will be called and parents/guardians will be notified immediately. A staff member will stay with the child until their parent guardian is available.

Terms and conditions

The statement of purpose and all policies will be reviewed on an annual basis and the CIW notified of any changes.

Children whilst in our care will remain the legal responsibility of the parents/carers and will be cared for accordingly to the terms and conditions set out in the contract.

If you need further information or would like an application form, please contact the nursery manager:

Donna Rix on 01443 206640

Once Upon a Time, Nursery and Playgroup, Heol y Beddau, Beddau, Pontypridd CF382AG

T: 01443 206640

E: hello@onceuponatimenursery.wales

Website <http://onceuponatimenursery.wales>