

STATEMENT OF PURPOSE



RISE AND SHINE DAY NURSERY

BRIDGE ROAD

PENTRE MAELOR

WREXHAM INDUSTRIAL ESTATE

WREXHAM

LL13 9FZ

Rise and Shine Day Nursery provides quality, affordable childcare for the local community for children aged 0 - 12.

We want parents to feel confident about the quality of care that is provided for their child in order for them to have no concerns for their child's health, welfare and early learning. This statement of purpose sets out information that is required in the National Minimum Standards for Regulated Childcare for children up to the age of 12 years and its associated regulations and provides information to help parents make an informed decision about the provision they choose to place their child in.

Rise and Shine Day Nursery Ltd- 12141512

Responsible Individuals: Eleanor Kordgharehchehlo and Rachel Chamberlain

People In Charge: Eleanor Kordgharehchehlo and Rachel Chamberlain

Contents

- *About us*
- *Aims and objectives for children aged 0 - 12*
- *Inspection report*
- *Nursery organisation structure chart (including those aged between 8 and 12, where applicable)*
- *Nursery contact information*
- *Staff deployment*
- *Designated person(s)*
- *Numbers, ages and sex of children for whom care is to be provided*
- *Range of needs of relevant children to be met for children aged 0 - 12.*
- *Facilities available*
- *Services offered*
- *Adult-led activities offered*
- *Routines*
- *Language(s) used within the provision*
- *Terms and conditions*
- *Admissions policy*
- *Complaints and concerns procedures*
- *Emergency procedures*
- *Collecting children procedure*
- *Details of pets or animals on the premises*
- *Details of registered person (including if they are a foster carer).*

<i>This policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for review</i>
<i>07/07/2021</i>	<i>EKord</i>	<i>07/07/2022</i>
<i>16/02/2022</i>	<i>EKord</i>	<i>16/02/2023</i>
<i>02/02/2023</i>	<i>EKord</i>	<i>02/02/2024</i>

This document will be reviewed annually or when changes occur.

About Us

Rise and Shine Day Nursery is a privately owned day nursery. It is managed by two teachers with a wealth of teaching experience in Early Years Education right through to Primary level education. All our other staff suitably qualified and knowledgeable about caring for children ages 3 months - 12 years. We are registered with the Care Inspectorate Wales (CIW) and belong to the National Day Nurseries Association (NDNA).

We are based in Pentre Maelor, on the edge of Wrexham Industrial Estate. We are conveniently located offering easy access to all main roads and various big employers in the Wrexham area.

We try our best to cover all areas of your childcare needs by providing the following services:

- Full time day care.
- Part time day care
- Flexible working contracts
- Holiday Club
- All meals and drinks.

Our Mission Statement

Our mission is to help every child shine!

We aim to provide children with a caring and rich learning environment from the start. At Rise and Shine Day Nursery we strive to nurture children's confidence, independence, love for learning and enthusiasm. Ellie and Rachel are extremely passionate about providing children with valuable learning experiences to develop children's curiosity about their surroundings. We endeavour to create a nurturing, safe and caring environment where all children are valued and encouraged.

We aim to provide families with high quality flexible care and education whilst embracing the Birth to Three learning statements and the Welsh Curriculum for Non-Maintained Nursery Settings.

We believe that a homely atmosphere is paramount and aim to provide a safe and caring environment where all children can feel happy and relaxed and develop to their full potential.

The first few years of a child's life are important informative years and at Rise and Shine Day Nursery we focus on the needs of the whole child.

Our Values

We have a clear understanding of our values at Rise and Shine Day Nursery:

- **Happiness and wellbeing**
- **Engagement** - being involved, responsive, interested and interesting
- **Respect** - promoting a culture of tolerance, inclusion, diversity, equality, fairness and opportunity
- **Communication** - being genuine, open, honest and sincere
- **Achievement** - highest quality, high expectations
- **Partnership and care** - being reflective and learning from parents as partners, developing strong nurturing relationships

- *Commitment to excellence*

Aims and Objectives

At Rise and Shine Day Nursery, we understand how important it is for you to find the best childcare for your little ones. As parents ourselves we know that leaving a child is never easy, but you can rest assured that with our nurturing and caring environment, nursery will become their "home from home". Our main objective is to ensure the children are welcomed into a caring and nurturing environment which is adapted to suit their own individual needs. It is important to us that we work in partnership with the parents, carers and any external agencies when welcoming a child into our setting.

We aim:

- *To provide a happy, secure environment where children, parents, carers, visitors and staff feel welcome and valued.*
- *To develop a positive partnership with parents, a vital part in providing high quality care for all children.*
- *To allow each child to learn through play giving them the care and support needed for them to develop at their own pace and to the best of their ability*
- *To provide fun, stimulating and age/stage appropriate activities, equipment and experiences for every child in our care.*
- *To support the child and promote learning and growth in all areas of their development.*
- *To provide positive attitudes towards each other, respecting others race, gender, disabilities, culture and beliefs*
- *To ensure our staff are competent, positive role models and are provided with up to date training throughout their journey with your child.*
- *Ensure all children settle into the Nursery environment as they arrive at Rise and Shine and to have an enjoyable time whilst they are with us.*

Numbers, ages and gender of children for whom care is to be provided

Rise and Shine Day Nursery is registered for 69 children, boys and girls, between the age of 0 months and 12 years.

Range of needs of relevant children to be met

At Rise and Shine Day Nursery we accept and respect all children as precious individuals, regardless of gender, race, religion, disability or culture. We believe it is important that the children have the chance to build warm and loving relationships with their carers and to be comfortable within the Nursery environment.

We welcome all children with individual needs and requirements. We are happy to discuss your child's individual needs and requirements.

We strive to provide a professional service that where possible, can cater individually for your child, from dietary to physical needs.

We follow Birth to 5 Matters and the Welsh Curriculum for Non-Maintained Nursery Settings. Learning through play is a central principle. This means allowing children the freedom to explore the world around them. As practitioners, we make careful observations so that each child can be guided towards the next step in their learning. Each child has an individual digital learning journey filled with photos, observations and next steps that is developed throughout their time at Rise and Shine Nursery. Parents can access their child's learning journey at any time through the parent app. Parents are invited and encouraged to contribute to their child's learning journeys by providing photos, information on experiences and activities their child has been involved with away from the setting.

We implement In the Moment planning at Rise and Shine, which puts your child at the centre of everything we do. We follow child interests and are facilitators of learning by providing extensions to play engagements. Our practitioners are all highly trained in providing excellent interactions with children that are based around their own ideas and can extend the children's thoughts and plans in a unique and fascinating way. We capture children at their best and enjoy watching them thrive from self-formulated experiences.

Language(s) used

We are an English-speaking Nursery; however, all staff use incidental Welsh on a daily basis. Children will be welcomed into the setting in both English and Welsh (as well as other languages if necessary). We will aim to introduce Welsh phrases and songs throughout the nursery and our older children will be introduced to either range of Welsh vocabulary as they progress (numbers, colours etc). Our setting will also display key words in English and Welsh so children become familiar with the written form. If a child attends our setting with English as an additional language, we will adapt our practice to support their individual needs and language development.

Organisation

The nominated responsible individuals for Rise and Shine Day Nursery LTD are Rachel Chamberlain and Eleanor Kordgharehchello and the person in charge is Eleanor. Both Rachel and Eleanor are nursery owners and managers. The two of us work together and are responsible for the day-to-day running of the nursery.

Opening hours & Sessions Times

The nursery is open Monday to Friday throughout the year with the exception of Bank Holidays and Christmas (24th December/ 1st January). Our session times are outlined below:

- Full day 7.30am* - 6pm
- Half day (morning) 7.30am - 1pm
- Half day (afternoon) 1pm - 6pm

Our morning half day session includes lunch and the afternoon half day session includes a light tea. Children must be promptly picked up at the end of their session to reduce any anxiety of the child and to support the smooth running of the nursery.

We recommend that children attend the nursery for a minimum of 2 sessions per week.

*earlier drop off is available on request (please see either Rachel or Ellie, Nursery Managers).

We also offer a Flexible Working Contract for parents who may need this type of childcare.

Staffing and Ratios

As part of the minimum standard for CIW we ensure we adhere to the ratios of staff to children within each age range. The minimum staffing ratios are as follows:

- 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
- One adult to ten children aged 8-12 years

Who looks after your Child?

Each age group has a designated Room Leader who ensures the smooth running of their room. All Room Leaders are qualified members of staff who have all achieved their level 3 or level 5 in childcare. Depending on the age and number of children per room dictates the number of Nursery Practitioners supporting the Room Leader.

We operate a key person system at Rise and Shine Day Nursery, this enables our practitioners to gain knowledge of, and ensure care is tailored to meet their individual needs, and to record their progress. Within each area there is a team caring for the children. However, each team member, a "Key Person", is designated to certain children as their main carer. A key person (with the consistent support of their colleagues) cares for up to 3 children in the baby unit, 4 children (toddlers) up to the age of 2 years and 8 children (preschool) for children between the age of 3-5 years. Due to our opening hours and shift system, the key person is not always able to talk to parents so all practitioners work closely with the children in their room. This also ensures the children are comfortable and cared for when their key person is not available.

The transition from home to nursery can be a big step for children of all ages, but the transition is made that much easier with the help of a key worker.

Full details of the provision

Our services offered are fully inclusive of meals and snacks.

We take food and mealtimes at Rise and Shine very seriously. It is critical that children have a well-balanced diet full of whole and nutritious foods so that they have energy for the day and so that their bodies have everything they need to grow.

We put considerable effort into researching recipes, testing dishes and have created a fantastic menu which is on a three weekly rotation and seasonal. However, if parents have dietary preferences these can be catered for. The children are provided with a very tasty, healthy and balanced morning snack, cooked lunch and light tea every day. An optional breakfast is offered for an extra charge. They are made on the premises from fresh produce. Fresh fruit or age-appropriate snacks are provided between meals at mid-morning and mid-afternoon.

The setting is based on one floor and is divided into areas. We have baby room, toddler room and Pre-school room. On occasion we will combine children into one room, this is mainly be at the end of the day or at the beginning of the day to offer breakfast.

The Baby Area (The Bumblebee Room) - 19 children

Our Bumblebee room is inviting, comfortable and well equipped. The room is cosy and stimulating and allows babies to explore in a safe environment. Within this area we have a calming sleep room, separate nappy changing area and a separate food room therefore allowing the babies needs to be met as necessary. We utilise the food room in many ways including messy and sensory play.

Although changes are sometimes inevitable, we aim to keep staff changes to a minimum especially in our baby room. We feel it is important for babies to develop within a secure environment with a main core of familiar nursery nurses.

Toddler Area (The Ladybird Room) 19 children

Our Toddlers have a large main play space set up into areas to ensure their holistic development is promoted with a separate quiet area for sleeping. Toilets are located down a short corridor that is equipped with changing facilities. All of the children also have direct free-flow access to our safe and secure outdoor area.

The routine for our Ladybird children is more structured than in the Baby area, as most children respond well to routine because it empowers them to be confident and aware of the world around them.

One of the main aims for the toddler age range is developing their personal, social & emotional skills, i.e learning to take turns and share toys, communicating and establishing relationships with peers and adults. This is achieved by learning through play and informed planning through observation. Children learn by example and can develop more quickly in groups of children of a similar age / stage of development, particularly with regard to potty training, eating and social skills.

Toilet training is undertaken in partnership with parents, as and when the child is ready. Our practitioners will support parents and children during this (sometimes difficult!) time, concentrating on progress and rewarding achievements.

Pre-School Area (Caterpillar Room) - 29

Our Pre-school area offers a variety of educational resources and activities for our Caterpillar children, to enhance children's learning and development through play. We place more emphasis on preparing the children for school. We introduce a more structured routine and slightly more formal way of learning, which takes the children on their continual journey towards their first year at school.

We deliver a comprehensive nursery curriculum based on the new Welsh Curriculum and

The curriculum is based on 5 Developmental Pathways:

- Communication
- Exploration
- Physical Development
- Belonging
- Wellbeing

All of our children have access to free play both in and out of doors as well as focused activities based around Birth to Three and the Welsh Curriculum for Non-Maintained Nursery Settings.

We also have a kitchen where fresh, healthy balanced meals are prepared for the children daily.

Outdoor Area

Our outside areas are very spacious and important to us. We aim to utilise them as much as possible. We have an outdoor area for our Bumblebee children and a larger area for our toddlers and pre-schoolers. In addition to these areas, we have an Adventure Garden located to the rear of our car

park. Outdoor Play is a fundamental part of early childhood development. Our outdoor area and garden are designed in such a way that children's play can come to full expression in a safe environment. We believe it is an area where children's play and learning can take off and flourish. It is an environment where children can make a mess, run, jump and hide, and a place where they are allowed to shout and can explore the natural world. It enables them to learn through first hand experiences and to process their feelings, thoughts and ideas.

Daily routines

Please note that all times and activities are flexible depending on the needs of the child/ children.

Baby Routine

To ease the transition from home to nursery, our very young babies follow a flexible routine, dependant on their individual needs with regards to food, playtime, sleep and nappy changing.

Our older babies also have flexible routines, but as they grow and become more independent, they tend to adopt a more consistent pattern that the whole group loosely follows. Meal times, sleep and play all start to follow more of a routine.

By the time they move to the toddler area they will have completely adapted to the nursery schedule.

In line with best practice, we would recommend that a baby is not left for longer than 10 hours a day.

Toddler Routine

The toddler day is divided into a morning session and an afternoon session. Activities are carried out throughout the day with children stopping for mid-morning, lunchtime and mid-afternoon breaks.

Toddlers are encouraged to take a nap or rest after lunch and this is usually for around two hours. If you wish your child to have more, less or no sleep at all, just inform the staff.

Throughout the day, there is plenty of opportunity for the all-important unstructured play (or free time). There are also periods of planned educational activities that help the children reinforce old and new skills, and to develop confidence and independence in a more structured way.

We follow the Birth to Three learning statements and the Welsh Curriculum for Non-Maintained Nursery Settings to plan activities, monitor progress and assess the children's development and needs. All the planned activities take into account the capabilities of each individual child. Regardless of their stage of development, all children will be encouraged to develop at their own pace, with no pressure and in such a way as to allow them to blossom with confidence.

All the planned activities are designed to develop the children's motor skills, sociability and learning experiences.

Pre-School Routine

The preschool day is divided into a morning session and an afternoon session. Activities are carried out throughout the day with children stopping for mid-morning snack, lunchtime and mid-afternoon tea.

Preschool children have lots of the critical free play, but their time is balanced with more structured activities that are focussed on the new Welsh Curriculum.

Holiday Area

This area offers a relaxing space for the children to complete homework and to enjoy a variety of activities such as:

- *Art and craft activities*
- *Table tennis*
- *Snooker*
- *Board games*
- *Computers (supervised activities)*
- *Cookery*
- *Outdoor activities*
- *Visits and outings*
- *Xbox, Wii, Playstation*

Admission Policy

At Rise and Shine Day Nursery we care for 69 children between the ages of 0 months to 12 years of age.

The above is in accordance with the legal space requirements from statutory guidance.

- *We take the following matters into account when prioritising and deciding on admissions which child can be offered a place in the nursery are:*
- *Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements*
- *Children who have siblings who are already with us*
- *When the application is received (extra weight is given to those who have been on the waiting list the longest)*
- *The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.*

Complaints and Concerns

We have a formal procedure for dealing with complaints where we are not able to resolve a concern. Where any concern or complaint relates to child protection, we follow our Child Protection Policy.

Internal complaints procedure

Stage 1

If any parent should have cause for concern or any queries regarding the care or early learning provided by the nursery, they should in the first instance take it up with the child's key worker or a senior member of staff/room leader.

Stage 2

If the issue remains unresolved or parents feel they have received an unsatisfactory outcome, then they must present their concerns in writing as a formal complaint to the nursery manager. The manager will then investigate the complaint and report back to the parent within 10 working days.

The manager will document the complaint fully and the actions taken in relation to it in the complaints log book.

(Most complaints are usually resolved informally at stage 1 or 2.)

Stage 3

If the matter is still not resolved, the nursery will hold a formal meeting between the manager, parent and the senior staff member to ensure that it is dealt with comprehensively. The nursery will make a record of the meeting and document any actions. All parties present at the meeting will review the accuracy of the record, and be asked to sign to agree it and receive a copy. This will signify the conclusion of the procedure.

Stage 4

If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with CIW. Parents are made aware that they can contact CIW at any time they have a concern, including at all stages of the complaints procedure and are given information on how to contact them. CIW is the registering authority for nurseries in Wales and investigates all complaints that suggest a provider may not be meeting the requirements of the nursery's registration. It risk assesses all complaints made and may visit the nursery to carry out a full inspection where it believes requirements are not met.

A record of complaints will be kept in the nursery. The record will include the name of the complainant, the nature of the complaint, date and time complaint received, action(s) taken, result of any investigations and any information given to the complainant including a dated response.

Parents will be able to access this record if they wish; however, all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved. CIW inspectors will have access to this record at any time during visits to ensure actions have been met appropriately.

Contact details for the CIW:

To raise a concern:

- Phone : 0300 7900 126
- Email : CIW@gov.wales
- Write to CIW:

Care Inspectorate Wales

Welsh Government

Rhydycar Business Park

CF48 1UZ

Emergency Procedures

Evacuation Procedure

1. On finding a fire or in the event of an emergency, raise the alarm.
2. Immediately evacuate the building using the nearest safe exit.
3. Room supervisors will pick up the registers.
4. Staff will lead the children out in an orderly manner and should assemble on the car park.
5. The manager in charge or proprietor will check all areas including toilets, staff room and baby changing areas.
6. Close all doors behind you as you proceed out.
7. Dial 999 and ask for the fire service. Do not replace the handset until the fire service confirms our address.

**Rise and Shine Day Nursery
Bridge Road South,
Pentre Maelor
Wrexham Industrial Estate,
Wrexham,
LL13 9FZ**

8. Check the register to ensure all children are accounted for.
9. Account for all staff and any other adults in the building.
10. Only if it is not dangerous and if you are sure, you can do it quickly and safely, attempt to put out the fire using the appropriate firefighting equipment, which can be found hanging next to all fire exits.

Medical Emergency Procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

Collecting Children Procedure

Late Collection and Non-Collection Policy

At Rise and Shine Day Nursery we expect all parents to agree an approximate time to collect their child from the nursery. We give parents information about the procedures to follow if they expect to be late. These include:

- Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (designated adult)
- Calling the nursery as soon as possible to advise of their situation
- Asking a designated adult to collect their child wherever possible
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation
- If the designated person is not known to the nursery staff the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

If a child has not been collected from the nursery after a reasonable amount of time has been allowed for lateness, we initiate the following procedure:

- The nursery manager will be informed that a child has not been collected
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the manager will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails the manager will try the emergency contacts shown on the child's records
- The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios. If the parents have still not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the Social Services Emergency Duty Team
- The nursery will inform CIW as soon as convenient
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process.

In order to provide this additional care a late fee of £15 will be charged to parents for every 15 minutes. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Pets

We have no pets at Rise and Shine Day Nursery.

Main Terms and Conditions

Further information can be found in our Parent Handbook and Contract.

Managers Contact Details

Ellie Kord (BEd Early Years with QTS)

Rachel Chamberlain (BEd Primary with QTS)

riseandshinemanager@gmail.com

01978660006

Rise and Shine Day Nursery,

Bridge Road,

Pentre Maelor,

Wrexham,

LL139FZ