



STATEMENT OF PURPOSE

Greenfields is a family-run children's day nursery located in Rogerstone with easy access to the M4 motorway. The Nursery is owned by Jason and Karen, who can be contacted on 01633 895141 or via email on office@greenfields-nursery.com. Jason is a qualified and experienced Primary School Teacher and is present in the Nursery from Monday to Friday where he is actively involved in all aspects of the Nursery operation. He is supported by his wife Karen a Qualified Dental Nurse. Both Jason and Karen are undertaking their Level 3 in Childcare and Early Years. Natalie the Deputy Nursery Manager, who is qualified to NVQ Level 3 and has over 11 year's childcare experience and Jill who is also part of the senior management team and has over 12 years' experience of childcare development and in running and managing children's nurseries.

We are registered with the Care Inspectorate Wales (CIW) to care for 42 children. The Nursery is open 51 weeks a year. We open at 7.30am and close at 6:00pm from Monday to Friday (apart from the bank holidays when the nursery is closed).

Greenfields Nursery's main aim is to provide excellent, loving, educational, fun and safe childcare for all children in our care. At Greenfields Nursery we also aim to develop the full potential of all children with an emphasis placed on, education, independence, friendship, social skills, physical and creative development, praise and good manners always.

The children are looked after and cared for in 5 separate departments each with their own facilities, a range of stimulating and age appropriate toys and age appropriate planned activities:

Babies (0-14months) staff to child ratio 1:3

Younger Toddlers (14 months-23 months) staff to child ratio 1:3

Older Toddlers (24 months -2.4 years) staff to child ratio 1:4

Transition Room (2.5 years - 3 years) staff to child ration - 1:4

Pre-school (3 years +) staff to child ratio 1:8

Staff are mainly NVQ Level 3 in Childcare and Early Years qualified. Onsite training is provided to Level 2 staff to achieve Level 3 and Level 3 to achieve Level 5. Staff attend a variety of training courses i.e. manual handling, ALN Code of Practice, Paediatric first aid level 3 training, Food Safety for Catering level 2 and Child protection safeguarding awareness with certificates being renewed every two/three years. Enhanced Disclosure checks are carried out on new staff and staff are signed up to the online DBS update service. Greenfields Nursery operates a no mobile phone policy within the nurseries' children's rooms. Permanent supernumerary staff also work throughout the nurseries.

We follow the Birth to Three Matters framework to support learning for children under 3.

198 Tregwilym Road, Rogerstone, Newport, South Wales NP10 9EL - Telephone 01633 895141

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We believe children under the age of five develop and learn best in a caring and happy atmosphere with a variety of opportunities to learn through play and in the company of other children of similar age. We make provision for all types of play (imaginative, creative, intellectual, physical and exploratory) through a wide variety of materials which are always available. We follow the statutory Foundation Phase which outlines seven areas of learning and are Education Providers for the Newport Authority:

The statutory Areas of Learning in the Foundation Phase are:

- **Personal and Social Development, Well-being and Cultural Diversity**
- **Language, Literacy and Communication Skills (revised from 2015 to embed the literacy component of the National Literacy and Numeracy Framework (LNF) within Foundation Phase planning, teaching and learning)**
 - **Mathematical Development (revised from 2015 to embed the numeracy component of the National Literacy and Numeracy Framework (LNF) within Foundation Phase planning, teaching and learning)**
- **Welsh Language Development**
- **Knowledge and Understanding of the World**
- **Physical Development**
- **Creative Development**

These 7 areas are set to promote the development of children and enhance their individual potential through play.

The language in the Greenfields Nursery is mainly English but children are encouraged to use the Welsh language during their play, as part of the activity and as and when opportunity for positive reinforcement occur; with displays where Welsh is used to illustrate symbolic meaning and with stories, songs and rhymes. The children will also learn Welsh through weekly Welsh activities and workshops. During these activities the children will learn and sing songs, take part in role play activities and listen to, answer and ask questions. All documentation is in English.

Greenfields Nursery offers full and part-time sessions. We do not discriminate against any child/adult on the grounds of gender, race, religion, marital status, physical appearance or political belief. Greenfields welcomes enquiries from parents who have children with additional learning needs and will make every effort to obtain support from outside agencies and the education authorities for the child. Should the nursery be fully occupied a waiting list will be monitored with applications already received and siblings being given priority.

An Admissions Application Form together with a Childcare Agreement stating terms and conditions of acceptance is signed by the Parents/Guardians and Senior staff of Greenfields. See brochure for our full general terms and conditions.

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All fees are payable calendar monthly in advance and are due by the 1st of every month. These payments can be made by bank transfer (please ask for the bank details), and Barclays Pingit and cash. Childcare vouchers are accepted, and we are registered with the Government tax free

childcare scheme as well as the Childcare offer for Wales and education funding from Newport Authority. Late payments will attract a penalty charge unless the office has been contacted and the circumstances explained. Four weeks' notice is required for a child leaving our nursery.

At Greenfields Nursery we place a strong and important emphasis on healthy and well-balanced food. We follow the **Food and Nutrition for Childcare Settings, Best Practice Guidance**. Snacks are prepared in the nursery kitchen with the main meals and puddings provided by Apetito Early Years Caterers. A member of staff is Agored Cymru level 2 - Community Nutrition Skills for the Early Years accredited.

We invite Parents/Guardians to give their permission for their child to be taken on walks, visits etc. off the premises. Younger babies follow as closely as possible the routines provided by the parents/guardians, older babies continue with this practice and gradually adopt nursery routines as they get older. A typical day in nursery begins with breakfast being served at 7.45am. Children follow their department activities with split snack times starting at 10.00am, outside play/carousel activities, according to department routine, followed by split lunch at 11:45am. The toddlers have a sleep after lunch and the pre-school children have story time followed by further planned activities. Teatime is at 2.30pm followed by outside play/ carousel activities and further planned activities with the departments slowly winding down around 4.30pm ready for the children to start going home. A range of activities take place in-between mealtimes and are age appropriate to the department your child is in. We also have a large, secure outdoor garden for the children to play and develop their individual skills.

Greenfields Nursery breakfast and after school club caters for children up to the age of 12 years. Breakfast club is open from 07:30 through to 08:45 and after school club is open from 3:30 to 18:00.

Children will be collected and returned to and from schools in the local area via nursery transport. We will support the learning and development of the children by offering the following activities:

- Board Games
- Art and Craft activities
- Lego
- Reading Area
- TV with a selection of DVDS
- Play station/Nintendo with a variety of fun and educational games

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We also run a holiday club for the provision of 10 children during the school holidays aged between 5 - 12 years. The opening times for this are 7:30 - 18:00 and the ratio of staff to children is 1:8.

It is the policy of Greenfields Nursery to give a warm welcome to each child on their arrival. Parents/Guardians are requested to pass their child to a member of staff who will ensure their safety, and that their attendance is recorded in the register. Under no circumstances will a child be allowed to depart from Greenfields unless it is with a previously identified authorised person and the password is given. With the welfare of the sick child in mind the Parents/Guardians will be contacted. Parents/Guardians give permission for staff to administer medication in line with our published policies and procedures and give permission for emergency first aid to be given by staff and/or for medical attention to be obtained if the Parents/Guardians cannot be contacted. Parents/Guardians will be provided with forms to bring to nursery when a child is on medication. Parents/Guardians will be required to sign medicine and accident forms.

All accidents are recorded in a monthly accident file and monitored. We will contact you during the day if your child has an injury so that you are kept fully informed and updated.

In the event of a medical emergency involving a child whilst in the care of Greenfields or in the case of a serious accident requiring immediate medical attention, we will endeavour to contact the parent as soon as possible. Where this is not possible or where time is of the essence, we will seek medical attention, advice or treatment for your child as appropriate.

In the event of an emergency we may need to evacuate the premises. Evacuation procedures are carried out regularly to ensure the children and staff act calmly and quickly. Plans are in place to ensure a safe evacuation is carried out. We will contact you to arrange collection of your child if it is not appropriate to return to the building.

If there is a complaint or concern, please follow the procedures as displayed in the entrance halls of each nursery.

Whilst CIW are not a complaints agency they will check compliance with the regulations. The address of CIW is as follows:

By Post: CIW South East Wales Region Welsh Government, Government Buildings, Rhydycar, Merthyr Tydfil, CF48 1UZ. Telephone: 0300 7900126

By Email: CIW.Merthyr@gov.wales



In an emergency the relevant authorities will be contacted immediately. Maintenance is carried out by the owners or outside contractors hired depending on what work is required to be carried out. All electrical items are PAT tested and the Boiler and Central heating systems are tested annually. Environmental Health and the CIW carry out an inspection annually. The fire alarms, fire equipment and security alarms are tested every six months.

This Statement of Purpose will be renewed annually/or on advice from CIW and CIW will be notified of any changes 28 days prior to its implementation.

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