



## Information Booklet

Little Oaks Pre-School  
Bethel Chapel  
Pentrepoeth Road  
Bassaleg  
NP10 8LL

Little Oaks Meithrin  
Rhiwderin Community Centre  
Pentre Tai Road  
Rhiwderin  
NP10 8RL

### ADMISSIONS POLICY for Little Oaks Pre-school and Little Oaks Meithrin

#### **Our Aim.**

Our aim is to offer early years care and education to every child under school age. We therefore welcome every child who is within the required age range, whatever colour, race religion, social class, special need or family situation.

### ADMISSIONS POLICY

We admit children on the following criteria:

- Age
- Admission times
- Days
- Session Times

Parents must register their children before starting by filling in a registration form and are invited to visit with their child before the starting date.

We reserve the right to refuse a parent's request for a place when the conditions of admission are not fulfilled. In such cases, parents will be informed of the reasons.

### SESSION TIMES AND PRICES FOR LITTLE OAKS PRE-SCHOOL

We are open Monday - Friday and cater for 19 children between the ages of 2 years to 4 years and 11 months. Please note the nursery is open term time only.

<b>Am session</b>	9.15 - 11.45	=	£12.00
<u>Lunch Club</u> (lunch box to be provided)	11.45- 12.30	=	£5.00
<u>Wrap around hour</u> – including drop off or collection from local state nursery. (lunch box to be provided)			£10.00
Transport to or from school			£5.00
<b>Pm session</b>	12.30 - 3.00	=	£12.00

## SESSION TIMES AND PRICES FOR LITTLE OAKS MEITHRIN

We are open Monday - Friday and cater for 26 children between the ages of 2 years to 4 years and 11 months. Please note the nursery is open term time only.

### Morning session

9.15- 11.45 = £12.00

### Lunch Club (lunch box to be provided)

11.45- 12.30 = £5.00

Wrap around hour – including drop off or collection from  
local state nursery. (lunch box to be provided)

£10.00

Transport to or from school

£5.00

### Funded places

Both settings are members of the 30-hour free childcare scheme and can offer places from the term after your child's 3<sup>rd</sup> Birthday (depending on eligibility and availability).

The childcare offer does not include transport costs of £5.00 per day.

This means a maximum of 17.5 hours with us and the remaining 12.5 to be sought with an education provider. If you choose not to uptake a place with an education provider, we can offer up to 20 hours free under the 30 hours scheme.

Funded places are available from the term after your child's third birthday. The 30hour funding scheme is available for those parents who both work more than 16 hours at the national minimum wage (NMW) or national living wage (NLW) (around £111 and £115 a week at the current 21-24 NMW and NLW rate respectively) but less than £100k per year

Please look on the Newport Family Information Service website for information and a link to apply.

## General information

We prefer your child to be toilet trained when attending nursery, however if your child is not, please can you provide all the necessary equipment. All the children are spoken to through the medium of English; however, they are taught incidental Welsh and simple Welsh songs.

During the session the children will be encouraged and praised by all the adults to take part in all the stimulating activities. Milk is provided free of charge; however, we always appreciate pieces of fruit, the odd loaf of bread or packet of crackers. During the session we work on a 1-4 under 3years and 1-8 above adults to child ratio stated by the CIW regulations. Parents consultations are offered to discuss the progress of your child.

## PAYMENT

Payment should be made weekly, monthly or termly in advance. It will help us if money is given in sealed envelope with your child's name, number of sessions and amount enclosed, all written on the outside. Cost per session can be made via BACS, cash National Savings or childcare vouchers. A joining fee of £5.00 is required to fund insurance and should be paid with your child's first sessional payment. Payment must be made even if your child is absent during term time and long-term illness or financial problems will be individually discussed and reviewed. Please let us know if your child is going to be away on holiday and please don't send your child if they are noticeably unwell – it's mum they need not us. We also ask for a £2 donation towards the purchase of art and craft resources. This payment will be included on your half termly bill.

## ABSENCE

Please can we ask that you notify us of any absences via the Facebook page or text. Thank you.

## INTRODUCTION

When your child first visits Little Oaks, we ask you to be prepared to give them lots of support as they adjust to this new situation. Make your visits a time for looking around, getting used to the environment and beginning to form relationships with

the staff. All the staff has a lot of experience in dealing with children and are well trained so please seek their help if you need it. Your child will need to absorb the atmosphere of the nursery and will soon realize that the other children are happy there.

It is important to give them the opportunity to see parents leaving happy children and collecting them later, so that when you leave your child will understand that parents soon return.

At the time of starting Little Oaks Pre-School your child needs your individual attention, so if at all possible, leave younger children with a relative or friend. We believe that it must add to a 2 year olds' feelings of apprehension to see mum and baby go off together when they are expected to stay. Once they have settled in they will be happy to be the 'big one' going to school.

### **THE NEW CURRICULUM FOR WALES.**

In Little Oaks we are incorporating the guidelines of the New Curriculum of Wales. The New Curriculum is based on the principle that Early Years' provision should offer a sound foundation for future learning through structured play activities. It places great emphasis on the children learning by doing; therefore, everyone is given the opportunity to gain first hand experiences through active involvement.

#### **We will work to develop:**

- Speaking and listening skills and understanding.
- Personal, social, emotional, physical and intellectual well-being so as to develop the whole child.
- Foster positive attitudes to learning.
- Develop self-esteem and self-confidence so that each child wants to experiment, investigate, learn new things and form new relationships.
- Though the physical participation in outdoor activities encourage positive first-hand experience of solving real-life problems.

**IMAGINATIVE** - Role Play - home corner, shop

**CREATIVE** - Painting, playdough, junk and collage work.

Please can you take the time to talk to your child about the painting, collages and work that they bring home. They will get a lot of enjoyment out of sharing them with you.

**INTELLECTUAL** - Construction toys, threading beads, puzzles, books, rhymes.

**PHYSICAL** - Climbing frame, balls, hoops and bikes.

**EXPLORATORY** - Sand (wet/dry), water

Both of our settings have an open door policy so please do not hesitate to come and talk to us about your child's progress at any time..

### **BIRTHDAYS**

On your child's birthday if you would like to provide a cake) we will, at milk time sing 'Happy Birthday'. These parties hold a great deal of pleasure for the birthday child and all the other children.

### **COLLECTION OF CHILDREN**

Children must be collected by an adult that is known to us. If for any reason none of the people listed on your registration form can collect your child on a particular day, we will need to have some form of notification. We do not under any circumstances allow the children to go with strangers. If there is a problem, please can you ensure that a member of staff is informed about the change of circumstances, or a phone call is made during the session. Please can you ensure that you are waiting outside at the end of the session when the children are ready to come home and if you need to see a member of staff after nursery please can you wait outside until all the children have been discharged.

### **CLOTHING**

Nursery is a very active place; it will help if your child is sensibly dressed. Often a child of this age will leave it to the last minute to make a dash for the toilet (after all, it's very unlikely that what they are playing with at the time will still be there when they come back!!) so do help your child by not dressing them in clothing that presents difficulties.

Children at nursery must be given the opportunity to regularly use paint, glue and do "messy creative" activities. They do wear protective aprons but do remember that they are not experts with the tools that they are using - accidents do happen. All our paints are water based so soaking should remove the stains.

### **CHILDREN IN THE GROUP**

The group will ensure that all children are respected and their individuality and potential recognised, valued and nurtured. The needs of the children in the community will be provided for and the children given the opportunity to learn respect for other cultures, languages and celebrations other than their own. The children will be given the opportunity to explore, acquire knowledge and value similarities and differences between themselves and others. Children with special needs will be included in the group and are insured for all activities.

### **ADDITIONAL NEEDS**

We welcome children that have additional needs and are able to apply for 1:1 care for those individuals through the Early Years Wales.. The building is accessible to wheelchair users, and we provide a welcoming and stimulating environment where we aim to meet the child's needs.

### **DISCIPLINE**

We believe that discipline should be firm but gentle. Children need to know where they stand and respond well to routine and rules. Children will never be shouted at and good behaviour patterns will always be praised and encouraged. Please feel free to read our Behaviour Policy.

### **SAFETY**

A Health and Safety policy is available for you to look at whenever you wish, although some basic rules are as follows:

- No spitting, biting, hitting, swearing or kicking
- Fire drills are carried out once a term.
- CIW inspections are carried out annually
- Accidents are recorded
- A member of staff on duty will be First Aid qualified
- Children can only leave the premises with a recognized parent or guardian.

### **OTHER INFORMATION.**

We will inform all parents/guardians of any closure dates due to training etc. well in advance for your convenience. In the event of snow closure please contact either Julie or Liz in the morning or look at the groups' Facebook page. You will be advised prior to any group outings to the farm or library, with a letter and consent form. The nursery's notice window will inform you of any forthcoming events, special activities or festivals, therefore please ensure you take a regular look.

### **POLICIES-&-PROCEDURES**

We have many different policies and procedures contained within a Policy & Procedure Booklet. If you wish to view them, please ask a member of staff. We also have a Additional Needs policy that is in place and trained staff to cater for specific needs. In the event of you being unhappy with the service we provide we have a complaints procedure in place. All complaints will be dealt with by either Julie or Liz and should be logged within two weeks of the event happening. Should the matter remain unresolved, the parent /carer has the right to contact:

**CIW**

Welsh Government Office,  
Sarn Mynach,  
Llandudno Junction.

LL31 9RZ

Tel : 0300 790 0126

### **PRIVACY STATEMENT**

If you visit our nursery or if you contact one of our settings by telephone, the personal data that you provide will be put onto an enquiry form. If you contact us by email or submit an online enquiry via email, your information will be saved in our inbox. Any written forms containing your personal data will be stored securely or otherwise disposed of safely and securely. We are required to use appropriate technical and organisational measures to ensure that your personal data is processed securely. Your information will be stored securely within Little Oaks. We will never give your personal data (or personal data pertaining to your child) to any third party without your permission or unless we are required to do so by law.

We will only retain the personal data that you provide for as long as is necessary. If you make an enquiry with us but do not become our customer, we will dispose of your personal data safely and securely.

## **CONCLUSION**

We offer this booklet in the hope that it will help you and your child to adjust to nursery life. We welcome parents at Little Oaks and appreciate all your comments and feedback.

**Please do not hesitate to approach any member of staff about anything that concerns you. We want to provide a happy and secure start to your child's many years of education.**

### **Additional Information.**

Please note that at Little Oaks Pre-School there is a one-way system in place. Parents should enter via Pentrepoeth Road and exit via Penylan Road.