



The Den

Wrap ~ Around ~ Care

Welcome to The Den

We would like to welcome you and your children to The Den. We hope that your children enjoy their time with us and look forward to attending our sessions. During our sessions we care for up to 28 children aged between 3 and 4 years. We provide structured and free play opportunities in small groups. Each session provides care through the medium of English and the use of Welsh is encouraged incidentally and through songs, games, thymes and through the role of 'Helpwr Heddiw'.

Aims:

Our aim in The Den is to provide children of all needs and abilities with a safe and secure environment to learn and play. We plan a variety of activities both indoors and outdoors in familiar surroundings. We also have the continuity of the staff as they also work with the children in the school's morning nursery sessions.

Staffing:

The Den is staffed by Mrs L Butterson, Ms Teresa Greenhalgh and Miss Angela Hughes. The nursery is part of the early year's unit and is registered with CIW (Care Inspectorate Wales) and has the full support of Mr Baugh (Headteacher) and the school governors.

Lunch:

Children are asked to bring their own packed lunch and drink. A hot lunch for our Nursery children is also available to order through ParentPay. If parents object to their child baking and then eating certain types of food for personal or medical reasons we will respect their wishes.

Opening Information & Fees:

The Den and previously under Nursery Plus has been established since 1999 and is entirely self-supporting. We rely on the fees you pay and on fund raising activities to support the purchase of new equipment, toys and staff wages.

The Den will be open for 5 sessions per week from 11.30am - 3:00pm (term time only).

Fees of £17.50 per session are to be paid weekly in advance of your child attending. Fees must be paid if your child is absent without notice or for a short period of time. In cases of prolonged absence, the management should be consulted about payment of fees.

Our preferred method of payment is Bank Transfer. We also accept vouchers. (Please let us know which voucher company you need to use as we need to register with each individual company) or you can pay by automated credit.

Registration/Admissions:

We have can care for up to 28 children, aged from 3 to 4 years, per session. We have a staffing ratio of 1 member of staff to 8 children and a minimum staff provision of 3. We welcome children with special needs. Children will remain in the Nursery classroom and should be picked up at the gates at 3:00pm. A daily register of attendance is maintained.

Parents will be required to fill in a contract before your child starts the provision.

Please update your child's personal details as and when required.

Policies & Procedures:

All policies are designed to offer the best possible environment and experience for the children and families in our setting. The policies are reviewed regularly and updated as necessary. The policies and procedures are kept in a separate portfolio and are available upon written request.

Medication Policy:

We require written consent on the medication form from parents/carers for prescribed medications. Please read the Medication Policy and Asthma Policy attached. Children with inhalers or known allergies will always receive prompt attention. Medication forms can be obtained from a member of Nursery Plus staff.

Behaviour Management Policy:

No children in the care of The Den will ever be spoken to or handled inappropriately. We talk to our children and try to resolve any problems. Full details of our policy can be found on the link below.

Complaints Policy:

The Den have a Complaints Policy and Procedure in place. If you have any concerns, please direct them to The Den's supervisor. Following a discussion, if your concerns are not resolved they will be referred to the Registered Person, Mr K Baugh. If things are still not resolved to your satisfaction CIW can be contacted. Their details can be found on our contact page.

Equal Opportunities Policy:

The Den welcomes all children. We provide equal attention to parents and children regardless of gender, social group, ethnic origins, religion, disability or development progress.

Special Needs Policy:

Children who have special needs will be welcomed and supported at The Den. The needs of the child being of paramount importance at all times.

Children Protection Policy:

It is the policy of The Den to make the safety, well-being and protection of the children in care our highest priority.

Collection of Children Policy:

The Den staff must be informed in advance if a different person is collecting your child. We will not release your child unless parental permission has been given.

Healthy Eating Policy:

The Den staff must be informed in advance if a different person is collecting your child. We will not release your child unless parental permission has been given.

Healthy Eating Policy:

The Den endeavour to keep our snacks healthy.

Daily Routine:

11.30 Session Arrival, Registration / Helpwr Heddiw
11.40 Circle Time
12.00 Wash Hands / Lunch Time
12.30 Free Flow play
1.00 Craft / Baking Activity
1.45 Outdoor Play
2.15 Wash Hands / Drink
2.30 Story Time /Songs
2.55 Bags / Coats / Hwyl Fawr

The activities provided will cover all seven areas of learning through play as follows:

1. Personal and Social Development, Well Being and Cultural Diversity Skills
2. Language, Literacy and Communication Skills
3. Mathematical Development
4. Creative Development
5. Knowledge & Understanding of the World
6. Physical Development
7. Welsh Language Development

During our sessions the emphasis is on 'learning through play'. Our aim is to promote a relaxed, happy, caring environment where children can acquire the social and pre-school skills essential for their development.

Starting in the Setting:

It is important that parents/carers and staff work together to help children settle in the group and develop confidence to take part in all the activities offered. Some children take longer than others to settle. Parents/carers should not feel worried if this happens. The treatment of each child as an individual is paramount.

If you feel you would like to know more about us please feel free to come and visit us. If you have any comments, suggestions or constructive criticisms about The Den please do not hesitate to contact members of staff, your contributions are greatly received.