



0-12 years

440 Malpas Road
01633 857979

1 The Avenue
Clytha Square
01633 222832

Parent Pack

- * Ages 0 - 12 * Day Care * Early/Late Times Available
- * Wrap Around * Breakfast/After School * Inset Days
- * School Holiday Funhouse Club * Drop In Crèche



Offering parents total peace of mind by stimulating learning experiences in a happy, holistic and caring environment



www.tinytots.biz



Tiny Tots Premier Childcare Services

A warm welcome to Tiny Tots Premier Childcare Services Thank you for your recent enquiry, we hope this parent pack will help by answering any questions that you may have and aid you in making the right childcare choice for you and your family.

Tiny Tots Premier Childcare Services was established in February 1997 at our Malpas Road nursery in Newport by Company Directors Clare Sawkins NNEB and Nicola Williams, who have over 50 years combined experience within the childcare sector and numerous childcare qualifications. Expansion led to Tiny Tots taking over the Clytha Square nursery from 1999 and in 2002 the Caerleon Campus nursery in partnership with the University of South Wales. Unfortunately due to the University's planned Closure of the Caerleon Campus, the reduced staff and student numbers have resulted in the closure of the Caerleon nursery from December 2014. Tiny Tots however continue to offer outstanding childcare facilities at our well established remaining two nurseries within Newport, providing outstanding levels of Private Day Care, Education and Out of School services.

We employ over 30 full and part time team members with a large proportion being with us for over 10 years and have a low staff turnover. Our team is extensively qualified in childcare and education.

The overall Management of Tiny Tots is the responsibility of the Operations Manager; Mrs. Rebecca Sweeting who has over 20 years' experience within the childcare sector. Rebecca is NNEB; NVQ 4 Management qualified and also has her NVQ level 5 in Early Years Management. Rebecca has worked within Tiny Tots since 1997.

Financial management is the responsibility of the Financial Controller Mrs. Joy Jackson who has 30 years' experience and is qualified AAT and IAB. You can be assured that your financial queries, grant forms etc. will be dealt with professionally and efficiently at all times.

Malpas Church
Infant School



Statement of Purpose

Tiny Tots is a young, enthusiastic growing business committed to train and further develop employees to provide high quality Childcare Provision where the genuine interest of the children's needs are paramount.

Tiny Tots is the Premier Childcare service that offers parents total peace of mind by providing stimulating learning experiences in a happy, holistic and caring environment. We accept and respect all children as precious individuals, regardless of gender, race, religion, disability or culture. We believe it is important that the children have the chance to build warm and loving relationships with their carers and to be comfortable within the Nursery environment.

Our aim is to produce happy, confident and enquiring children who are both interested and inquisitive in all that is happening around them. We work in Partnership with parents and want them to feel confident and reassured about the quality of care and education that is provided for their child at our Nurseries.

We are a predominantly English speaking provision with the use of incidental Welsh. We ensure clear communication between home and Nursery to provide for the needs of children whose first language is not English.

Each nursery has a designated AENCo (Additional Educational Needs Co-ordinator) who is fully trained in supporting children with additional needs.

All our staff are trained in child protection and safeguarding.

This Statement of Purpose sets out information that is required in National Minimum Standards and provides information to help parents make an informed decision about their chosen childcare provision.

Overview

The Nurseries operate in accordance with the Children's Act (1989 and 2004) and the Care and Social Services Inspectorate for Wales (CSSIW).

The Nurseries are registered education providers and operate in accordance with guidance from ESTYN to provide free education for children before compulsory school age in Wales.

We are inspected by CSSIW and ESTYN who both produce reports which are available to view within the Nurseries and also on our website.

Tiny Tots Premier Childcare Services - Malpas Road. Established 1997

- Operating hours: 8.00am - 6.00 p.m. Monday to Friday
- Open 52 weeks of the year, closed only for bank holidays
- Address: 440 Malpas Road, Newport, NP20 6WE
- Tel: 01633 857979
- Email: malpasroad@tinytots.biz

Our Malpas Road Nursery is located on the main Malpas Road within easy reach of both the M4 motorway & A4042 in an inviting and spacious recently extended semi-detached converted house.

The Nursery is registered to care for 64 children aged between 0-12 years. There is an ample sized car park situated at the rear of the building, along with a large outdoor play area. We are proud to work in partnership with Malpas Church in Wales School.

Age Groups

The children are cared for in groups relevant to their age and stage of development as follows:

Younger Baby Nursery 0-12 months (approx.)

Older Baby Nursery 12 months - 2 years (approx.)

Our younger & older baby nurseries care for 6 babies each room with a team ratio of one qualified nursery nurse to three babies. Their spacious rooms have an excellent range of play equipment to encourage the baby's individual stage of development. It also has many extra features for added comfort and safety. The separate sleep rooms have the temperature monitored and have a viewing panel and intercom monitor to ensure we can see and hear the babies whilst they sleep. Tiny Tots team members keep up to date with the latest information and guidelines on safety and protection of young babies and children.

Toddler Room 2-3 years (approx.)

This room cares for 12 children between 2 and 3 years. The children are divided into groups for certain activities and projects; the younger, middle and older group, with a ratio of one nursery nurse to four children. The children have a more structured day, which includes all the skills necessary to acquire a sound foundation for the future

Pre-School 3-5 years (approx.)

The Pre-School room care for up to 16 children aged between 3 and 5 years of age, with one nursery nurse to 8 children and regular involvement and support from a qualified teacher. This room is well equipped with essential Pre-school educational equipment and resources. We follow the Foundation Phase and are inspected by ESTYN (please see our website for the most up to date reports)

Forest School - 3 years+

Forest School is situated near to the Nursery in woodland and is shared with a local school. It is a natural environment with many opportunities for new learning experiences with a structured educational objective behind the lessons. Team members are qualified Forest School Practitioners and share their knowledge with the children on a regular basis, ensuring thorough health and safety measures are implemented. The children are provided with appropriate clothing to explore the natural environment.

Wrap Around

Our wrap around service is available to those children at state nursery and playgroup who may need childcare before or after state nursery or playgroup sessions. Please speak to the nursery manager to check if we can arrange collection/ drop off from your state nursery/playgroup premises.

Funhouse Club - Breakfast/After School Club

These sessions cater for children from reception age up until 12 years of age. Children can be brought to the Breakfast Club from 8.00am onwards; we can then provide breakfast before taking them on to school. Our After School Club means that we can collect children from school at the relevant time and bring them back to Play, relax or do their homework. We provide After School Club children with a light snack and they are able to stay with us until closing at 6.00pm.

Holiday Club

Our Funhouse Holiday Club cares for children from Reception to 12 years for up to 16 children. Please see our Funhouse Club page for further information.

Drop in Crèche

This service is available to those who have an emergency or occasional childcare need for a minimum of 2 hours; it is available for children aged 0-12 years. Availability must be confirmed with the Nursery Manager.

Session Times

Full day: 8.00 a.m.-6.00 p.m.

Free Education: 9.15-11.15 a.m.

Morning session: 8.00 a.m. - 1 p.m.

Breakfast Club: 8.00 a.m.-9.00 a.m.

Wraparound: 8.00 a.m.-1.00 p.m.

Free Education: 1.15-3.15 p.m.

Afternoon session: 1 p.m. – 6 p.m.

After School: 3.00 p.m.-6.00 p.m.

Wraparound: 11.30 a.m.-1.00 p.m.

Hourly rate: for up to 2 hours; for over 2 hours see half / full days

Tiny Tots Premier Childcare Services - Clytha Square. Established 1999

- Normal Operating hours: 8 a.m. - 6.00 p.m. Monday to Friday with an option of 6.30 am to 7pm
- Open 52 weeks of the year, closed only for bank holidays.
- Address: 1 The Avenue, Clytha Square, Newport, NP20 2FF
- Tel: 01633 222832
- Email: clythasquare@tinytots.biz

Our Clytha Square Nursery is located off the main Cardiff Road near to the Royal Gwent Hospital. The Nursery site is a focal point in a conservation area and covers approximately 0.4 acres in an inviting and spacious Victorian semi-detached house. We have a large secure outside play area and garden at the front of the building with its own large car park and a private driveway to ensure safe dropping off and collection of children.

Age Groups

The children are cared for in groups relevant to their age and stage of development as follows:

Younger Baby Nursery 0-12 months (approx.)

Older Baby Nursery 12 months - 2 yrs (approx)

Our younger baby nursery care for 6 babies and our older baby nursery care for 12 babies with a team ratio of one qualified nursery nurse to three babies. Their spacious rooms have an excellent range of play equipment to encourage the baby's individual stage of development. It also has many extra features for added comfort and safety. There are separate sleep rooms with an intercom monitor to ensure we can hear the babies whilst they sleep. TinyTots team members keep up to date with the latest information and guidelines on safety and protection of young babies and children.

Toddler Room 2-3 years (approx.)

In this room we care for 12 children between 2 and 3 years. The children are grouped for certain activities and projects; the younger, middle and older group, with a ratio of one qualified nursery nurse to four children. The children have a more structured day, which includes all the skills necessary to acquire a sound foundation for the future

Pre-School 3-5 years (approx.)

The Pre-School room cares for 16 children aged between 3 and 5 years of age, with one qualified nursery nurse to 8 children and regular involvement and support from a qualified teacher. This room is well equipped with essential Pre-school educational equipment and resources. We follow the Foundation Phase and are inspected by ESTYN (please see our website for the most up to date reports)

Forest School - 3 years+

Forest School is situated within the Nursery grounds. It is a natural environment, unique to an urban setting, with many opportunities for new learning experiences with a structured educational objective behind the lessons. Team members are qualified Forest School Practitioners and share their knowledge with the children on a regular basis, ensuring thorough health and safety measures are implemented. The children are provided with appropriate clothing to explore the natural environment.

Wrap Around

Our wrap around service is available to those children at state nursery and playgroup who may need childcare before or after state nursery or playgroup sessions. Please speak to the nursery manager to check if we can arrange collection/ drop off from your state nursery/playgroup premises.

Funhouse Club - Breakfast/After School Club

These sessions care for children from reception age up until 12 years of age. Children can be brought to the Breakfast Club from 8.00am with an early option of 6.30 a.m.; we can then provide breakfast before taking them on to school. Our After School Club means that we can collect children from school at the relevant time and bring them back to play, relax or do their homework. We provide After School Club children with a light snack and they are able to stay with us until closing at 6.00pm, with a late option until 7pm.

Holiday Club

Our Funhouse Holiday Club care for children from Reception to 12 years for up to 16 children. Please see our Funhouse Club page for further information.

Drop in Crèche

This service is available to those who have an emergency or occasional childcare need for a minimum of 2 hours; it is available for children aged 0-12 years. Availability must be confirmed with the Nursery Manager.

Session times

Full day: 8.00 a.m.-6.00 p.m.

Free Education: 9.15-11.15 a.m.

Morning session: 8.00 a.m. - 1 p.m.

Breakfast Club: 8.00 a.m.-9.00 a.m.

Wraparound: 11.30 a.m.-1.00 p.m.

Hourly rate: for up to 2 hours; for over 2 hours see half / full days

Early start: 6.30 a.m. on request

Free Education: 1.15-3.15 p.m.

Afternoon session: 1 p.m. – 6 p.m.

After School: 3.00 p.m.-6.00 p.m.

Wraparound: 8.00 a.m.-1.00 p.m.

Funhouse Club – Available at both Nursery sites

- Breakfast Club
- After School Club
- Holiday Clubs
- School Inset days



Ages:

Reception - 12 years

Funhouse Club at TinyTots provides childcare provision throughout all school terms and also all school holidays and inset days. The children have great fun and we regularly seek their feedback to improve what we provide.

Activities:

We plan an exciting program of activities and trips including each holiday period including the following activities and experiences:

Cookery

Crafts

Cinema trips

Sports coaches

Bowling trips

Outdoor activities

Forest school

Trips to local places of interest e.g. parks, museums, libraries etc.

Wii, Xbox, Playstation

Visits from companies eg Zoolab.

We like to have fun, fun, fun!!!!



What you need to know.....

Your requirements

If you have a requirement outside those stated please ask we are able to consider most circumstances.

Policies and Procedures:

All staff work to a full and comprehensive range of policies and procedures. These are available to view at any time within each Nursery. Please speak to the Nursery Manager for more information.

Settling in sessions:

As part of our commitment to providing high quality childcare and ensuring smooth transitions for the children we offer free "settling in sessions" to every child starting at TinyTots. Please contact the Nursery Manager to arrange these sessions.

Free Education Sessions:

We offer free education sessions for 2 hours per day during school term time for eligible 3 & 4 year old children at each Nursery site. These spaces are funded by the Welsh Assembly Government and allow parents to choose childcare and education to suit their needs. Please contact the Nursery Manager for further information.

Meals & Nutrition:

We provide healthy, nutritious and balanced meals prepared freshly onsite by qualified cooks. We follow the Food and Health Guidelines (Health Challenge Wales) issued by the Welsh Assembly Government. Please check our website or speak to Nursery staff regarding our menus. Specially prepared meals are provided for weaning babies. We are able to cater to any dietary requirements.

Childcare Vouchers/Salary Sacrifice:

We are happy to accept childcare vouchers and employers salary sacrifice payments which are a tax and National Insurance efficient means of paying towards childcare fees. Please see your employer for details of the scheme they may have in place.

Nursery Diary:

All children must please be provided with a diary or notebook in which parents are able to write any messages and staff can record details such as sleep patterns and meals.

Term time contracts:

We can offer a limited number of term time contracts to parents who meet our criteria. Terms and conditions apply. Please see the Nursery Manager for more information.

Parent Referral Scheme:

We operate a "Parent Referral Scheme" which means any existing parents referring another family to us who book a space each receive a £20.00 credit to their account with us. Terms and conditions apply.

Discounts:

A 10% fees discount will apply for a 2nd child attending Nursery. The discount is applied to the lower of the 2 fees. We work in partnership with some employers including the NHS & USW and offer a 10% discount to new customers. Please enquire for further information. These discounts are for contracted sessions only and exclude early opening sessions, wraparound, breakfast, after school and holiday clubs due to these places being discounted already. Only 1 type of discount per account.

Social Media:

Follow us on Facebook and Twitter for special offers, information and frequent posts and photos about our exciting activities.

Website:

Take a look at our website for further information about Tiny Tots and the team.

What happens next?

- Contact the Nursery you are interested in to arrange a mutually convenient appointment to view the Nursery with the Manager and ask any questions you may have.
- Complete all registration forms and return to the Nursery along with the £50 per child deposit (this secures your place)
- Discuss start date with Manager and organise free-settling in sessions.
- Relax and let us care and educate your child to the highest standards!

What to bring when your child starts Nursery:

- Completed registration forms
- Birth certificate or passport
- Diary or notebook
- Brief written routine (babies only)
- Spare changes of clothing
- Comforters such as dummies, blankets etc.
- 4 nappies per day minimum (you are welcome to leave a large pack at Nursery)
- Wet wipes or nappy creams

Please ensure all items are clearly labelled with your child name.

TinyTots will endeavor to keep all items together and safe but cannot be held responsible for any missing or damaged items.

Malpas Road



Clytha Square



This Statement of Purpose will be reviewed annually and revised as appropriate. Where practicable the relevant CSSIW office will be notified of any revision at least 28 days before it takes effect.