

Fun Foundations Day Nursery in Llantwit Major offers a day care facility for boys and girls aged between 6 weeks and 12 years through the medium of English. We support the development of bilingualism in pre-school children through the daily use of incidental Welsh in our setting. We provide a happy, caring, stimulating, safe environment and warm relationships between our staff and children. We believe these combinations promote the development of positive self-esteem and confidence in children. We do not keep pets at our setting.

We use the 'Birth to Three Matters' framework and 'The Foundation Phase' to provide a broad and balanced curriculum to support the physical, emotional, social and intellectual development of each child. We aim to assist each individual to reach their full potential and develop life-long learning skills. The nursery is open Monday to Friday from 7:30 to 18:00 with the exception of Christmas Eve, New Year's Eve and Bank Holidays.

Fees and session information are available on the Registration and Fees page of the web-site. Fun Foundations operates a waiting list and whenever a vacancy arises a place will be offered to the applicant at the top of the waiting list. For more information on admissions please refer to our Admissions Policy, which can be found on the policies page of the web-site.

A deposit is paid when registering a child (this is refundable when the child leaves if the account is paid in full). This is not refundable if the place is not taken up. All fees are payable calendar monthly in advance and four weeks notice must be given for a child leaving a nursery.

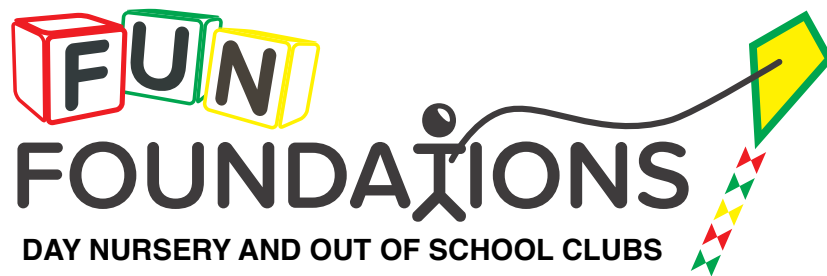
Our nursery has three fully equipped units that overall provide 73 places for children aged between 6 weeks and 12 years. 23 places will be exclusively for children attending out of school club and will be based in a separate area of the school from the nursery. The main nursery will take no more than 50 children under 5 years of which 24 children can be under 2 years of age.

Staffing ratios are, under two's 1:3, two – three years 1:4 and three – five years 1:8. The after school club in the nursery caters for children aged 5 - 12 years and provides wrap around care from 15:30 through to 18:00; the ratio of adult to child is 1:8. The registered Person in Charge is Leean Creasy and the Responsible Individual is Amy Ferguson.

Children will be collected from schools in the local area via nursery transport (see School Collections Policy) and returned to nursery until 18:00. We will support the learning and development of the children by practicing reading and numeracy skills and providing a range of cooking activities.

Childcare and Government Tax-Free vouchers are accepted.

We provide a daily school drop-off and collection service to a number of local schools. Some of these may require the use of a staff member's vehicle, which will be fully insured and complies with all necessary legislation.



A typical routine at nursery for a two year old includes:

Time	Activity
7:30	Free activities
8:15	Breakfast
8:45	Combination of free play and planned activities
10:00	Morning Snack
10:20	Outdoor Play
10:50	Combination of free play and planned activities
11:30	Lunch
12:00	Nap

Time	Activity
14:00	Afternoon Snack
14:20	Outdoor Play
14:50	Combination of free play and planned activities
15:30	Tea
16:00	Busy Feet
16:30	Outdoor Play
17:00 - Close	Free Play

Nappy changes are factored into the routines and children are also changed as and when required. Fun Foundations Day Nursery welcomes all children and aims to respond appropriately to each child's background and individual needs. We ask parents to give as much notice as possible if a child is disabled or has any special educational needs. This will enable us to explore with parents and any outside agencies how we can provide most effectively for that child. We have a designated Special Needs Coordinator who will be happy to discuss your child's individual needs with you.

We believe that all of our children and their parents should always be afforded courtesy and prompt attention to their needs and wishes. If a complaint has been raised to a member of staff our aim is to have it resolved within 28 days.

The CIW are keen to hear from our users about their experiences and any concerns that they may have in regard to our nursery. However, it is not a complaints agency, and cannot deal with complaints linked to individual circumstances. If they are not able to deal with your particular complaint, they will direct you to the organisation best placed to help you.

They can be contacted through:

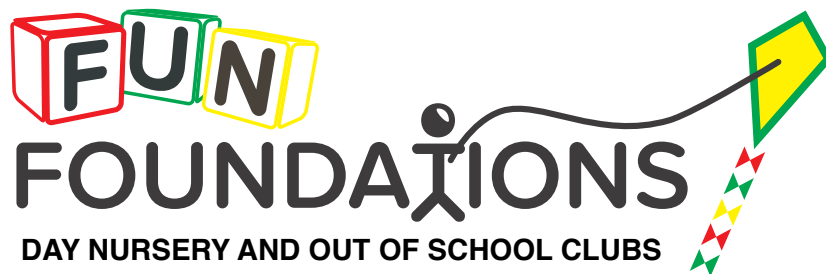
Website: [careinspectorate.wales](http://careinspectorate.wales)

Email: [ciw@gov.wales](mailto:ciw@gov.wales)

Telephone: 0300 790 0126

In writing: Care Inspectorate Wales, Welsh Government office, Rhydyar Business Park, Merthyr Tydfil CF48 1UZ

More details can be found on Fun Foundations complaints procedure on our policies page of the website.



In the event of illness, accident or emergency we will act on the parents behalf and take such action as we consider appropriate. This may include taking your child from the nursery to seek medical attention. Every effort will be made to contact parents in all cases of emergencies.

Children must only be collected from the nursery by their parents / legal guardian or a nominated, responsible adult over the age of 16.

The nursery has a large garden area suitable for the range of ages attending. This is securely fenced and gated. The children are supervised at all times.

We are situated on the same site as St Illtud House and St Illtyd Primary School. The setting is only entered through a secure access door entry and access to the rest of the site (the school and children's centre) is strictly prohibited by children and staff. Access points are all securely locked.

The quality of care, statement of purpose and policies and procedures will be reviewed at least annually; the views of:

- relevant children
- the parents of relevant children
- a local authority arranging for day care for a relevant child
- persons employed to look after relevant children

will be obtained on the quality of care provided as part of any review undertaken.

The CIW will be informed of any changes to the service.

The nursery contact details are as follows:

Website: [www.funfoundationsdaynursery.co.uk](http://www.funfoundationsdaynursery.co.uk)

Email: [stilltyd@funfoundations.wales](mailto:stilltyd@funfoundations.wales)

Tel: 01446 771117

In writing: Vale Forge, North Road, Cowbridge, CF71 7DF

Signature	Date of Review
<i>A Ferguson</i>	11.11.21
<i>A Ferguson</i>	22.11.21