

Dear Prospective Parents or Carers,

As the Proprietor of Wellington Villa Nursery I felt that you would appreciate a little background information.

My Name is Nina Johnson and I have a wealth of experience in the field of Nursery care in addition to many qualifications. Until recently I was the manager at a nursery but felt that I wished to offer Top Quality child care in my own Nursery, drawing on all the best practice I had learned over the years.

We have a strong team approach and are very fortunate to have the services of Miss Karan Seddon and Miss Stefanie Corrigan both of whom are my Deputy Managers. Karan and Stef have a depth of knowledge and experience with children under the age of five, Karan works with our children aged 2 $\frac{1}{2}$ - 3 years and Stef works with our Pre-school children aged 3 - 5 yrs and is our Senco and Curriculum Co-ordinator. All our staff are committed and highly skilled.

We aim to offer high quality child care in our nursery for our children, planning the learning environment, supporting and extending children's play; assessing children's achievements in order to plan and develop their next steps. Through offering learning experiences of the highest quality our children can develop and grow through play, socialising and enhancing their skills and achievements.

I realise that choosing child care is a difficult and important decision, but I know that we offer a good standard of care and that children benefit greatly from the learning opportunities and experiences that we provide.

I promise that all of our staff at Wellington Villa Nursery will care and provide for your child / children learning requirements as an individual.

The nursery is situated on Bolton Road within easy commuting distance from Bolton, Bury, Ramsbottom and surrounding areas. Parking is available at the back of nursery allowing safe access.

If you have any further comments or questions you would like to discuss with regards to your child or our nursery establishment / facilities then please come and see me at your earliest convenience.

Yours Sincerely

Miss Nina Johnson

Welcome to Wellington Villa Nursery and Thank you for taking the time to show an interest in our well-established nursery.

We are situated on the Bolton road leading out of Bury town centre, the nursery is within easy commuting distance to Bolton, Ramsbottom and the Bury areas. There is easy access parking available on the side street and a car park at the rear of the building where you will be able to enter and leave the nursery safely.

Wellington Villa Nursery currently caters for 38 Children per day, from 6 weeks old through to our before and after school and holiday club up to the age of 10 yrs.

Altogether we have 10 members of staff which include:

- Myself - Nina Johnson (Nursery Proprietor)
- Stefanie Corrigan (Deputy Manager)
- Karan Seddon - (Deputy Manager)
- Jen Asquith - (Senior Nursery Nurse)
- Kerry Doran - (Nursery Book Keeper)
- Joanne Angus - (Nursery Cook)

At Wellington Villa Nursery all staff strive to ensure that The Welfare and Safety of children is paramount at all times. At the same time of ensuring our children's safety they are also given opportunities through a rich learning environment using the physical surroundings of our nursery will also enable our children to effectively grow, flourish and develop a positive sense of well-being.

Just some of our features

- A Management Team with over 20 Years of experience in Teaching and Nursery care.
 - Qualified, Caring and Committed staff.
 - Fresh home cooked meals - daily.
 - Smaller rooms to create a homely atmosphere.
 - Safe off road parking, at rear of nursery
- Stimulating and structured routines that are planned to promote each child's Physical, Intellectual, Emotional and Social needs.
- Variety of activities such as, baking, painting, play dough, tactile trays, sticking, sand, water, stories, games, construction toys and use of small and large play equipment both indoors and outdoors.
 - Developmental records, so both staff and parents can assess and celebrate in individual children's achievements, ensuring they are meeting the appropriate goals for their age range.
 - Before and after school facilities ensuring continuity.
- The Nursery has written Policies and Procedures that ensure we are fulfilling all of the 14 National Standards set out by Ofsted. These range from suitable people to work within the nursery to Health and Safety checks, Equal opps, Special needs, Planning the curriculum and much more. The file is a working document that all parents are shown and you will be updated if there are any changes made.

Hours of Opening

The Nursery opens at 8.00am until 6.00pm Monday to Friday 51 weeks per year, except Bank Holidays and one week in-between Christmas and New Year. You can arrange an earlier start if required from 7.30am, for an additional charge - Please see a member of staff.

Ofsted Report

Wellington Villa Nursery is registered with Ofsted and the last report states, that our provision is well organised and activities for older children are planned around the six areas of learning. The planning for younger is being developed and staff are awaiting training for the Birth to Three matters framework.

The nursery is welcoming and meals and other social occasions are enjoyable and well planned. Children's nutritional needs are provided for very well. Staff have established excellent relationships with children and systems are in place to ensure children are cared for sensitively.

Relationships with parents and other outside agencies is clearly a strength of the provision and is very effective. Records of children's achievements are maintained and shared with the parents.

Staff use effective strategies to manage children's behaviour. They focus on children's strengths and recognise the reasons why children sometimes seek attention and misbehave. Staff use positive methods in order to raise children's self esteem and confidence.

Equality is promoted throughout the nursery ensuring children have equal access to resources.

Our Baby Unit

Our Baby unit caters for children from 6 weeks old up to around 2 Years, they are split up into two groups and their rooms are situated within the ground floor of the nursery. Children 6 weeks to 18 months, play within the rooms situated at the back of the nursery which has its own outdoor access and children aged 18 months - Two Years play within the rooms situated at the front of the nursery - sharing the outdoor access with the young age group. Both rooms are designed to create a warm, caring and homely atmosphere where staff can meet the individual needs for these children. It is a fully equipped unit with its own fridge and microwave. This is to ensure all bottles and food can be kept safely where staff can access them with ease.

Within our safe environment the ratio for staff to children is, one member of staff to three children, this enables staff to work closely with all children to ensure that all their developmental needs are being met.

Throughout the day your child will take part in a number of activities such as, sand, water, play dough and sticking with different materials to develop tactile development, there will also be plenty of time for your child to develop their physical development, both indoors and out, they can experience our baby gym's, activity mats and smaller apparatus before they progress onto the larger equipment such as the slides and tunnels.

Your child will be encouraged to develop their speech and language development with staff as they sing nursery rhymes or read simple stories, and interact with their peers. There will also be a variety of low music played throughout the day to encourage your child to respond to different sounds.

All this much fun can sometimes be very tiring for little ones, so our dedicated and qualified staff will ensure that throughout the day, each child has a little nap if needed or maybe just some quiet time and cuddles!

All children learn through play and discovery, as this helps to build confidence and independence which in turn helps your child to prepare and progress onto the next stage of development. This would only take place when both parents / carers and staff are confident that the child in question is ready for the next challenge ahead of them.

Our Tweenie Room

Our Tweenie room is where we cater for children aged 2 - 3 years, the area for these children is situated within the lower section of the nursery, again with its own access to our outdoor facilities.

This area is made up of two rooms, the first one being our role play / book area and the other one is for table top activities, messy play and meal times. There is also a nappy changing area and a small toilet/sink to encourage these children to take the next steps.

All children of this age are very inquisitive, curious and eager to participate in new and exciting games and activities. We promote this by providing the right balance of creative come table top toys for them to play with.

Again the children within this room have a wide range of activities for them to explore such as: Sand, Water, Tactile trays, Sticking, Painting, drawing and much more. All these activities are planned so that the children gain as much educational knowledge as possible and throughout the activities our staff will provide opportunities for encouragement and support to enhance their speaking and listening skills through questioning and conversation.

For all children within our baby rooms and this room fall into the framework of the Birth to Three Matters section. Birth to Three is a framework for anyone who cares for children 0 - 3 Years, including those with SEN. The aim of the framework is to provide support, information and guidance by identifying four aspects.

- A Strong Child
- A Skilful Communicator
- A Competent Learner
- A Healthy Child

These 4 aspects celebrate the skills and competence of babies and young children and highlight the interrelationships between, growth, learning, development and the environment in which they are cared for and educated.

Upon joining our nursery your child will be given a key worker which will be a member of staff within their room who will monitor and record their development and progress. They will also begin to collect evidence for their development file, which again all links in with the, 'Birth to Three Matters Framework'.

Our Pre-school Room.

Our Pre-school room is situated on the first floor of our building and has just recently been re-furbished. We can cater for 16 children within this unit and the ratio for staff to children is: 1 member of staff to 8 children.

Our dedicated and committed staff offer a wide variety of activities for the children whilst they are in their Pre-school years such as: Reading, singing, role play, writing area, maths area, construction area with a display area to keep special models and plenty of floor space for physical activities to take place.

Within our Pre-school room the staff base their planning around the six areas of learning.

- Creative development
- Maths development
- Language & Literacy
- Personal & Social
- Knowledge & understanding of the world
- Physical development

They have a topic list where each month they look at various things including, numbers, colours, shapes, letters, people who help us, countries and much more....

Again all the children within this room have development files which support the Foundation Stage Curriculum and work through The Stepping Stones, which help us to celebrate in your child's achievements. Within these files there will be observations from staff, samples of your child's work and photographic evidence that supports why we feel they have achieved a particular 'Stepping Stone' .

Collecting your child

The main front door at nursery is usually open and the inner door will be kept shut at all times. Please ring the bell on the main front door and a member of staff will answer the door as soon as possible. In the interest and safety of all our children please ensure that you close all gates and doors behind you. If you have asked anyone else to pick your child up then you **MUST** inform us of who this person is. We would also like you to give this person a password as proof of their identity. (There is a space on your child's enrolment form to fill this in.) Any person arriving to collect your child, without you giving us permission or a password, then unfortunately they would not gain access to your child until we have obtained confirmation from you by telephone.

Prams and Car seats

As you walk up the stairs to our main front door, if you look to the right you will see a small green shed, this is for all prams and car seats to save our carpets from the dirt and bacteria and our hall way from the possible fire obstruction. Before you leave the nursery in the morning please make sure that your pram or car seat has been folded away and stored in the shed.

Any parents wishing to leave their prams / car seats in our pram port -
DO SO AT THEIR OWN RISK.

Potty Training

Staff at Wellington Villa Nursery are more than willing to help your child through the stages of potty training, but this will only take place when both staff and parents / carers feel that the child in question is ready and able to understand the requests from staff.

We ask that you provide several changes of clothing in case of any accidents, remembering that loose trousers are easier to pull up and down rather than skirts or dungarees, you would also need to provide plenty of underwear and a change of shoes (plastic jelly shoes are ideal when potty training as they can be dried!) For your child to respond to potty training you will also have to encourage them to use the toilet at home first. If at first your child does not take to potty training that's fine leave them another couple of weeks and try again.