



Statement of Purpose

LILLIPUT DAY NURSERY





Lilliput Day Nursery – Neath Campus Statement of Purpose

Purpose

Our aim is to provide high quality day care that enhances the development, care and education of children in a safe, stimulating and caring environment, where they learn through play in partnership with parents/carers.

Lilliput Day Nursery is registered with, and inspected by the Care Inspectorate Wales (CIW), under the Children Act 1989, to provide day care or part day care for boys & girls, aged 12 weeks to 7 years and 11 months. We offer nursery places for children of students, college staff and the local community.

Our CIW registration number is: W060000728/O001/0004.

Our latest CIW inspection report can be seen on www.careinspectorate.wales

Lilliput Day Nursery follows Welsh Government initiatives by implementing Curriculum for Wales, Design to Smile and Healthy Sustainable Pre-School Scheme. We are a member of Early Years Wales (formally known as Wales Pre-School Providers Association (W.P.P.A)

Legal Status and Staffing Information

Lilliput Day Nursery is registered by Care Inspectorate Wales (CIW) under part 2 of The Children and Families (Wales) Measure 2010 and The Regulation of Child Minding and Day Care (Wales) Order 2016 and its associated regulations to provide day care. The National Minimum Standards are minimum standards for registration, in order to provide quality childcare. The responsible individual is expected to demonstrate the ongoing compliance of the day care provision, having regard to the relevant statements in the NMS.

The person in charge on a day to day basis is: Andrea Tregoning

Name of registered provider: Lilliput Day Nursery

Registered Person: NPTC Group of Colleges

Responsible Individual: Andrea Tregoning

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times.

Nursery Manager: Andrea Tregoning

Deputy Nursery Officers (full time): Cerys Jones, Stephanie Powell, and Tara Holloway.

Nursery Nurses: we have 1 full time member of staff and 14 part time members of staff.

Apprentices: 2 Apprentices: Nursery, working towards their QCF level 3 (CCLD).

All Nursery staff, apart from Apprentices are qualified to Level 3 (CCLD or equivalent), or above - BSc (Hons) Childhood Studies, BA (Hons) in Early Years Education and Care: Early Years Practitioner Status, Level 5 Diploma in Leadership for Children's Care, Learning and Development (Management) and Master's Degree in Developmental and Therapeutic Play.

In order to maintain staff/child ratios due to staff absences, Lilliput Day Nursery work with Prospero, Teacher Active and Suppleo Agencies. All agency workers are vetted and hold a DBS certificate.

Lilliput Day Nursery welcomes students on placement, volunteers and visitors who enrich the experiences of children. All students/volunteers are DBS checked before they commence placement.

Staff have been trained and hold certificates in: -

- Enhanced DBS Check/update service
- Paediatric First Aid – Level 3
- Food Safety
- Child Protection/Safeguarding (Basic and Advanced)
- ACT Awareness – Action Counters Terrorism
- Manual Handling
- Behaviour Management
- Domestic Abuse
- General Data Protection Regulations (GDPR)
- Prevent Training
- Fire Warden Training
- Welsh Courses
- Community Food and Nutrition Skills – Early Years
- Learning with Autism – Early Years
- Signalong Phase 1
- WellComm Training
- Adventures with Alice Training – Early Years
- PECS (Picture Exchange Communication System)
- Level 3, Transition to Playwork

All mandatory training is on a rolling programme of every 3 years. Staff attend relevant training courses, workshops and conferences. The Nursery receives *smalltalk*, Nursery World and Early Years Wales magazines/newsletters, which offer practical advice and up-to-date information in the field of childcare and education. We are signed up to the CIW website and receive news regularly about any changes or information about regulated settings.

Organisation

Lilliput Day Nursery is a purpose built building located on the Neath Campus. The premises is divided into two main areas. There is an under 2's room (baby room) with a main play area, a messy area and rest room and an over 2's room (aged 2 – 7 years and 11 months), this has a main play room, which is separated into "stations", a hard floored area, a separate art & craft room and a home room.

Both rooms have units and wooden boxes to store toys and equipment.

Toilet and baby changing facilities are available to all children, within a separate bathroom, in each room.

Children have access to a very well-resourced outside play area. Separate outdoor play areas provided ample space and opportunity for physical outdoor play activities. We have a large canopy to enable children and staff to go outside in all weathers. There is a mud kitchen area and an area sectioned off for gardening.

The kitchen area, staff room and office remain out of bounds to children.

The Nursery operates between 7.30am and 6.00pm Monday to Friday throughout the year, except for Bank Holidays and Christmas.

The Nursery is registered to take 71 children per session, 47 over 2's and 24 under 2's.

The number of children we are registered to take is never exceeded. Adult/Child ratios are in accordance with CIW regulations. The minimum staffing ratios are:

- One adult to three children under 2 years
- One adult to four children aged 2 years
- One adult to eight children aged 3 – 7 years and 11 months.

Lilliput Day Nursery provides care through the medium of both English and Welsh.

Lilliput Day Nursery believe that parents are the prime carers and educators of their children and are invited to be involved in all aspects of the Nursery.

The Nursery holds several fundraising days throughout the year and parents are encouraged to take part.

Lilliput Day Nursery is covered by public liability and employer's liability insurance. Certificates are displayed in the foyer.

Security System

A security system has been installed within the Nursery. A camera has been fitted at the main entrance, intercoms are in both play rooms and a T.V screen is located in the office. Staff are able to identify visitors on monitors within the rooms, prior to allowing access to the building. This ensures a secure environment for children and staff and gives parent/carers peace of mind.

Admissions Policy

The Nursery is available to anyone needing quality, affordable childcare, for children aged between 12 weeks and 7 years and 11 months. Parents/carers and children are invited to visit the Nursery for a pre-entry inspection, by appointment with nursery staff. We are able to invite parents to visit the Nursery after operational hours. We close at 6pm so we could arrange an appointment to view the Nursery at 6:05pm. Alternatively, a Virtual Viewing can be arranged via FaceTime, after operational hours. We try to be as flexible as possible.

These inspection visits are important as they allow children and staff to meet and allow the parent/carer an insight into the quality of care their child will receive. During this visit any specific issues can be addressed. These visits are a friendly and informal way for everyone to meet.

The children of parents/carers applying for the college Learner Support Fund will be asked to make Lilliput Day Nursery their first priority.

Lilliput Day Nursery acknowledges the importance of parents/carers and staff working together to help children settle in to our care and develop confidence to participate in all the opportunities offered. When you have decided to attend the Nursery, you will be given the necessary 'Day Care Agreement' documents and links to complete online. These will need to be returned along with your payment in advance. Your child's place will then be confirmed.

Once a place has been confirmed for your child, you will be invited to one trial session (one hour session). This is free of charge. Parents/carers are encouraged to try shorter sessions first and gradually build up to what is needed. The length of this time this takes will depend on the individual child. Some children take longer than others to settle.

Children's individual needs and preferences are noted and recorded when you register with the Nursery.

Our Nursery

At Lilliput Day Nursery we understand the importance of a child's development and provide a variety of opportunities, with the emphasis on having fun and learning through play. The Nursery works to ensure that the desirable outcomes for all children are met. We have introduced elements of the Curiosity Approach.

As part of the new Curriculum for Wales, we will be following 'Planning in the Moment'. Planning in the Moment allows the children to lead their learning according to their interests. They will have opportunities to develop and consolidate their skills within an engaging environment. This child-led approach allows high quality adult-child interactions as we encourage exploration in a controlled and secure way, both indoors and outdoors.

All children at the Nursery are allowed to develop at their own pace with support and guidance from the well qualified and experienced staff. They have the opportunity to explore many forms of natural materials allowing them to express their creativity. All art/craft work the children create is either displayed within the Nursery or is available for parents/carers to take home. The Nursery adopts a flexible routine to allow for activities, opportunities or games to be fully enjoyed by the children. Parents/carers are welcome to get involved with various activities/fundraising days etc.

We have extensive policies and procedures in our Nursery Operational Plan, which are available on request to all our service users.

These policies and procedures are developed and maintained in line with regulations and the National Minimum Standards. They are reviewed annually and updated when necessary (CIW is informed of any significant changes).

Routine and Activities

Activities are risk assessed and children are encouraged to review and evaluate their experience if they are able/willing.

The progress of children is assessed by observation and recorded. Lilliput Day Nursery has a duty to share some information with the Local Authority, Early Years and Flying Start, Additional Learning Needs Team, Educational Psychology Team, Occupational Therapy (prior discussion with parent/carer) and CIW. Our records are available for discussion with parent/carers at any time and are kept in accordance with our confidentiality policy.

Baby room

The baby room can take up to 24 babies aged from 12 weeks to 2 years of age. We operate a key worker system so that, on any given day, a member of staff is allocated 3 children of similar age. That member of staff is then responsible for the care of the children throughout their stay with us.

At around 18 months we encourage the children to integrate with the over 2's room. The key worker accompanies their children to the over 2's room where they take part in all activities while having the added security of their key worker.

The home routine of each individual child is always followed by the key worker. This is to ensure the ease of transition from home to Nursery.

Health & Safety – Parent/carers are politely asked **not** to put decorative slides or bobbles into their child's hair when they attend Nursery.

Although these items are very attractive, they are a Health & Safety hazard to young children, and Nursery staff are increasingly concerned that there may be a possibility of a serious choking incident.

Over 2's room

The over 2's room can take up to 47 children aged between 2 years and the day before their eighth birthday. We operate a key worker system so that, on any given day, a member of staff is allocated 4/8 children, depending on their age. That member of staff is then responsible for the care of the children throughout the day.

Staff are allocated to dedicated areas: homeroom, art & crafts, construction area, imagination station etc...The children are free to move between activities and staff encourage children to join in group work.

During their time in the over 2's room we strive to build an individual child's independence ready for their next transition to school.

AM Session

<u>7.30 – 9.30</u>	<u>9.30 – 10.00</u>	<u>10.00 - 11.30</u>	<u>11.30 – 12.30</u>	<u>12.30 – 1.00</u>
Meet & greet parents/children	Hand washing	Circle time	Hand washing	Toileting/nappy changes
Breakfast served until 8:30am	Healthy snack	Busy feet	Lunch time	Children's sleep/rest time (Times vary)
Hand washing	Tooth brushing	Free play	Toileting/nappy changes	Story/Song Time
Free play		Indoor/outdoor opportunities, Construction area, Imagination station, Art & Crafts and Home room. Child-led with staff participation		Free play
Toileting/nappy changes				

PM Session

<u>1.00 – 2.00</u>	<u>2.00 – 2.30</u>	<u>2.30 - 3.00</u>	<u>3.00 - 4.30</u>	<u>4.30 – 5.00</u>	<u>5.00 – 6.00</u>
Indoor/outdoor opportunities, Construction area, Imagination station, Art & Crafts and Home room. Child-led with staff participation	Circle time	Hand washing	Indoor/outdoor opportunities, Construction area, Imagination station, Art & Crafts and Home room. Child-led with staff participation	Hand washing	Free Play
	Busy Feet	Healthy snack		Tea time	Children are collected
	Songs/Story Time	Tooth brushing (PM Children only)		Toileting/nappy changing	
		Toileting/nappy changing			

Meeting Individual Needs

The Nursery will endeavour to provide the best possible care for all children. We welcome children with additional learning needs, whether these are physical, behavioural or learning related. We also discuss the needs of the child with the parent/carer and offer help and support if needed. If one to one care is required, the practicalities will be discussed with the parent/carer prior to the child attending Nursery. We also liaise with other professionals from outside agencies to maximise the quality of care we provide.

All staff are aware that they have a duty to include the child in all the opportunities on offer in the Nursery, with adaptations if necessary. All staff are positively encouraged by the college to undertake training/courses to further their knowledge and understanding of additional needs.

Meals and Snacks

We provide a healthy breakfast (on request), healthy mid-morning and afternoon snacks. Milk/water is also provided. These are included in the daily costs. Lunch is at 12 noon. Lunch can be provided by the College Refectory for a daily fee, or parents can provide a packed lunch. Tea is also available for an additional fee. Lunch and Tea money must be paid for in cash, daily or weekly. When the College Refectory is closed during the holidays, meals are being supplied by the Pavilion, Llandarcy.

Special dietary needs can be catered for on request. Allergies/specific arrangements for meals are displayed both in the play rooms and kitchen.

We only allow milk or water throughout the day, **no squash, pop, tea, coffee etc....** will be allowed in nursery. If parent/carers choose to provide their own lunch, we ask for healthy nutritious meals, no crisps, sweets, chocolate bars, biscuits etc....Water is available at all times for children to drink.

Babies are fed to their own specific needs. Babies who are still on formula feeds will have their feeds freshly made up as they require them. We are part of the 'Breastfeeding Welcome Scheme' and mums who are breast feeding are welcome to come into the nursery at any time to feed baby. Alternatively, breast milk may be expressed and brought in each day or frozen and stored in the nursery freezer, in a container labelled with your child's name, for your baby to use.

The Nursery maintained a top rating of '5' during the last inspection by Environmental Health on 12/06/2024.

Nutrition and Oral Health

At Lilliput Day Nursery we aim to promote healthy eating, in order to provide children with a broad and nutritionally balanced diet to develop their health, growth and well-being. All children's individual needs and preferences, whether these are medical or cultural, are catered for.

We provide a calm and inviting eating environment where staff sit and eat with children in order to provide good role models during mealtimes. Children are encouraged to wash their hands before snacks or meals. The staff show children that meal times are enjoyable and a good time to socialise with each other. We encourage the children to be independent by feeding themselves, using appropriate utensils.

The lunch provided by the College refectory is always a healthy option, suitable for each individual child. Natural yoghurt/cake/fruit is provided as dessert. Drinks are available on demand throughout the day, and we encourage children to drink plenty of water. Our weekly menu is displayed on our parent/carer notice board in the foyer.

We are part of the 'Designed to Smile' children's tooth brushing programme. As part of this scheme, each child is given their own toothbrush, to be kept in the nursery, and takes part in regular supervised tooth brushing.

Toileting/Nappy Changing

No child is excluded from attending Lilliput Day Nursery for any reason, they are not yet toilet trained and maybe still wearing nappies. We work on toilet training with parent/carers.

All children are accompanied to the toilet, even the older more capable children. Children are never left alone in the bathroom. All children are treated with dignity, care and compassion during nappy changing/toileting.

Parent/carers must supply nappies, wipes and creams to ensure that staff have plentiful supplies for each child.

We maintain the highest possible hygiene standards. All children and adults must wash their hands after visiting the toilet, and staff wear PPE.

All nappy changes and toilet visits are recorded.

Health and Illness

Please do not bring your child to nursery if he/she is unwell. The nursery reserves the right to send home or refuse entry to any child who appears to be unwell or suffering from a contagious or infectious complaint. If your child should become ill while at Nursery, we will contact you or a person nominated on your day care agreement form to collect him/her.

To ensure that we can contact you quickly, please ensure that all contact details are kept up to date. You are also asked to inform the nursery if your child has contracted a contagious illness as we may be able to minimise the spread of such diseases if kept informed. You must notify the nursery of all absences.

Guidelines for illness exclusion periods, which are set by the Local Health Protection Team, can be found displayed on the parent/carer notice board. A copy will be included with your 'Day Care Agreement' pack.

Medication

Please be aware that staff will only administer medication to a child provided that prior written permission is obtained. Prescribed medication or 'over the counter' remedies, may be administered in the Nursery with prior written consent. It is your responsibility to notify a member of staff and to sign the 'medication' form.

If a course of antibiotics is required, it is our policy to exclude children for the first 24 hours of the course. At least two doses should be administered at home.

Prescribed medication must be clearly labelled with the child's full name. Medicine should be handed to a member of staff on arrival in its original packaging.

Sun Cream

Important - All parents/carers are asked to please bring in sun cream and a sun hat. When choosing a sun cream, ensure that it has a sun protection factor (SPF) of at least 30 or above and is effective against UVA and UVB. If your child has no sun protection, they will be kept inside doing indoor activities.

This is to ensure your child is protected from harmful UV rays and does not get skin damage through sunburn.

Please ensure the sunscreen is not past its expiry date. Most sunscreens have a shelf life of 2 to 3 years.

Safeguarding Children

It is the policy of Lilliput Day Nursery to make children's safety, wellbeing and protection our highest priority while they are in our care. Lilliput Day Nursery works in partnership with Care Inspectorate Wales (CIW).

There is an understanding that the Nursery is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected or we have any concerns about the welfare of the child. This may be done without informing the parent/carer. Any information given by a parent/carer regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected.

The management team have attended extensive Safeguarding Managers Responsibilities training and all Nursery staff have attended Basic Child Protection training. In addition, staff have also completed online training in respect of safeguarding.

The Designated Child Protection Officer is Nursery Manager, Andrea Tregoning and the Deputy Child Protection Officers are Cerys Jones, Stephanie Powell and Tara Holloway.

Collecting a Child

In the interest of the child's safety the Nursery staff will not release any child to an unauthorised person, even if the child is late being collected. If any person other than the parent/carer is collecting the child, the Nursery staff **MUST** be informed.

We have a signing in book which must be completed by the parent/carer when dropping their child off. They must clearly state who will be collecting the child, and if this is to change during the day, they must contact the Nursery to inform them.

If someone other than the person stated comes to collect the child, the Nursery Manager/Deputy will contact the main carer to obtain permission. Ideally the Nursery staff would like to meet the named person beforehand. If this is not possible, a photograph or good description is important. Please ensure that the person nominated to collect your child from Nursery is 16 years of age or over.

If we are not notified of a change in collection, the staff will not allow the child to leave the Nursery.

In accordance with CIW registration guidelines and the College's Public Liability Insurance, the Nursery is only insured and authorised to operate between the hours of 7.30am to 6.00pm, Monday to Friday.

Parent/Carers must inform us immediately if they are unable to collect the child from Nursery whether collecting after a session or the full day. A late collection charge of £15 per half hour will be applied to cover staff costs.

Fees and Payment

The fee structure - effective from Monday, 02 September 2024:

AGE	DAILY	SESSIONS	½ SESSIONS	7.30am – 8am
0 – 2 Years	£50.00	£30.00	£18.00	£5.00
2 – 7 Years and 11 months	£45.00	£27.00	£16.00	£5.00

Full day – 8am to 6pm, Half day – 8am to 1pm/1pm to 6pm and 2½hr sessions are also available.

Term time, rota and holiday contracts are available on request. Please note that the rota and holiday contracts is subject to availability.

Absences are charged at the full rate. All parent/carers are required to identify the way in which they would like to pay their Nursery invoice and this is requested information on the day care agreement. Payments must be made in advance, weekly or monthly.

Payments can be made by cash or credit/debit card. For bank transfers, the bank account information for Lilliput Day Nursery is available on request. We are registered with the Government Tax Free Childcare and the Welsh Government 30 hour free Childcare Offer. We also accept Childcare voucher schemes and, depending on personal circumstances there are various college grants/funding available.

Fees will be subject to annual increase on notice from Lilliput Day Nursery. The prices quoted are per child and include breakfast and snacks.

We ask that you settle your account promptly to help us keep costs down. Any delay in payment will generate a late payment fee of £20. Children will be excluded from the Nursery and registration terminated if fees remain outstanding for more than 14 days beyond the due date. It is your responsibility to obtain a receipt from the Nursery as proof of payment.

Please note that fees are payable during periods of absence from Nursery due to sickness or any holidays you wish to take. Parents/carers are advised to speak to Andrea Tregoning, Nursery Manager, about payment of fees in cases of prolonged absence.

Once a place at the Nursery has been confirmed, the first payment is due in advance to secure the place. Fees can be paid either daily, weekly or monthly, in advance.

The notice period required for terminating the contract is **one month**, in writing. If insufficient notice is given you will be responsible to pay the full fees.

Flying Start

Lilliput Day Nursery is registered and able to offer our community a 'Flying Start' service. Flying Start is an Early Years Government funded programme for families, including free playgroup places for 2-3 year olds for 2.5 hours, 5 days a week. If you have any children currently from the age of 2 up to 3 years old, please check your eligibility. If you are eligible then complete the process to register online and choose Lilliput Day Nursery as your setting of choice. Neath Port Talbot Flying Start team will check availability and contact you to arrange the next steps.

If you currently attend a Flying Start setting with another provider, you can make/request to transfer. A part time Flying Start space is a minimum of 3 sessions at 2.5 hours on separate days, a full time space is 5 sessions on separate days”.

Unpaid Fees

Lilliput Day Nursery, reserves the right to charge interest on unpaid fees at the rate of 5%. It is expected that any/all outstanding Nursery fees are paid in full by the time your child is ready to leave Nursery. If Nursery fees are not paid or action taken to reduce outstanding childcare costs, Lilliput Day Nursery reserves the right to cancel a child's place within the setting.

Terms and conditions

These are set out in the contract between parents/carers and Lilliput Day Nursery and are implicit within our policies and procedures.

The contract must be signed and the registration form must be completed by parents/carers before their child attends. Parents/carers are required to inform the Nursery immediately of any changes to the child's personal circumstances. The Nursery must also be informed of any changes to parents/carers contact details.

Samples of the contract, registration form and the full set of policies and procedures are available from the Nursery office.

CIW and parents/carers are informed of any changes to this statement of purpose which is reviewed at least annually or as a result of a change in operational practice. (This statement of purpose is supported by Lilliput Day Nursery's operational plan and any changes to one will be reflected in the other.)

CIW is notified 28 days before a change is to take effect.

Nursery Genie – Software Package

Nursery Genie is a company that provides childcare software packages in accordance with CIW regulations. Lilliput Day Nursery has liaised with the NPTC Group of Colleges Data Protection Officer to complete a data protection impact assessment and to ensure GDPR compliance is maintained.

Registration and consent forms will be sent via email to each service user. Service users are requested to complete the forms to enable Supervisory staff to input your information onto the system. The system will securely hold detailed information on each child e.g. personal information, medical details and allergies, developmental records, accidents, incidents. There is also an invoicing system. An electronic version of the child's daily report will be sent

to parents/carers via email.

When your child arrives at Nursery for their session, Nursery staff will check them in on the system. Staff: child ratios can be monitored using the system as children are checked in and out in real time.

Nursery Genie is also an effective way to communicate with parents/carers. Messages and updates can be instantly sent to all via email.

Emergency Arrangements

In the event of the Nursery being uninhabitable, the college will work with the Nursery Manager to arrange alternative accommodation within the college. An area/room will be allocated and it will be ensured that the area is in keeping with CIW guidelines and regulations. All parents/carers will be contacted if appropriate.

In the event of an evacuation, due to fire alarms children are calmly escorted from the premises, by staff and taken to the Nidum Theatre/nearest safe building, where they can be comforted, kept warm/dry and entertained. Records are kept of all fire drills so that regular reviews can take place in order to ensure that action is taken to improve the process.

Lilliput Day Nursery have procedures in place for keeping the children safe while in our care. Risk Assessments are carried out on a regular basis and a daily hazards record is carried out at the beginning of each session.

Car Parking

There are two designated parking bays for dropping off and collecting children from Nursery. During busy times of the day, please ensure you park your vehicle in an appropriate alternative parking space if these bays are full. Please prioritise safety at all times.

Complaints or Concerns

We are committed to providing a first class, open service and we aim to provide the best possible care for your child. If you should be dissatisfied, we would ask that you speak to one of our members of staff, or the Deputy Nursery Officers. We have a suggestions box on the table in the foyer.

If you wish to raise a more serious issue, you can contact our Responsible Individual/Nursery Manager, Andrea Tregoning on 0330 818 8039. You will be asked to put your complaint in writing and will be notified in writing of the outcome of the investigation within 14 days.

If you feel that your complaint has not been dealt with satisfactorily you may wish to contact Jane Morgan, Director of Colleges & Facilities, NPTC Group of Colleges, Neath Campus. Again, we ask that the complaint is put in writing. You will be notified in writing of the outcome of the investigation within 14 days.

CIW are not an investigating agency. However, they are happy to listen to any concerns you may have.

CIW – Inspecting Officer
CIW South Wales Region,
Government Buildings,
Picton Terrace,
Carmarthen,
SA31 3BT
Email: ciw@gov.wales
Telephone: - 0300 7900 126

Further Information

If you require any further information or would like to make arrangements to visit the Nursery, please do not hesitate to contact Andrea Tregoning, Cerys Jones, Stephanie Powell, or Tara Holloway.

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This statement of purpose for Lilliput Day Nursery was compiled on: 01 March 2017

By: Andrea Tregoning Position: Responsible Individual/Person in Charge and Nursery Manager

Date of review: 02 September 2024

Date CIW informed of change: 14 August 2024

