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CSSIW

CSSIW cover four regions (North Wales; South East Wales; Mid and South Wales and South West Wales) which are the focus for professional assessment and judgement about services and organisations. They inspect and review local authority social services, and regulate and inspect care settings and agencies. In April 2009 they introduced a new overarching framework for local authority social services inspection, review and evaluation. It is a proportionate and integrated approach that is designed to be citizen focussed and to encourage improvement, innovation and ownership of change by local government.

CSSIW regulate

- Care homes for adults – including care homes which provide nursing care
- Domiciliary care agencies
- Adult placement schemes
- Nurses' agencies
- Children's homes
- Day care services for children – childminders, full day care, sessional day care, out of school care, crèches and open access play
- Public sector and independent fostering agencies
- Public sector and voluntary adoption agencies
- Boarding schools, residential special schools and further education colleges which accommodate students under 18
- Residential family centres

Regulation includes

- Registration – decide who can provide services;
- Inspection – inspect those services and publish reports;
- Complaints – investigate and deal with complaints (if they cannot be dealt with by the providers' own complaints procedures);
- Compliance – support compliance with the regulations; and
- Enforcement – take enforcement action to make sure that the requirements of the Care Standards Act and its associated regulations are met.

CSSIW publish reports on the findings of their assessments. These are available in our nursery setting.



Lighthouse Nursery is a member of WPPA and staff regularly attend training courses run by the Association, and receive their bi-monthly magazine 'Small Talk' to keep abreast of up to date news and issues. This magazine is available for parents to read on our Parents Information board (copies can also be obtained on request). The Wales Pre School Playgroup Association's aim is:-

To enhance development, care and education of pre school children in Wales by encouraging parents to understand and provide for their needs through high quality pre school groups.

To give adults confidence to make the best use of their knowledge and resources, for the benefit of themselves and pre school children.

For the furtherance of the aim the Association may:

1. Provide accommodation and equipment and engage staff.
2. Raise money to pay for the Association's activities.
3. Make such payments as shall be necessary.
4. Fix and collect the fees payable in respect of children attending groups run by the Association.
5. Control the admission of children to the group run by the Association and, if appropriate require parents or guardians to withdraw them.
6. Become a member of the Wales Pre-school Playgroups Association and send an accredited representative to vote at local Branch and/or County meetings and the Annual General Meeting of the Wales Pre-school Playgroups Association.
7. Take such other action as may benefit the Association.



PURPOSE AND VISION

WHAT IS THE LIGHTHOUSE NURSERY HERE FOR?

The Lighthouse Nursery is a modern purpose-built nursery serving Thornhill and the surrounding area.

The purpose of the Nursery is:

to serve pre-school children and their parents in the Thornhill area
by providing the best environment to develop the whole child.

Children from all cultural, ethnic religious and social groups with and without special needs are welcome. The primary language spoken is English with incidental Welsh included.

Based on Christian principles, we value each child as an individual, and each family as special. We aim to care for, nurture and encourage every child to achieve his/her full potential. Our goal is to cultivate happy, confident, self-motivated and enquiring children.



SERVICES: OPENING HOURS

Nursery sessions are from 9.00am to 12 noon and from 1:00 pm to 4:00 pm Monday to Friday. We are open all year round, except for a week at Easter, a week at Christmas and bank holidays. Provision can be made for your child to start at 8.30am instead of 9.00am at a small extra charge. We take eighteen children per session aged from two and a half to five years.

We have some 'extended play group' places which means children can come for the day and bring a packed lunch, which is stored in the nursery fridge. Your child can also bring a packed lunch for the lunch hour after or before their morning or afternoon session for an additional fee.

A light snack is provided during each session. The snack varies and includes toast, crackers, bread rolls, apple, banana, grapes etc. with water or milk to drink. The children also have access to drinking water throughout the sessions.

NURSERY CONTRACT

New parents are given a parent's handbook that informs you of our policies and procedures so that you are aware of how we do things at Lighthouse. A Parent Contract is also given which sets out arrangements made for your child, and the Nursery Terms and Conditions. This must be signed to indicate that you agree to comply with the terms in the contract.

NURSERY FACILITIES

Lighthouse Nursery is run from a designated nursery room with its own toilet facility within the Thornhill Church Centre. The nursery has a garden attached which we use whenever possible to play and learn outdoors. We have use of the main hall on rainy days, and a smaller upstairs room for small group activities and organised play.



THE CURRICULUM

We aim to offer as broad a curriculum as possible, to contribute to the all-round growth and development of your child. We follow the Foundation Phase, and the areas of learning that are covered within this are:

- Creative Development
- Physical Development
- Welsh Language Development
- Knowledge and Understanding of the World
- Mathematical Development
- Language, Literacy and Communication Skills
- Personal and Social Development, Wellbeing and Cultural Diversity

These areas of learning are covered by our 'topics' which we explore each term. Our planned activities are on display on the parent's notice board in the Nursery. Topic work is done in groups or individually with a staff member.

We use "Jolly Phonics" to introduce children to letter sounds, covering the alphabet over the academic year.

Staff members use their expertise to present topic work and other activities in fun and imaginative ways. This includes music, craft, cooking and gardening. Two staff members play the guitar, and one plays the piano.

We take photographs of the children at work and play. Parents will have opportunity to see these in their files and take them home when the child leaves the nursery. Parents are asked to sign a form to give their consent to the taking of photos/videos in the nursery setting.

Each child has a file which is built up during their time with us and then given to parents at the end of their time at Lighthouse.



EQUAL OPPORTUNITIES

- If staff, parents or interviewees need help with translation we will ring the translation service on 0845 2263018
- We can obtain multicultural resources from the Barnardos Multicultural Resource Centre, 7 Neville Street, Telephone number – 029 20229585. We also have contact with Race Equality First, telephone number – 029 20224097.
- Any information regarding children E.g. child minders, nursery provision, day care provision etc can be obtained from CYPIS (Childrens and Young peoples Information Service) Telephone number 029 20520100

PARENTAL INVOLVEMENT

The nursery wishes to encourage good relationships with parents both individually and collectively. We welcome those who would like to participate in a session at any time. We also love to meet together with all the parents when we join as a large group e.g. Barnardo's Big Toddle, the nursery outing or local school visit for Christmas concert. Parents are notified by newsletter or notes about upcoming events.



KEY WORKERS

We operate a 'key worker' system with each child having a member of staff responsible for reviewing their progress. This person will also meet with you annually for a full appraisal of your child's progress. However, we are available to chat with you informally at any time. If you have any queries regarding behaviour or anything other than their academic progress please speak to any member of staff and they will be able to help with your concerns.

We have 6 members of staff with a variety of experience and professional qualifications. The staff/child ratio is never more than 1:6. We have at least one annual inspection by the Care and Social Services Inspectorate Wales (CSSIW).

**Mrs Ruth Hurley -
Team Leader**

Ruth has a BA in Education (Hons) and also an NVQ Level 3 in Childcare, Learning and Development. She is currently studying for her QCF level 5. Ruth has three children, all of whom have attended Lighthouse. She loves music and plays her guitar for music time at nursery. She has been working at Lighthouse since 2005 (Full time).

**Mrs Sook-yi An –
Assistant Team
Leader**

BA in Education, MA in music Education and NVQ 3. Sook-yi loves to sing and play musical instruments, the piano, guitar and flute. She has three children who attend the local primary school. (Monday, Tuesday and Wednesday all day, Thursday morning.)

Mrs Emma Annells -

Emma has an NVQ Level 2 Teaching Assistant. On some days Emma works as a "one to one" help. She has two children who attend the local primary and secondary school. She will be working towards her Level 4 Certificate in Early Years Practice. (Wednesday, Thursday and Friday all day)

Miss Jade Thomas - Jade has her NVQ level 3 in Childcare, Learning and Development. Jade has been with us at Lighthouse since 2010. (Full Time)

Mrs Acco Amagai Acco has her NVQ level 2, and is now studying for her NVQ level 3 in Childcare, Learning and Development. Acco has taught Childcare and Textiles in Japan. She has a son who loved attending Lighthouse and is now at the local primary school. (Monday, Tuesday and Friday morning, Thursday afternoon)

WHAT PARENTS NEED TO SUPPLY

Your child should bring a complete change of clothing to nursery each day in a named bag even if they are potty trained, including a spare pair of shoes. If she/he is not completely 'potty trained' you will need to supply extra pants, clothes and wet wipes. Children do not need to be 'potty trained' to come to Nursery however, please provide nappies etc. So we are able to change them.



IF YOUR CHILD IS UNWELL

Our concern is for the well being of all the children and staff in the nursery.

Any individual child should not attend Nursery with any condition that could put other children or staff at risk of infection. If you are unsure please contact Nursery before the session. Exclusion periods are set out in the Parent's Handbook.

In particular your child should not attend Nursery if he/she is suffering from any condition that is likely to be considered infectious for example –

- Diarrhoea and / or sickness
- High temperature
- Conjunctivitis
- Infectious skin conditions (eg. Impetigo)
- Viral illnesses – coughs, streaming colds etc
- Skin rashes

FEES

Parents will be given an invoice in advance for Nursery fees at the beginning of each month. Please note that fees are payable for each place taken at the nursery and not for attendance. If your child is ill or holidays are taken during nursery time, fees are still payable. Fees from Sept 2012 will be:

Morning Session	9am – 12pm	£9.90
Afternoon Session	1pm – 4pm	£9.90
All Day	9am – 4pm	£26.40
Additional Half Hour	For early start etc.	£1.65
Additional Hour	For lunch etc.	£3.30

Fees can be paid by cheque (payable to 'Thornhill Centre'), cash, standing order or childcare vouchers.



NURSERY ROUTINE

This is our basic daily routine for the nursery, but we also value spontaneity. Sometimes we arrange visits from different people depending on our topic of the term.

The same routine is used in the morning and afternoon:

- 9:00/ 1.00 Children arrive and settle
- 9:20/ 1.20 Hello Time: Registration, counting song, news, weather, name recognition and Jolly Phonics review
- 9:30/ 1.30 Free play, file work, Jolly Phonics and topic activities
- 10.40/ 2.40 Tidy up time, followed by story Time
- 11.00/ 3.00 Snack time, followed by toilet and bathroom routine
- 11:20/ 3.20 Play time – garden or in hall if wet. Bikes, prams, climbing, balls, songs and games, races etc
- 11:50/ 3.50 Story time, song time, circle time and wind down
- 12:00/ 4.00 Home time or lunchtime for all day children



CHANGE OF ADDRESS

Parents should notify the Nursery immediately of any change of address, emergency telephone numbers, mobile numbers, G.P. or Health Visitor.

We usually hand out an update form a couple of times during the year so that we can check the information against ours.

COLLECTION OF CHILDREN

Under no circumstances will anyone other than the parent/carer be allowed to collect children, except when prior arrangements have been made with the Nursery staff. If person collecting child is going to be late the nursery must be informed. Children not collected will remain in care of staff while phone calls are made to locate a family member or named person to organize suitable arrangements. If this fails we will notify the intake and assessment team on 029 20536400. Out of hours telephone number – 029 20448360.

If the person collecting changes from the person written down on the signing in sheets changes the nursery must also be notified.

COMPLAINTS

If a parent has a complaint/ issue regarding the Nursery or any matter in connection with it this should first be raised with the Team leader – Ruth Hurley. If this is not appropriate ring Mr David Tucker (Centre Manager) on 029 20759995 or contact the CSSIW on 029 20478600 or write to CSSIW (Care And Social Services Inspectorate Wales) at 1 Alexandra Gate, Ffordd Pengam, Tremorfa, CF24 2SB.



REGISTRATION

If you are interested in placing your child at the Lighthouse Nursery, please fill in the enclosed registration form and return it as soon as possible. You may also wish to visit us and have a look around or ring the nursery on 029 20759995 to ask questions about our facility and provisions.

Return the form to the Nursery as soon as you are able. Places are allocated on a 'first come first served' basis and priority is given to children who already have siblings in the Nursery.

(updated May 2012)