

# Little Acorns Day Care Nursery Ltd

Great Oaks from Little Acorns grow.....



**Find Us at: Heol Ty Gwyn Industrial Estate, Maesteg, Bridgend, CF34 0BQ**

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# Welcome to Little Acorns Day Care Nursery Ltd.

We at Little Acorns understand that choosing the right Nursery for your children can be one of the most difficult decisions you have to make as a parent. We pride ourselves on our home from home environment and feel this to be a crucial part of our service, as working mothers ourselves we understand that parents need a warm and loving place to leave their little ones.



Our Team is one of experience and knowledge that have been established within our nursery since opening, we feel this allows us to offer the best stability and continuity of 'wrap around care'. When it comes to your children, our standards are as high as yours. Little Acorns nursery is staffed by dedicated Nursery Practitioners who possess the training, skills and passion to create engaging and cheerful learning environments that help your child reach his/her potential. We ensure all team members give individual attention to each child to help plan a child care curriculum that meets each child's specific developmental needs.

We hope you find our pack useful in helping you decide if our nursery is right for you. Should you require any more information please do not hesitate to contact us. Following on from your initial enquiry we will then offer a guided tour of our Nursery allowing you the time to visually see the play environment your child will be placed. This time can also be used to ask any questions you may have. Upon deciding you would like your child to start with us we will then invite you and your child to an induction. This allows your child to become familiar with their surroundings whilst having the security and comfort of you nearby. During this time our team will take down all the essential information on how you want us to care for your child.



# About our Service



57 place purpose-built facility, situated in a private business centre. Established since 2000.

Open 7am—6pm for full and sessional day care for babies and children 6 weeks to 5 years.

Nursery Managers hold 16 years experience in Child Care Learning and Development and Additional Learning Needs

Full time cook employed, to prepare fresh home cooked 2 course meals and snacks. These are included within the fee price.

Registered with both Bridgend and Port Talbot's Childcare Offer for Wales Teams.

Structured and purposeful play activities, planned using 'Birth to Three Matter' and in line with the Foundation Phase



All children treated as individuals, challenged and cared for according to the age and stage of their abilities, ensuring equality of opportunity and inclusion.



School pick ups and drop offs to all schools in the valley using company 7 and 8 seater vehicles.

Comprehensive key worker system to enable consistent development tracking and early intervention where required.

Breakfast, After-School and Holiday Clubs available, facilitated separately in order to provide the best quality club for older children.



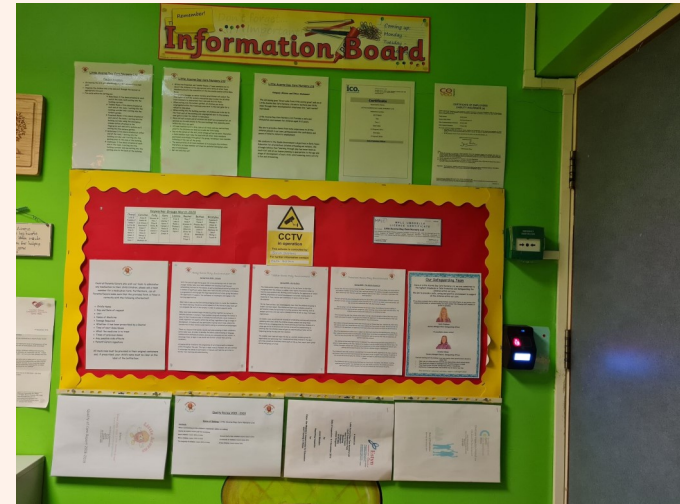
Consistent staff to allow the children to have continuity of care and build stable relationships with all adults.

Attendance patterns to suit your working or circumstantial requirements.

Qualified caring staff who have exceptional abilities to nurture children.

# Our Nursery - Welcome Area

The nursery has a welcoming arrival area where parents/carers are able to bring their children into the setting. This area allows parent/carers and their children to say their goodbyes and have enough kisses and cuddles to last until the end of their session! A member of the team will always meet and greet every child and take the time to collect any information necessary to ensure a settled start to the day. Our aim is to ensure the grownups can go about their day knowing their child is settled, contented and well looked after in a caring, safe and stimulating 'home from home' environment.



All of our rooms are designed in a way which allows the children to develop a sense of their own identity whilst providing a wide range of experiences both to support their emotional, social, intellectual and physical development. The enriching environment supports them in making sense of their immediate world and the wider world around them.

# Our Nursery - Refectory

The refectory is a purpose built room housing a fully fitted kitchen behind a secure counter.

This room allows the children to enjoy their healthy, balanced and nutritious meals in an environment which is separate from their play activities, thus avoiding distraction and allowing the children to learn the fundamental skills of independent feeding. All children are carefully guided and encouraged to grasp the concept of socially acceptable table manners.



This room is also utilised for cookery activities where the children can be active participants in the process of preparation of healthy food/snacks. We believe that from a young age children should be encouraged to taste a wide range of foods from all cultures and societies. Through fun exciting activities children will be carefully guided into gaining a palate of exceptional variance.

# Our Nursery - Baby Room

This large and spacious environment is appropriately divided into 2 play/care areas; 1 area for babies 0-12 months and 2<sup>nd</sup> area 12-18months. Each area is wonderfully equipped to suit the needs of the growing and developing baby.



The environment within our baby room is one of warmth, reassurance and sensitivity; ensuring a cherished and caring ambience. This room is enriching, colorful and stimulating which motivates busy minds and little hands. Our key worker system allows babies placed in our care to develop healthy emotional attachments, trusting, safe and secure relationships. Care within this environment is consistent, with continuity of familiar practitioners specially suited to working with babies with the ability to carry out individual care routines. Within our baby room we have a comfy sofa area available for any parent wanting to attend Nursery to breast feed during their child's session. Alternatively, we have facilities to store breast milk should parents wish to send milk into nursery.

# Our Nursery - Toddler Room

Activities provided are carefully selected to certify promotion of all developmental areas. The environment encourages the young children to explore and experiment; providing opportunities to practice what they have learned. Within this large room there is a separate area especially for allowing arts/crafts and manipulative activities to be taking place on a continuous basis.



This room also has an adjoining garden area, allowing the introduction of an 'outdoor classroom' concept where the children are able to begin to make their own choices and decisions as to the area they wish to play in according to their individual preference.

# Our Nursery - Preschool Room

This play space is enriched with activities to promote the Developmental Stages in *'Birth to Three Matters'* and the *'Foundation Phase'*. The children are encouraged and supported to reach their full potentials and skills embraced. A variety of positive reward schemes are in place to ensure healthy development of self-confidence and self-esteem.



Adjoining this room is an exceptionally large outdoor play space which provides great potential for outdoor learning opportunities.



# Our Nursery - The Clubhouse

This space is dedicated for our After-School, Breakfast and Holiday Clubs, in order for the children attending to receive the best care possible while with us. All the activities available within or clubhouse are age appropriate for older children and the Clubs are runs completely separately to the nursery in order for the children to feel more independent.



Within this area, there is a television and games consoles for the children to utilise during the darker and wetter months as well as various outdoor resources available for the children to freely chose and a small outdoor area connected to the room, which can be accessed during the lighter and dryer months. The children are given the independence to chose what activities are implemented and contribute their

# Our Nursery - Outdoors

Area 1: A brand new development which comprises of a woodland garden, for all children to enjoy. This contains a pulley water system, mud kitchen and natural table and chairs. The area is also used for ongoing seasonal projects for all children to plant, nurture and grow fresh produce such as herbs and seasonal vegetables. Once grown the produce is picked and used in children's cookery lessons.



Area 2: A large concreted area largely covered in rubber safety flooring. This play space leans opportunity for a vast variety of outdoor physical play activities as well as outdoor classroom. Also within this area is our newly finished 'Wellness Hut', this gives the children a space to relax away from the busy outdoor apparatus and allows the children to work on their mindfulness in a safe and comfy area.



# Our Nursery - Outdoors

Area 3: Is utilised by the Baby and Toddler unit children. The flooring is mainly that of rubber safety flooring and is equipped with appropriately sized play apparatus. All gardens invite nature where the children can learn about habitats and living things. All play areas have a 6 foot fence surrounding them and a lockable gate on the inside to maximise safety for all children.



# Our Nursery Team



## **Sarah—Nursery Owner/Manager**

Sarah Holds over 16 years Experience within the childcare field. Sarah is the financial manager of the setting and Holds N.V.Q Level 5 in Child Care, development and Management as well as N.V.Q Level 3 Award in Transition to Playwork. Sarah also holds N.V.Q Level 4 in Bilingualism within Early Years Education graduating from Saint Trinity University in the summer of 2013. The fundamental skills of this training allow the key Skills to be embedded into the nursery routine allowing children to make the transition to Welsh school if required.

All business and fee calculations are dealt with by Sarah who also has a vast knowledge of tax credits, Universal Credit and the assisted places scheme. Sarah also holds certificates in Food and Health Guidelines for Early Years Settings, Cross Infection Procedures, advanced level Child Protection, Dental Health Education, Promoting Equality and diversity along with various other certificates prevalent to Childcare.

Sarah is the designated "data handler" for the setting ensuring all information held on the children is kept confidential and in line with the data protection Act and the new GDPR guidelines.

Sarah is also the designated Fire Officer for the setting continuously liaising with BIF to ensure routine fire drills are held in accordance to the Health & Safety at work Act.

## **Jody—Senior Nursery Practitioner**

Jody has over 10 years experience working within the childcare sector and holds N.V.Q Level 3 within Child Care and Education. In recent years she has furthered her role by becoming the senior nursery practitioner, providing essential support to both Sarah and Caroline.

Jody demonstrates the ability to constantly provide suitable play experiences for the children within her base room. Jody's fun outgoing personality makes her popular with all age ranges.

Jody has been with us since the opening of the nursery when she attended as a student on placement, over the last twelve years she has grown into a mature young woman with a wealth of experience and knowledge.



### **Caroline—Assistant Manager/Additional Person in Charge**

Caroline holds over 15 years experience within the childcare field. She holds N.V.Q Level 5 within Child Care & Management, N.V.Q Level 4 in Bilingualism within Early Years Education and N.V.Q Level 3 Award in Transition to Playwork.

Caroline has an excellent disposition with the children and a vibrant personality.

Caroline has attended training to gain an in-depth knowledge and understanding of the Incredible Years which supports practitioners in promoting children's social and emotional competence for children with additional learning needs. Caroline is registered as an additional person in charge in the manager's absence and has over 15 years experience within the Child Care field

Caroline holds various certificates prevalent to Child Care with Anti-bullying/playing fair First Aid and Children's Participation to name a few.



### **Christine—Full Time Nursery Cook**

Christine has worked in the nursery for ten years and holds N.V.Q Level 3 in Childcare and Education as well as being our resident full time cook.

Christine actively plans, prepares and cooks meals that are nutritionally balanced for all babies and young children placed in our care. Christine holds an intermediate level of Food Hygiene award along with having over twenty years experience within the food industry.

Christine is a committed member of our team who always strives to give 100% to the children. This ethos is what led to Christine completing her N.V.Q Level 3 in Child Care and Education. Encompassing all this extra knowledge has allowed Christine to run cookery workshops with the children, carefully guiding them into gaining a palate of exceptional variance.



# Our Nursery Team



All of our team have a wealth of experience and enthusiasm, we have a practitioners ranging from school leavers up to grandparents.

Our team all bring different individual skills to their roles, meaning that the children are provided with a vast range of experiences and knowledge whilst in our care.

All practitioners employed by the nursery participate in refresher training, and take on continuous training opportunities. All team members hold certificates in:

- Paediatric First Aid
- Food Safety and Hygiene Level 2 or above
  - Safeguarding
  - Health and Safety in the Workplace
- Disclosure and Barring Service Enhanced checks



The nursery follows the strict National Minimum Standards set out by the CIW with regards to ratios. These ratios are:

- 1 Adult to 3 Children—Under 2 years of age
- 1 Adult to 4 Children—Aged 2 to 3 Years of age
- 1 Adult to 8 Children—Over 3 Years of Age

The nursery operates higher than recommended, always having 2 team members supernumerary.

# Our Nursery Policies

## Security

As the nursery is facilitated within a private business centre we feel that this provides greater security to the children in our care and also all persons employed within the company.

The nursery can only be entered via a high - tech finger scanning device. All team members' finger prints are scanned into a computer system only accessible to the management team. The door is sectioned off using secure gates to prevent any persons entering or leaving the building unauthorised.



## Data Protection

All information held on the children is stored in a lockable cabinet. All records are kept confidential under the Data protection Act 1998 and the General Data Protection Regulations 2018. No information will be shared with any persons other than the child's parent or nominated guardian. The setting is registered with the 'Data Protection Agency'. Permission can be denied by parents/carer during induction in relation to the sharing of information through media.

As a setting there are various ways in which we collect, hold and store your personal data, within our registration form there are signable permissions in order for us to both comply with the law and inform parents of what and how the information we hold is used and stored.

## Equal Opportunities Policy

We work in accordance with all relevant legislation, including:

Disabled persons Acts 1958, 1986, Race Relations Act 1976, Sex Discrimination Act 1986, Children Act 1989.

We believe that the groups activities should be open to all children and families.



# Our Nursery Policies

## Dietary requirements

The children will have time together to share refreshments, as this is an important part of social life in the nursery. All meals and snacks are provided, and are nutritionally balanced. .

- Medical and personal dietary requirements are respected.
- A multi-cultural diet is offered to ensure that children from all backgrounds encounter familiar tastes and that all children have the opportunity to try unfamiliar foods.
- Dietary rules of religious groups and also of vegetarians/vegans are known and met in appropriate ways.
  - The main meal of the day include a balance of protein, carbohydrate and essential fats, minerals and vitamins in raw foods, salads and fruit. Our menus have been assessed by a nutritionist and passed for including all essential nutrients required in the diet of babies and young children.
  - Milk provided is sourced from a local dairy and delivered daily to the setting for the children. Milk delivered is semi-skimmed and full fat, with the appropriate milk given depending on the age of the child.
- Formula milk is provided by the child's parent/carer and made up on the premises. This will be kept one





# Our Nursery Policies

## Curriculum

The nursery organises curriculum in accordance with 'Birth to Three Matters' and the 'Foundation Phase'. Activities are suitably organised to meet and needs and abilities of the individual through the use of differentiation techniques. The areas of development promoted are:

- \*Language, Literacy and Communication
- \*Mathematical Development
- \*Personal & Social Development
- \*Physical Development
- \*Welsh Language Development
- \*Knowledge and Understanding of the World
- \*Creative Development

All children will be respected and their individuality and potential recognised, valued and nurtured. The environment will be free from discrimination and prejudice, with activities suitable for all. The children will



# Contractual Information

Fees are payable even if your child is absent, whether it be due to sickness or holidays or of your own decision to keep your child off on their contractual day.

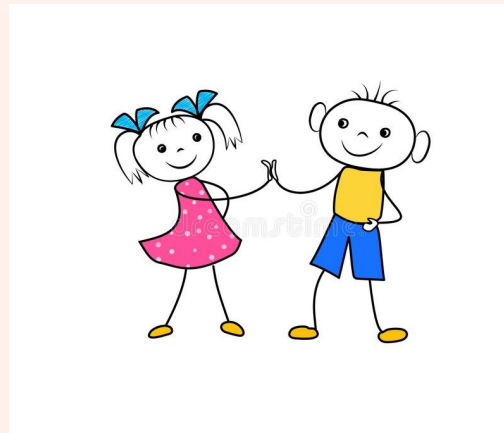
Children must be dropped off and collected promptly at the start and end of their session, as this interferes with the nursery's policy on adult:child ratios.

Items required for your child must be provided as and when asked for to ensure the essential needs of your child can be met.

A Registration form and an Induction must be completed prior to your child starting at the nursery. This is a legal requirement so all essential information can be obtained.

Your child must be adequately dressed, as children do experience all elements of weather conditions during their play activities. Please ensure they are dressed for PLAY.

Expensive and designer items you put on your child are at your own risk. We make every effort to ensure the care of your child's clothing, but the nursery accepts no responsibility for items damaged during play.



# Fee Information

Fees are issued on the last week of the month, and can be paid in advance for the month ahead or in arrears for the month previous.

Fees can be paid using cash or by bank transfer (recommended) as well as Voucher scheme initiatives through work place employers and using the government tax free childcare scheme. We are registered with numerous voucher providers.



| Session Times                  | Costing |
|--------------------------------|---------|
| 7am-6pm Daily                  | £44.00  |
| 7am-6pm Weekly                 | £190.00 |
| 9am-4pm Daily                  | £38.00  |
| 9am-4pm Weekly                 | £170.00 |
| 9am-1pm/1pm-5pm                | £25.00  |
| Hourly                         | £7.00   |
| Collection or Drop Off Charges | £5.00   |

NB: Within the fee prices, a charge of £4.00 for a half day and £6 for a full day is included for all food, drinks and snacks.

# Parent Comments

Here are some feedback statements we have received from families and carers who have used our service:

*"Thank you for providing such special, life enhancing experiences over the past three years. I know he loves each and every one of you and that he will share memories of his 'Little Acorns' family for years"*



*"The sad time has come for me to say goodbye to go to big school. Thank you for your fantastic pre-school years. Mummy Daddy and I appreciate your dedication, hard work and kindness. We will*

*"I would like to say a big thank you to all for the top class care my daughter has received over the last two years. As a parent it is extremely difficult to trust others with the care of your child whilst in work; however I am pleased to say that the care, development, free play, range of activities, nutrition and cleanliness has been exceptional. I would recommend this establishment to any parent/carers who requires and a standard of care that is second to none"*



*My son has thoroughly enjoyed his time at nursery and has grown into a confident little boy! I cannot thank the staff enough for everything they have done. As a working parent, management have always been supportive, where they can with regards to hours/days. Thank you Little Acorns from us bothxx*



Thank You for showing an interest in  
our Childcare Provision.



Little Acorns Team xxx