

Incy Wincy Nursery

CIW W030001180/1



Statement of Purpose

Incy Wincy Nursery Information

Welcome to Incy Wincy Nursery 'Plus', we hope that your child will have an enjoyable time with us in the coming months and benefit from structured play in small groups. We intend to care for up to 16 children aged between 3 and 4 years old. Care will be provided through the medium of English but we are able to provide Welsh teaching in the form of songs and rhymes.

Aims

Our aim at Incy Wincy Nursery is to provide a happy, fun filled environment for children of all needs and abilities. They can enjoy a variety of indoor and outdoor activities with their friends, in small groups and in familiar surroundings.

Staffing

Incy Wincy Nursery will be staffed by Glenna Harris NNEB, Karen Bennett NNEB, Tessa Lewis, Val Chapple, Carrie Pattenden and Wendy Keers. The nursery is part of the early years unit, and is registered with Care Inspectorate Wales (CIW) and has the full support of Mrs Heulwen Burke (Head Teacher) and the school governors.

Snacks

Children are asked to bring their *own packed lunch and drink*.

The children will also have a drink of milk and a snack from Incy in the afternoon. The Nursery links in with the schools healthy eating policy.

Opening Information and Fees

Incy Wincy Nursery will be open for 5 sessions per week from 11.30am – 3.00pm (term time only).

Fees for Incy Wincy are £14.00 per session and payable monthly in advance.

Automated credit only please.

Incy Wincy Bank details will be available on your first bill payable in advance of your child attending Incy Wincy Nursery.

Full payment must be made in advance of your child attending Incy Wincy nursery. Late payment will incur a £10 fee.

We also take vouchers (Please let us know what voucher company you need to use, so we can register with the company) or you can pay by automated credit.

Registration / Admissions

Parents will be required to fill in a contract before your child starts the provision.

Please update your child's personal details as and when required.

Policies

A comprehensive list of our policies is available for parents to view in the nursery including;

1. Medication Policy
2. Behaviour Management Policy
3. Complaints Policy
4. Equal opportunities Policy
5. Special Needs Policy
6. Child Protection Policy
7. Collection of children Policy
8. General Data Protection Regulation

Medication Policy

Written consent is required for prescribed medications by parents on the medication form. Please read the medication policy 'on file'. Children with inhalers or known allergies will always receive prompt attention. All medication forms are available from Incy.

Complaints

We have a complaint policy and procedure in place. If you have any concerns please direct these to one of the supervisors. Following a discussion if areas are not resolved further discussion can happen with the CIW. Address – CIW North Wales Region, Government Offices, Sarn Mynach, Llandudno Junction, LL31 9RZ or contact on 0300 7900126.

Behaviour Management Policy.

No child will ever be spoken to or handled inappropriately. We talk to the child and try to resolve the problem. Re-direction usually works. For full details see the policy pack available in Incy.

Equal opportunities

All children are welcome at the nursery. We provide equal attention to parents and children regardless of gender, social group, ethnic origins, religion, disability or developmental progress.

Special Needs

Children who have special needs will be welcomed and supported by the group, with the needs of the child being of paramount importance at all times.

Child Protection.

It is the policy of Incy Wincy Nursery to make children's safety, well being and protection our highest priority while they are in our care.

Collection of child policy.

Staff need to be informed in advance if a different person is collecting your child. We will not release your child unless parental permission has been given.

Daily Routine

1. Register Time / Helpwr Heddiw
2. Maths / Language Activities
3. Wash hands / lunch
4. Circle time/ Jolly Phonics / Welsh
5. Outdoor play
6. Free Play / Themed Craft
7. Tidy up / reward stickers
8. Wash hands / Snack
9. Story time / songs
10. Prayer / home time.

Contacts

If you have any questions or need more information please contact Incy Wincy Nursery after 3 pm (unless it is urgent) on our mobile number 07936598139.

Please do not ring school with anything to do with Incy.

Mrs Bennett 07907436596
Mrs Harris 07513324973

We look forward to welcoming you and your child to Incy Wincy Nursery.

Thank you

Mrs Glenna Harris and Mrs Karen Bennett.