

**Penrhiw Nursery**  
**Oakdale**

**Statement of purpose**

The nursery is managed by Rachel Thompson-Williams (RI) and Naomi Evans (RI, PIC)

The responsible individuals are Rachel Thompson Williams & Naomi Evans

**Introduction**

Penrhiw Nursery is a registered day Nursery to care for up to 109 children, from 0-12 years. We have been established since November 2006 with the Nursery situated in the village of Oakdale that has been a designated conservation area since 2011. We are within walking distance of the local library, bakery, chemist, shops, café, recreational grounds, and parks.

Penrhiw Nursery is registered with the CIW, Caerphilly County Borough Council and ESTYN.

At Penrhiw Nursery we provide a high quality, caring and enriching environment for babies and young children. One that fosters a love of learning, awareness of self and others and a sense of accomplishment built on a child's natural curiosity. Our environment facilitates the development of children in all areas of learning. We encourage children to have fun and grow in a happy stimulating environment. Penrhiw Nursery is an English-speaking Nursery that introduces Welsh throughout the day via incidental conversations, instructions, songs, counting and rhymes. We aim to provide a high quality, affordable childcare facility with friendly skilled professionals, familiar with children and local families. Children are encouraged to develop their ideas, creativity, and imagination. We provide an attractive, well-resourced setting where children can learn and play, feeling safe and secure. We value all parents and carers as primary educators and develop strong relationships with them and the wider community. Staff at the Nursery are positive role models that help all babies and young children achieve their full potential. Penrhiw Nursery has established an excellent reputation in the area and

will continue to develop and expand. We follow the 'Curiosity approach' to learning.

We welcome all children and can meet children's individual needs. We have kitchen and toilet facilities, sleep and rest areas, storage, and safe secure outdoor areas. Risk assessments are carried out daily by senior staff; and all records are kept in each playroom. Penrhiw Nursery carries out fire drills to ensure all staff and children are aware of the fire evacuation procedure.

Penrhiw Nursery is covered by public liability and employer's liability insurance, the certificates are displayed in the reception area.

The Nursery has separate room for this different age ranges. Little fish room caters for children 0-18 months. Starfish room caters for children aged 18-28 months; these rooms are based on the first floor.

Turtles room cater for children aged 28 months -3 years. Dolphins room caters for children aged 3-6 years; these rooms are based on the ground floor.

Sharks room is based in our Nordic Classroom and caters for children 6-12 years, this room is based on the ground floor.

Ratios are maintained in each room, as follows:

Little Fish & Starfish - 1:3 adults

Turtles - 1:4 adults

Dolphins - 1:8 adults

Sharks - 1:8 adults

RI & PIC are supernumerary.

The Nursery has one main entrance which leads to a reception area and all other playrooms.

We have two outdoor areas with soft flooring for Babies and Toddlers and a separate garden and growing area that is grassed.

The Nursery is open 7.00am - 6.00pm, 5 days per week. The full day session operates between these hours. Parents also have the option to use a morning or afternoon session. The morning session currently operates from 7.00am - 12.30 pm and the afternoon session operates from 12.30pm - 6.00pm. The Nursery provides all meals and snacks throughout the day with specific key worker systems in place for each age range.

Children are not permitted in the following areas:

- Kitchens
- Laundry room
- Staff room
- Manager's office (unless with a parent/guardian)

We encourage children to learn through play, giving them opportunities to explore and investigate. The Baby and Toddler rooms plan innovative activities which link into the Development Matters framework. The Pre-School room plan educational activities focussing on The Curriculum for Wales.

Babies (0-28 months) have a main playroom where staff set up a wide variety of activities to facilitate development. Within the room there is a separate nappy changing area, kitchen, and sleep room. The babies are provided with age-appropriate activities both indoors and outdoors throughout the day including, sensory play, music time, creative activities, outdoor play & block play.

The Toddlers (28 months - 3 years) have two main playrooms, one room is set up with a variety of different areas, including, role play, sand, water, reading area and construction. Room 2 is used for quieter activities and rest/sleep time with both rooms having direct access to the outdoor area. The children are provided with age-appropriate activities both indoors and outdoors throughout the day including, singing, music & movement, Welsh, circle time, outdoor play, sensory play, and block play. The Toddlers benefit from a separate nappy changing area, toilets, and hand washing area aside from their main playrooms.

The Dolphin class (3-6 years) occupy a large room that follows the Curriculum for Wales that includes the statutory education programme and the following four purposes:

1. Ambitious, capable learners
2. Enterprising, creative contributors
3. Healthy, confident individuals
4. Ethical informed citizens

Within this room we can provide full day places, half day's places, term time only places, holiday club and deliver the childcare offer for Wales.

Children enjoy direct access to the nursery garden. The children are provided with age-appropriate activities both indoors and outdoors throughout the day including, circle time, music & movement, singing, outdoor play, sensory play and block play. The children have free and structured play resources in all learning areas and participate in board games, ball games and PE.

Children based in the Dolphin room benefit from a separate dining room, nappy changing area, toilets, and hand washing area aside from their main playrooms.

We provide a wraparound service for local schools and walk children to and from sessions at Rhiw Syr Daffydd Primary, Ysgol Cymraeg Cwm Derwen and Cylch Meithrin Ty A Fi, fostering strong links with all. Nursery transport is provided for schools further afield. We provide breakfast and tea for the children attending before and after school sessions and offer holiday club places during the school holidays in a separate outdoor Nordic classroom building.

At Penrhiw Nursery we encourage lots of outdoor play; all our outdoor areas are equipped to develop children's physical skills.

At the setting, we follow a simple routine, baby routines vary according to their specific needs and parental wishes.

### **Staff**

The Nursery Managers and Deputy Manager at the setting are all Level 5 qualified.

All Nursery Nurses at the setting are Level 3, 4 or 5 qualified in Child Care Education learning and development (CCLD) and undertake a full DBS check before employment commences. All staff hold current qualifications in Paediatric First Aid, Child Protection, Behaviour Management and Food Hygiene and data protection.

### **Key worker**

Penrhiw nursery operates a key worker system, our system gives each member of staff responsibility for a small group of children. Each child has an adult they can relate to, which can make the settling period easier for the child, parent/carer, and staff members.

## **Nursery admissions**

All admissions will be offered places as requested, provided space is available in the desired age range. If the room is full parents/careers can place the child on the waiting list.

Terms and conditions are provided with parent contract and handbook. Childcare offer for Wales places is accessed via Caerphilly County Borough Council's website. [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

## **Children with additional needs**

Children who have additional needs are welcomed and supported at the setting, along with their families and other external agencies already working with the child. Individual needs will be discussed with parents ensuring any issues have been addressed. All children with additional needs will be included in all activities and outings. Records of progress will be maintained and regularly reviewed with full co operation given to all external agencies concerned.

## **Food & drink**

All meals and drinks are provided at the nursery (except formula milk). We provide cow's milk, but we ask you to provide formula infant feed. We offer breakfast, snacks, lunch, and tea during our full nursery day. We provide the children with fresh drinking water all day.

All meals are prepared and cooked on site, all staff working in the food prep area hold a valid Food Hygiene Certificate.

We adapt our meals and snacks for those who may have allergies and intolerances, all staff are made aware of any allergies on the child's admission to nursery.

A copy of our three-week rotating menu can be provided on request and is displayed at the main entrance.

## **What you need to supply**

### **0-2 years:**

- Nappies
- Wipes
- Creams

- Change of clothes.
- Comforters (if required)
- Sun hats (Summer)
- Coat, hat & gloves (Autumn/Winter)
- Wellingtons & waterproofs (Toddler)
  
- **2+ years:**
  - Nappies
  - Wipes
  - Creams
  - Change of clothes (more if potty training)
  - Wellington boots
  - Coat, gloves & hat (Autumn/Winter)
  - Sun hats (Summer)
  - Comforter (if required)
  
- **3+ years**
  - Spare change of clothes
  - Wellington boots
  - Coat, gloves, hat (Autumn/Winter)

### **Typical daily routine**

- 7.00-9.00 - Breakfast & Welcoming of children
- 9.00-9.30 - Registration / Circle time
- 9.30-10.00 - Free play
- 10.00-10.30 - Hand washing followed by Snack & Nappy Changes
- 10.30-11.00- Planned activity / Outdoor Play
- 11.00-11.30 - Free play / Structured play (Creative / Messy)
- 11.30-11.45 - Story / Singing
- 11.30-1.30- Hand washing followed by Lunch & Quiet time (Rest/Sleep)
- 1.30-2.00 - Afternoon Registration / Group time
- 2.00-2.30 - Hand washing followed by Snack & Nappy Changes
- 2.30-3.00 - Planned activity / Outdoor play
- 3.00-3.15 - Free Play / Structured Play (Physical)
- 3.15-3.30 - Music time (Magic box, Busy feet, Instruments)
- 3.15-4.00- Hand washing followed by Teatime & Nappy Changes
- 4.00-5.00 - Free play / Outdoor Play
- 5.00-6.00 - Home time & Quiet Time

### **Useful contacts**

Name: Rachel Thompson-Williams (RI)  
[rachel@penrhiwnursery.co.uk](mailto:rachel@penrhiwnursery.co.uk)

Naomi Evans (Nursery Manager, RI, PIC)

Address: Penrhiw Nursery  
Penrhiw Terrace  
Oakdale  
Blackwood  
Gwent  
NP12 0JH

Telephone:01495 226716 / email - [naomi@penrhiwnursery.co.uk](mailto:naomi@penrhiwnursery.co.uk)

Name: CIW(Care Inspectorate Wales)

Address: South East Wales  
Welsh Government  
Rhydycar Business Park  
Merthyr Tydfil  
CF48 1UZ

Telephone:03007900126

Email: [ciw@gov.wales](mailto:ciw@gov.wales)

### **Complaints Procedure**

At our setting we would like to avoid any complaints and discuss at local level with persons concerned. If a complaint occurs, we respond, report and resolve the complaint as quickly and effectively as possible for our service users. This can be done verbally or in writing. The nursery manager will be happy to arrange a meeting to discuss any concerns or complaints. There is a separate complaint record for over 8's.

The CIW are notified of concerns or complaints but are not a complaint investigation agency. Parents can contact CIW if they are not satisfied in respect of a complaint.

The CIW and the parents are informed of any changes to our Statement of Purpose. The nursery manager and responsible individual will review the document annually or because of a change in operational practice. We

ensure that the CIW are informed 28 days prior (if possible) before any changes are made.

### **Emergencies**

If an emergency arises within the Nursery (Fire, Uncollected or Lost child), our specific emergency policies and procedures will be applied.

We ask parents to provide and ensure that all contact details are updated regularly so that in the event of an emergency are easily contactable. Staff will always contact the parents first, however if there is no response staff will telephone the next emergency contact on the admission forms. If this fails staff will follow the child protection and arrival/collection policies and procedures.