

# Victoria Private Day Nursery

6 Victoria Avenue, Penarth, South Glamorgan  
CF64 3EN Telephone (02920) 711455  
**victorianursery@googlemail. com**



Dear parents,

Thank you for your interest in Victoria Private Day Nursery. We understand how important this decision is for you as a parent, so we have an expert team of experienced, knowledgeable and friendly staff to help you.

Victoria Private Day Nursery has been an established nursery since opening by Amanda Leader in August 1995. We (Amanda Leader, nursery proprietor and Amy Vick, nursery manager) ensure all children are treated as individuals requiring personal attention and to develop their own personality, with lots of fun along the way!

We believe Early years education should cater for the needs of your child by giving him/her the opportunity to acquire skills and competencies through play in a stimulating, safe, secure and happy environment. The wide ranges of activities, which we offer, are intended to enrich the overall development of your child.

Victoria Private Day Nursery aims to provide your child with a solid foundation upon which to build:

- A happy, caring, fun and structured environment in which your child feels free to play, share, experiment and explore.
- An environment where confidence is nurtured, co-operation encouraged and where your child feels free to express himself/herself.
- The provision is lively, learning experiences geared to stimulate, engage, prompt responses and prepare the young mind for the structure and routine of school life.

Victoria Private Day Nursery creates a 'home from home' environment where each individual child's needs are nurtured and encouraged to develop. You can feel reassured that with us your child will be happy and secure and gain lots of experiences along the way.

Let us lay the foundation stones for your child's future together.

Yours faithfully

*Amanda Leader*

Amanda Leader  
(Proprietor)

### **Location**

The nursery is located in a large Victorian property just a short distance from Penarth town centre and Penarth train station. It has been modernised to suit the exact needs of the young child yet still offers some of the original charm.

### **Staff**

Amanda Leader is the nursery proprietor and has a B.Ed (hons) degree and a primary teaching qualification. Amanda has four years experience in teaching reception children of four and five years of age, prior to opening the nursery in August 1995. Amy Vick the nursery manager has been at the nursery since 1999 and is a BTEC nursery nurse and has the NVQ level four. Both Amanda and Amy along with many staff members hold current, first aid certificates, child protection training, positive behavior training and food hygiene.

Staff members are carefully selected and the majority holds a relevant childcare qualification. A full induction is carried out with each new staff member, which includes: gaining references, proof of id, certificates, DBS, polices and practices and weekly chats and observations.

### **Structure**

By restricting the number of children to 49 on any one-day we will provide a cosy and homely atmosphere for your child. The emphasis will be on creating a happy environment in which a child's learning skills can be stimulated through creative and imaginative play.

The nursery is split into four different rooms

**Baby room** – our baby room is situated on the first floor and caters for up to 6 babies with a ratio of 1:3. The babies have their own playroom and separate cot room. We also have double and triple buggies in order for us to go out for walks. When the babies are getting ready to move into the toddler room they are introduced to the art room and outdoor play areas.

**Toddler room**- our toddler room is situated on the first floor and caters for up to 9 toddlers with a ratio of 1:3. The toddlers have their own playroom and separate art room (the messy room!!) The toddlers also have daily use of both outdoor play areas.

**2-3 group** – our 2-3 group is situated on the ground floor and caters for up to 12 children with a

ratio of 1:4. The children in this group have use of the downstairs playroom, separate art room, both garden areas and breakfast room where they do cooking activities.

**Pre-school** – our pre-school group is situated on the ground floor and caters for up to 16 children with a ratio of 1:8. The children in this group have use of the downstairs playroom, separate art room, both garden areas and breakfast room where they do cooking activities. The children in this group can stay with us until they start reception as we carry out pre-school workbooks (these are individual books designed for each child) to ensure they are ready for school.

All staff members will continually monitor your child's progress and provide them with the security of having a special friend in the nursery. The nursery is carefully structured so that your child will enjoy a wide range of experiences and activities each day. A typical day will provide a mix of both structured activities and free choice. The structured activities will include pre-number, language and reading skills and will incorporate group work which itself develops numerous skills eg socialisation and co-operation. We offer a wide range of free choice activities, which will aid your child's language development.

## **Facilities**

Ground floor, this is devoted to the children from 24 months to 5 years of age and comprises of:-

1. Two very large attractive and well-equipped playrooms.
  - Main playroom, a sample of activities offered are, construction, jigsaws, threading, a variety of games, role play, a home corner, dressing up, small play, sing and rhyme time, story time, book corner, sorting activities, pre-school work.
  - Art room (better known as the messy room), a sample of activities offered are, painting, art and craft, sand, water, play dough, jelly play, gluing and sticking, scissor work, collage, display board work.
2. A separate dining room with adjoining conservatory where all the children eat their meals in our large, sociable space. Staff members sit with the children to help and encourage the children. The conservatory area is also for dining and is the location of the managers' desk.
3. Our main entrance hallway. Entry and exit point for the nursery, fitted with a door security system. We don't offer an open door policy, which means the hallway is our meet and greet area for parents and children. This is always supervised by a member of staff. This also houses our parents notice board, our staff photo board, the children's pegs and our pushchair storage.
4. A fully equipped kitchen. This is where all the nursery food is prepared, fresh every day by the nursery cook.
5. Toilet facilities and washbasins. Fitted with low toilet and sinks to encourage toilet training. Children are always supervised in this area.

First floor, this is devoted to the children from 6 weeks to 24 months and comprises of:-

1. A large baby room. This is well equipped with a variety of toys suitable for the age of the children and which will stimulate their senses and encourage their development.
2. A sleep room, which houses cots for sleep time. This has a monitor which links to the baby room and is fitted with two different types of blinds. Babies are played classic music to soothe them to sleep.
3. A bottle room and preparation area.
4. A large toddler room, a sample of activities offered are, jigsaws, books, home corner, ball tent, stories, cd songs, singing, happy land, construction, threading, dolls, dressing up, cars and garage.
5. Toilet facilities, washbasins and changing area.
6. Art room, the toddlers and babies will be able to participate in numerous art and craft activities and explore different textures through sand and water.

Throughout the nursery we have numerous display boards that reflect the topics covered and show off the children's work.

The nursery has two large fully enclosed, supervised garden/outdoor areas with a variety of equipment for outdoor play suitable for all weather conditions and which covers all aspect of the foundation stage.

### **Health and illness**

We ask all parents to advise us of any regular medicines or other health matters at the time of enrolment. Parents should be aware we do not administer medication to children unless its essential to their health eg asthma, epi pens. If your child shows signs of illness then please keep him/her at home until the symptoms have disappeared to prevent further infection. If your child is unable to attend nursery please inform us at the earliest opportunity.

### **Clothing**

Please supply a spare set of clothing in case of "little accidents", a pair of slippers for indoor use and a pair of wellingtons for those wet days in the garden. Please ensure everything is labelled.

### **Meals**

A balanced and varied diet will be prepared on the premises by a qualified food handler. The following meals are provided:

Breakfast, the nursery provides cereal and toast for all children in before 8.30am. mid morning snack (downstairs children), milk, squash or water (parents preference) and fresh fruit.

Lunch, two-course meal following our three-week rolling menu. Upstairs children eat at 11.20am and downstairs children eat at 12. All children eat in the dining room or conservatory.

Snack tea, sandwiches, wraps, crackers, home made pizza, vegetable sticks, fresh fruit and home made dips. These vary from day to day. Upstairs children eat at 3pm and downstairs children eat at 4pm.

For babies in the baby room if parents wish they can bring in a cooked evening meal.

We support all stages of weaning and can adapt our menu to incorporate this. We will help and support your child (and you) throughout this process.

A copy of our three-week menu is given on registration and a master copy is displayed on our parent notice board. The menu is reviewed regularly and meals/days change to ensure all children get to try new dishes. All food is freshly prepared daily and is organic and locally sourced (we do however occasionally have to purchase non organic as alternative if we cannot for whatever reason obtain in organically). We will be happy to discuss any dietary requirements with you.

Our last food hygiene inspection was carried out in December 2018 and we maintained our score of 5.

### **Times of opening and fees**

The nursery is open from 8am-6pm, Monday-Friday.

Full day rate is £75

Our full day session is 8am to 6pm

We do offer a 10% sibling discount; this is discounted off the older child.

Fees include breakfast, morning and afternoon snack, lunch, snack tea, cow's milk, and sun cream. Parents are requested to supply nappies, wipes, creams and formula milk.

All fees are calculated according to the sessions that you book. They are calculated as follows: The number of sessions per week x 50 weeks divided by 12 months. You therefore pay a set fee each month.

The nursery accepts payment by childcare vouchers, standing order and cheque. Fees are payable one month in advance on or before the 1<sup>st</sup> of the month. Late fees incur a 10% charge. You need to ensure voucher payments; cheques and standing orders are made by the 25<sup>th</sup> of each month to guarantee funds are cleared by the 1<sup>st</sup>.

Fees are payable during any absence including holidays and illness. Four weeks written notice will be required if your child leaves for any reason. The nursery is also able to give four weeks notice to terminate any contract at its discretion.

### **Holidays**

The nursery will be closed for one week at Christmas and one week at Easter plus statutory bank holidays.

### **Keeping in touch**

The nursery email a copy of our monthly newsletter to all parents on the first of each month, this informs them of any information we need them to be aware of (photographer, topics, special events etc...). We hold a parents evening twice a year, which allows parents to come into the nursery rooms and talk to their child's key workers. Parents of children in the baby and toddler rooms (upstairs) are given a daily report sheet to inform them what their child has done throughout the day and also given verbal feedback. The children in the downstairs of the nursery are given verbal feedback on a daily basis. Parents are free to speak to staff members daily or if desired they can make an appointment to discuss any issues. Amy or Amanda are always at the end of the phone and we encourage parents to phone as much as they like.

### **Collection from the nursery**

We require a passport photograph of parents/relatives who may pick up your child from nursery. These photographs will be placed on the front of your child's record card. Anyone who arrives at the nursery to pick up your child will NOT be allowed to take them unless they have been authorised to do so. If it's an emergency then you can phone the nursery and they will give you a password to use.

### **Securing a place**

The first payment should be paid upon enrolment as a deposit to secure your place. The deposit required is one month and is non-refundable but will cover your child's first month's fees. Along with the deposit we also require a booking form to be completed and returned to us.

### **Equal opportunities**

The nursery operates an anti-racist, anti-sexist policy and an awareness of individual cultures is encouraged. Children with special needs are accommodated wherever possible.

### **Parent information**

Our parent notice board is situated in our main hallway which offers a selection of different information for parents: Photos of the children having fun in nursery are displayed for parents to look at, our newsletter, our menu, our visitors book, our food hygiene certificate, our CSSIW report, our staff photo board and some helpful

information. This board is for parent use so we encourage parents to display any information they would like to share with others eg special events going on etc...

### **Security**

While in the nursery the children are our number one priority so we treat our security very seriously. Our main entry and exit is fitted with a door security system that is answered by a staff member. Once we identify who this is we let them in and stay with parents until their child's key worker takes over. Parents are asked to wait in this area and not to enter rooms as this will disrupt the children and also all our staff have DBS checks. If we have any visitors to the nursery they are asked to sign in and out of our visitors' book and a staff member always supervises them. The outdoor areas are fitted with lockable gates and are safe and secure for the children. The nursery is fitted with four external cameras for outdoor security purposes only, no internal cameras are fitted. Our main fire exit is situated to the side of the nursery and is exited by our side gate.

### **Emergencies**

Parents are asked to fill in our registration form on enrolment of their child. These forms provide us with important information on how to contact you in an emergency, it is therefore important parents keep us informed if any numbers change so we can update our files.

### **Polices and procedures**

The nursery has the following policies in place which if requested are available for your inspection. All policies are written under the guidance of the national minimum standards.

- Abusive parent policy
- Anti-bullying policy
- Admission policy
- Accident policy
- Babies and toddlers
- Behaviour and discipline policy
- Biting policy
- Bereavement policy
- Calpol policy
- Camera and recording device policy
- Confidentiality policy
- Child protection policy
- Complaints procedure
- Closing policy
- Critical incident policy
- Door policy
- Data protection
- Early learning opportunities – statement
- Equal opportunities

- Emergency plan
- Equality and inclusion
- Food and diet policy
- Fire safety/evacuation policy
- Guidelines for collecting children
- Health and safety policy
- Health and hygiene – policy and practice
- Infection control policy
- Intimate care policy and practice
- Immunisation policy
- Lost/Missing child procedure
- Medication policy
- Manual handling
- Mobile phone policy and social networking policy
- Nappy changing policy
- No smoking policy
- Operational procedures for safe conduct on outings
- Outdoor policy
- Parents and carers as partners'
- Parental involvement
- Policy for outings with reins and pushchairs
- Reheating and cooling policy
- Rooms policy
- Student placement policy
- Settling in procedure
- Safe recruitment of staff
- Safety checks
- Safe care and practice
- Safe systems of work
- Sleep policy
- Staff and employment policy
- Staff working with children or close relation
- Special needs policy
- Special consideration for employees
- Technology and electric equipment policy
- Toys and equipment
- Use of dummies in nursery
- Waste management policy
- Whistleblowing policy



### **Further information**

We hope you enjoyed our prospectus and are more knowledgeable about what we offer. If however you do have any queries or we have left something out we welcome your comments and suggestions so please contact us.

### **How to make an appointment**

The nursery understands all babies/children have different routines so we offer appointments on days and times that are convenient for you.

If you would like to make an appointment to view the nursery or have any queries about availability or waiting lists please contact Amy or Amanda on 02920 711455 or email [victorianursery@googlemail.com](mailto:victorianursery@googlemail.com)

We look forward to meeting you.