

Once Upon A Time Nursery
56 Railway Terrace
Llanelli
Carms
SA15 2RH



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Statement Of Purpose

Reviewed and updated by the management team on 14.04.2026

Management

Beverley Alldridge
Owner/Registered person



Amelia Alldridge
Manager/Person In Charge



Aims and Objectives

The aims and objectives of the nursery are:

1. To create a stimulating, caring and safe environment for all children in our care.
2. To actively promote the development of positive/self-image within the children.
3. To work as partners with parents/carers in an open and honest way.
4. To have an involvement with the local community.
5. To develop and maintain strong links with other agencies and for them to recognise our professionalism.
6. To create a non-sexist atmosphere by introducing toys, books and games to encourage equal development of both sexes as well as promoting diversity and knowledge and understanding of the world.

7. To provide a key worker who will work with a group of children, monitoring their progress through observations and assessments, and regular progress meetings with parents, thus ensuring that you are aware of how your child is progressing.
8. To provide places for children with additional needs if appropriate, with staff that are trained to give the child and parent/carer support.
9. To encourage the participation of parents/carers to visit the nursery and to share information, resources and practical advice.
10. To provide an atmosphere which helps the child and the parent/carer feel happy and comfortable within the nursery.

We are registered to care for up to 32 children, 8 babies under 2 years old and 24 children aged between 2 years and 12 years.

We offer full day care and are open from Monday to Friday, 8am to 6pm. Additional hours from 7 am until 7 pm are available on request, subject to availability.

Multi-award-winning nursery

Top 20 rated nursery award: We have won the Top 20 rated nursery in Wales award **2022, 2023, 2024 & 2025** with Daynurseries.co.uk which nurseries are entered by parental feedback.



Quality for all: This assessment was undertaken by Early Years Wales and we achieved QFA status with 20 points of excellence. Following this it was suggested that we apply for the Early Years Awards 2024. Since applying we have been shortlisted in the 2 areas we applied for "Setting of the year" with only two other settings and "Cynefin—community" with one other setting, in the whole of Wales.



Setting of the year: We were absolutely delighted to hear that we have won the Setting of the Year award 2024, we couldn't be prouder and are delighted to have something that reflects the hard work and passion the whole team put into the nursery.



Cynefin - Community: Following being shortlisted for the 'Cynefin' award, although we did not win this award we still feel it was a great achievement being runners up for this award.

Designed to smile: We have achieved gold status in this NHS oral hygiene scheme. We have been with this scheme since 2014 and have a great working partnership.



Parent App and Learning Journals

As a nursery we use EYLog app to communicate with parents & carers. This is used to send a daily diary to the parents noting food, drink, nappies/toileting and photos of activities they have enjoyed doing during the day. This is an easy way for the parents to communicate with the nursery and for the nursery to send out newsletters and important dates etc. The app has been very well received by our parents/carers.

We have learning journals which will follow the child on their journey through nursery which will include observations, assessments, pictures and craft from the children's time at nursery carried out by the child's key worker, shown during progress days and given to the parents when the child leaves the nursery.

Under 2's / Babies



The baby room (Ystafell Pili Pala) caters for 8 babies from 3 months old up to 2 years. The babies are given a range of toys and resources on their free choice areas for the children to be able to follow the new curriculum for Wales and allow them to follow their own likes and dislikes as well as space for play mats and walkers for the younger babies.

The children also have access to the outside space, for fresh air and physical activities including messy play, their own climbing frame and age appropriate ride along cars.

In the baby room they are incorporating elements of the new curriculum for Wales, they have activities planned in accordance with the framework and the children's values and opinions are embedded into our planning. There are always resources available to help the children's next developmental milestone e.g. crawling, walking etc.

The baby room also has a separate sleep area with bunk bed cots, this is a separate room and children are put to sleep following the routine given by the parents. As they grow and develop the children's key workers will discuss with the parents how they are sleeping, how long for and whether they are still needing a bottle/comforter and what the parents would like us to do moving forward. This consistency at nursery and at home helps the babies to settle into the new environment more quickly which will lead into them following the nursery routine.

We have another separate area where there are facilities to make bottles, feeds and food for children who attend the nursery from a young age, included in this area is a nappy changing area giving children a place to have their nappies changed in private.

Resources are available to help any children in any class with an additional need such as picture prompt cards to aid with understanding and communication, resources at low levels to be easily accessed, key vocabulary area and staff are learning Makaton.

Over 2's Classes



In both our over 2's classes the children are given a range of toys and resources on their free choice area and creative free choice for the children to be able to follow the new curriculum for Wales and listening to the voice of the child with their likes and dislikes, as well as this all of the children's opinions and interests are embedded into our planning including the children's own planning sheets for each topic.

The nursery is a part of the Design to Smile scheme and we encourage the children to brush their teeth once a day to help them with good oral hygiene. The children are also given tooth brushing packs to take home to encourage the continuation of good oral hygiene. We are delighted to have reached the top award of gold standard with Design to Smile.

We have a bathroom which has potties, toilets, an area for changing nappies and child height sinks to wash their hands. At nursery we encourage toilet training so when we feel the child/children are ready to toilet train we will have discussions with parents to plan out the best way to begin toilet training or work with parents if they have already started toilet training at home.



2 - 3 Year Olds / Toddlers

The Busy Bee room, (Ystafell Wenyn Brysur), is a large room with tables for the children to develop their creative skills as well as to eat their food at meal times/ a time for social activities. They also have a tuff tray, messy play area and a home corner for the children to feel at home in the class as well as an adjacent quiet area with a reading corner, circle time mat and twinkle lights to create a calm and soothing environment.



As we are a Flying Start setting we are able to offer eligible children sessions of 2.5 hours per day (9am - 11.30am or 1pm - 3.30pm) for up to 5 sessions per week. The children follow the same framework as Toddlers but have a specific timetable to make best use of their daily 2.5 hour sessions.

Resources are available to help any children in any class with an additional need such as picture prompt cards to aid with understanding and communication, resources at low levels to be easily accessed, key vocabulary area and staff are learning Makaton

Speech and language is to be incorporated during the session by the child's key worker using elements from our speech and language bags using key vocabulary training provided by Flying Start.

Over 3's / Preschool

The Wise Owl room, (Ystafell Dylluan Ddoeth), caters for older children who are developmentally capable of a more challenging environment to prepare them for or to compliment their time in part-time school.



We provide children of school age an opportunity to follow the activities that have been planned for the current topic as well as enhancing any activities for their own age range. We aim to continuously enhance their skills and learning as well as always giving the children the choice of what and where they would like to play.

Resources are available to help any children in any class with an additional need such as picture prompt cards to aid with understanding and communication, resources at low levels to be easily accessed, key vocabulary area and staff are learning Makaton. Speech and language is to be incorporated during the session by the child's key worker using elements from our speech and language bags using key vocabulary

In the preschool room we also offer the 30 hours childcare scheme provided by the Welsh Government for eligible 3 and 4 year olds. Working parents may be eligible for up to 20 funded hours a week at nursery during term time while they are in part time school as well as funded holiday weeks.

For more information go to fis.carmarthenshire.gov.wales



We also offer wrap around care as well as school pick ups and drop offs for a range of schools in the area allowing working parents to have flexible childcare. All of the rooms follow a similar routine and it is then modified slightly according to the needs and age of the children in each room.

On the next page is an example of the daily routine for the nursery. This routine will be modified according to the children's needs, ages or something specific to their age for



example only 2 and overs are eligible to brush their teeth as recommended by the designed to smile NHS team. Between 7am and 8am and 6pm and 7pm the activities will fit the needs of the individual child or children at nursery.



| | |
|--|--|
| Children begin to come in Breakfast for children going to school | |
| Free play | <i>Staff opportunity for own work</i> |
| Breakfast | <i>Handwashing</i> |
| Physical time – outdoors/walks/busy feet/dancing | |
| Toothbrushing & Nappy changes/ Toileting | <i>Over 2's</i> |
| Activities – Key worker: Key child time | |
| Circle time | <i>Stories, flashcards and songs App</i> |
| Lunch time | <i>Handwashing</i> |
| Quiet time/sleep time Half day Children go home | <i>Staff lunches App</i> |
| Free Play & Nappy changes/ Toileting Half day Children come in | <i>Nappy checks/changing</i> |
| Circle time | <i>Stories, flashcards and songs App</i> |
| Snack/Break time | <i>Handwashing</i> |
| Activities – key worker: Key child time | |
| Toothbrushing & Nappy changes/ Toileting | <i>Over 2's</i> |
| Physical time – outdoors/walks/busy feet/dancing | |
| Free Play | |
| Children choice activity | |
| Nappy changes/ Toileting | |
| Tea | <i>Handwashing</i> |
| Free play | |
| Quiet time | <i>Staff opportunity for own work App</i> |

Staffing

Owner, acting Deputy Manager and registered person

Beverley Alldridge - Started the nursery family in 2011
Qualified to level 5 CCLD and Level 3 in Playwork and
oversees the running of the nursery, and is in charge of the
day to day running of the nursery when Manager is not in.



Manager/ Person in Charge/ Playwork lead and Flying Start leader

Amelia Alldridge - Joined the nursery family in 2012
Qualified to Level 5 CCLD and Level 3 in Playwork and is in
charge of the day to day running of the nursery.



Room Supervisor/Person in charge

Natalie Burley - Joined the nursery family in 2014
Qualified to Level 5 CCLD and Level 3 in Playwork and is in
charge of the day to day running of the nursery when the
manager and deputy manager are not in.



Room Supervisors

Stacey Thomas, Ffion Beynon & Ffion Green-
Joined the nursery family in 2016, 2017 & 2020
Qualified to level 5 in CCLD and level 3 in Playwork



Nursery Nurses

Emily Covello- Cook & Kelsey Rees
Joined the nursery family in 2019 & 2022
All qualified to level 3 in CCLD or CCPLD



Apprentice Nursery Nurses

Ffion Browne and Faith Nicholas
Joined the nursery family in 2024 & 2026
Ffion has almost completed her level 3 CCPLD
Faith is completing her level 2 CCPLD



All staff have a key worker responsibility for the children in their rooms which include managing the children's progress, planning to develop their skills and continuously discussing with parents about their child's progression. Including during progress days.

Our staff are constantly updating their qualifications as well as maintaining their mandatory qualifications in safeguarding, health and safety, food hygiene and first aid.

Most staff have undertaken a 10 week Welsh course which has encouraged us to use more Welsh on a daily basis and improved our confidence. We have 2 fluent Welsh speakers at the setting.

Staff continuously undertake training from other agencies such as Flying Start, NDNA, Early Years Wales and Alice Sharpe online webinars.

Auxiliary Staff

Cook/Maintenance/Driver

Jason Alldridge - joined the nursery family when it opened in 2011
Qualified in Safeguarding, First aid, Health & safety and Food hygiene.

Housekeeping/Cleaner

Giulietta Bello - joined the nursery family in 2017
Works outside of nursery hours and has no access to the office/confidential information.

Nursery Child:Staff Ratios

For ages 0-2 One member of staff for every 3 children.
For ages 2-3 One member of staff for every 4 children.
For ages 3-12 One member of staff for every 8 children.



Outdoor Area / Outings

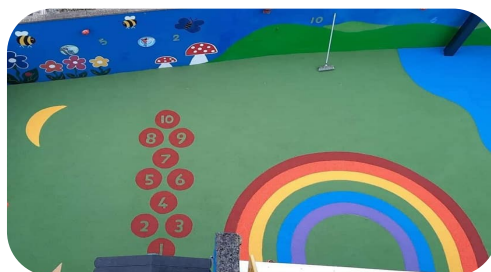
On outings, the staffing ratios will always be met and often exceeded. When going outside of the nursery staff will plan where and what we are going to be doing, for example a trip to the local market to get fresh fruit and vegetables, or for a walk in the local area to look at different modes of transport. As a nursery we are very engaged in the local community so we like to take the children to local community events, shopping in the local market visiting the park and we also go to the library for a circle time on a Wednesday morning each week, weather permitting.

We have an outdoor space for the children to play in with separate areas for the babies and the over 2s.

For the over 2's the outdoor area includes construction, climbing frames, ride along cars and messy area etc. toys are rotated based on the children's interests or developmental needs. We also have a quiet corner, a paint easel and planting opportunities to help the children continue to develop their skill set and development e.g. helping the children understand the journey from plant to plate.

For the under 2's they have a slide and age appropriate climbing frame, messy play area, construction and walkers and toys will be brought out to match the development milestones of each child, toys are rotated based on the children's interests.

We have had a veranda and flooring in the garden, thanks to generous grants from the Welsh Government and the Family Information Service. The floor in the garden gives the children more space to run around and they are enjoying the bright shapes and patterns. The veranda allows us to spend time outside regardless on the weather.



Progress Days



On our progress days parents book an appointment with their child's key worker, and during this appointment they have the opportunity to see the room their child is in and discuss their little ones' developmental successes and any concerns either of us have. After their appointment the parents are welcome to stay to chat and network with the other staff and parents, they have access to activities, resources, face painting or transfer tattoos as well as our garden so the children have an area to play in and it gives the parents a chance to see who their children's friends are at nursery. During these days we also have different people from a range of organisations to pass on information and to show you what support is available within the community.



Meals and Menus

9am - Morning Snack / Breakfast

11.30am - Lunch


2pm - Afternoon Snack


4pm - Tea




Meals are included in the daily fees, although there is a consumables charge for 30 hour funding. The children are encouraged to use a fork, spoon and knife while eating their meals and to use beakers and then progress onto open cups as the children grow and develop. The children are provided with water during the day and water or milk at meal times unless requested otherwise by parents/carers.















The menu rotates over three weeks so that the children have as much variety as possible. Please take a look at a sample menu on the next page, which is inspired by the healthy eating Wales menu.

|  | Week A | | | | |
|--|---|---|--|--|---|
| | For dietary requirements any dairy or meat products will be substituted with vegan/vegetarian products and any dairy products will be substituted for dairy free alternatives as required | | | | |
| | DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 |
| Breakfast | Variety of cereal, toast and fruit served with milk/soya milk | Variety of cereal, toast and fruit served with milk/soya milk | Variety of cereal, toast and fruit served with milk/soya milk | Variety of cereal, toast and fruit served with milk/soya milk | Variety of cereal, toast and fruit served with milk/soya milk |
| Lunch | Fish curry with coconut milk and a selection of fresh vegetables served with white rice | Home made cottage pie with vegan mince and mixed vegetables | Slow cooked Pea and ham soup blended with potatoes, onions and bacon | Stuffed 4 Cheese tortellini parcels in a tomato and vegetable sauce | Sausage dinner with roast potatoes, fresh vegetables and gravy |
| Pudding | Strawberry, raspberry or apricot fromage frais | Strawberry or raspberry Jelly | Raspberry ripple ice Cream | Strawberry Cheesecake | Selection of fresh seasonal fruit |
| Snack PM | Butter your own cream cracker and Banana slices served with water or milk/almond milk | Melon pieces, apple slices and breadstick served with water or milk/almond milk | Butter your own toast with savoury toppings and grapes served with water or milk/almond milk | Orange segments, melon, raisins and breadstick served with water or milk/almond milk | Cucumber slices and wholemeal wraps served with water or milk/almond milk |
| Babies Snack | Apple slices | Melon fingers | Cucumber sticks | Banana slices | Rice cakes |
| Tea | Teddy bear's Picnic | Sliced chicken and cucumber wrap with cherry tomatoes | Pasta salad with ham, sweetcorn and salad cream | Ploughman's Platter | Vegetable risotto including peppers, courgette and aubergine |
| Pudding | Chocolate brownie | Milk chocolate chip cookie | Fruity Flapjacks | Raspberry Swiss roll | Strawberry, raspberry or apricot fromage frais |

|  | Week B | | | | |
|---|---|---|--|---|---|
| | For dietary requirements any dairy or meat products will be substituted with vegan/vegetarian products and any dairy products will be substituted for dairy free alternatives as required | | | | |
| | DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 |
| Breakfast | Variety of cereal, toast and fruit served with milk/soya milk | Variety of cereal, toast and fruit served with milk/soya milk | Variety of cereal, toast and fruit served with milk/soya milk | Variety of cereal, toast and fruit served with milk/soya milk | Variety of cereal, toast and fruit served with milk/soya milk |
| Lunch | Slow cooked Chicken casserole with fresh root vegetables | Homemade turkey and onion burgers served with roasted seasonal vegetables | Cheese topped creamy beef lasagne served with mixed vegetables | Lemon and spinach risotto with white fish fillets | Thai style Quorn noodles with a selection of fresh vegetables |
| Pudding | Strawberry Cheesecake | Strawberry, raspberry or apricot fromage frais | Strawberry or raspberry Jelly | Selection of fresh seasonal fruit | Raspberry ripple ice Cream |
| Snack PM | Cucumber slices and wholemeal wraps served with water or milk/almond milk | Orange segments, raisins and breadstick served with water or milk/almond milk | Butter your own crackerbread with melon pieces served with water or milk/almond milk | Butter your own toasted fruit bread served with water or milk/almond milk | Butter your own toast with sweet toppings and melon served with water or milk/almond milk |
| Babies Snack | Cucumber Sticks | apple slices | Banana sticks | Rice cakes | Melon pieces |
| Tea | Pasta salad with chicken, cherry tomatoes and salad cream | Trio of sandwiches served with cucumber sticks and tomato slices | Slow cooked tomato soup blended with ham, bacon and onions | Sliced quiche Lorraine with fresh vegetables | Chicken nuggets with potatoes and vegetables |
| Pudding | Sliced banana loaf | Chocolate caramel crisps | Gingerbread man biscuit | Caramel shortbread bites | Strawberry, raspberry or apricot fromage frais |

|  | Week C | | | | |
|---|---|--|--|---|---|
| | For dietary requirements any dairy or meat products will be substituted with vegan/vegetarian products and any dairy products will be substituted for dairy free alternatives as required | | | | |
| | DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 |
| Breakfast | Variety of cereal served with milk/almond milk | Variety of cereal served with milk/almond milk | Variety of cereal served with milk/almond milk | Variety of cereal served with milk/almond milk | Variety of cereal served with milk/almond milk |
| Lunch | Roast Chicken dinner with new potatoes and vegetables | Sweet and sour quorn with vegetables and long grain rice | Creamy tomato and herb pasta bake | Fish fingers, peas and seasoned potato wedges | Pasta Bolognese with Quorn in a tomato and vegetable sauce |
| Pudding | Selection of fresh seasonal fruit | Strawberry Cheesecake | Strawberry, raspberry or apricot fromage frais | Ice Cream and banana slices | Strawberry or raspberry Jelly |
| Snack PM | Butter your own cream cracker and apple slices served with water or milk/almond milk | Butter your own crackerbread and melon pieces, raisins served with water or milk/almond milk | Orange segments and sliced grapes and breadstick served with water or milk/almond milk | Melon pieces, apple slices and breadstick served with water or milk/almond milk | Cucumber slices and wholemeal wraps with apple slices served with water or milk/almond milk |
| Babies Snack | Cucumber Sticks | apple slices | Banana sticks | Melon pieces | Rice cakes |
| Tea | Sausage, pepper, onions and courgette casserole served with rice | Make your own pitt a bread pockets with ham, cheese and salad | Honey roast ham wrap with mixed salad | Homemade pasta salad with chicken and vegetables | Create your own bagel pizza with ham, cheese and a selection of vegetable toppings |
| Pudding | American style pancakes | Chocolate brownies | Chocolate chip or blueberry mini muffin | Chocolate covered marshmallow teacakes | Strawberry, raspberry or apricot fromage frais |















DISHES AND THEIR ALLERGEN CONTENT – Once Upon A Time Day Nursery

| Allergens |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|---|
| Breakfast & Puddings | Celery | Gluten | Crustaceans | Eggs | Fish | Lupin | Milk | Mollusc | Mustard | Nuts | Peanuts | Sesame seeds | Soya | Sulphur Dioxide |
| Breakfast cereal | | x | | | | | x | | | | | | | |
| Ice cream | | | | | | | x | | | | | | | |
| Yogurt / fromage frais | | | | | | | x | | | | | | | |
| Cheesecake | | x | | x | | | x | | | | | | | |
| Banana Loaf | | x | | | | | x | | | | | | | |
| Cookies | | x | | | | | x | | | | | | x | |
| Flapjacks | | x | | | | | x | | | | | | | |
| Swiss roll | | x | | x | | | x | | | | | | x | |
| Brownie/ shortbread/ caramel crispies | | x | | x | | | x | | | | | | x | |
| Pancakes | | x | | x | | | x | | | | | | x | |
| Mini muffins | | x | | x | | | x | | | | | | x | |
| Teacakes | | x | | x | | | x | | | | | | x | |

Review date: Next Menu Change Reviewed by: B Alltridge 01.04.24

 You can find this template, including more information at www.food.gov.uk/allergy















DISHES AND THEIR ALLERGEN CONTENT – Once Upon A Time Day Nursery

| Allergens |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Lunches | Celery | Gluten | Crustaceans | Eggs | Fish | Lupin | Milk | Mollusc | Mustard | Nuts | Peanuts | Sesame seeds | Soya | Sulphur Dioxide |
| Coconut fish curry | | x | | | x | | | | | | | | | |
| Thai style Quorn and noodles | | | | x | | | | | | | | | | |
| Potato, pea and ham soup | | x | | x | | | x | | | | | | | |
| Sausage/ chicken dinner | x | x | | x | | | | | | | | | x | |
| Cheese tortellini | | x | | x | | | x | | | | | | | |
| Cottage pie | x | x | | x | | | x | | | | | | | |
| Lemon fish risotto | x | | | | x | | | | | | | | | |
| Chicken/ sausage casserole | x | | | x | | | x | | | | | | | |
| Vegetable risotto | x | | | | | | | | | | | | | |
| Beef lasagne/ pasta bake/ Bolognese | | x | | x | | | x | | | | | | | |
| Turkey burgers | | x | | | | | | | | | | | | |
| Fishfingers | | x | | | x | | | | | | | | | |
| Pasta salad | | x | | | | | | | | | | | | |

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DISHES AND THEIR ALLERGEN CONTENT – Once Upon A Time Day Nursery

| Allergens |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|--|
| Snacks & Tea | Celery | Gluten | Crustaceans | Eggs | Fish | Lupin | Milk | Mollusc | Mustard | Nuts | Peanuts | Sesame seeds | Soya | Sulphur Dioxide |
| Ham pasta salad | | x | | | | | | | | | | | | |
| Toasted fruit Bread | | x | | | | | x | | | | | | | |
| Jam on toast | | x | | | | | x | | | | | | | |
| Crackerbread | | x | | | | | x | | | | | | | |
| Wraps/ sandwiches/ pitta | | x | | | | | x | | | | | | | |
| Cream crackers | | x | | | | | x | | | | | | | |
| Rice cakes | | | | | | | x | | | | | | x | |
| Cheese on toast | | x | | | | | x | | | | | | | |
| Quiche | | x | | x | | | x | | x | | | | | |
| Chicken nuggets | | x | | | | | | | | | | | | |
| Pesto pasta salad | | x | | x | | | | | | x | | | | |
| Bagel pizza | | x | | | | | x | | | | | | | |

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Complaint Procedure

At Once Upon a Time Nursery we believe that parents are entitled to expect courtesy and prompt, careful attention to their individual needs and wishes. We hope that at all times parents are happy with the service provided and we encourage parents to voice their appreciation to the staff concerned. We record all compliments and share these with staff.

We welcome any suggestions from parents on how we can improve our services, and will give prompt and serious attention to any concerns that parents may have. Any concerns will be dealt with professionally and promptly to ensure that any issues arising from them are handled effectively and to ensure the welfare of all children, enable ongoing cooperative partnership with parents and to continually improve the quality of the nursery.

We have a formal procedure for dealing with complaints where we are not able to resolve a concern. Where any concern or complaint relates to child protection, we follow our Safeguarding Policy. Please see our policies on Complaints and Safeguarding for further information.

Emergency Procedure

If there is an emergency with one of the children we will follow our Accident and First Aid policy emergency procedure which is outlined below:

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. DO NOT attempt to transport the sick child in your own vehicle

- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital



- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

If there is a fire/ emergency in the nursery we will follow our fire safety policy and evacuate the premises. Parents will be notified as soon as possible. We have fire drills every term to make sure that the staff are aware of what to do and this also helps the children to understand the evacuation process making it a normal part of their experience and keeping them all safe and calm.



Policies and Procedures

Parents enter into a contract with the nursery and are asked to sign to say they understand that we will follow the nursery policies and procedures whilst caring for their child.

Our policies and procedures are always growing and changing to keep the nursery running as smoothly and safely as we can.

We have more than 80 policies and they are available to see on our website or on display in the entrance hall of the nursery.



Community Engagement

Looking at our presence in the community, we have been working with the Transforming Tyisha team for over a year, who are a part of Carmarthenshire County Council. Since we have been working together, we have been attending monthly community meetings to discuss what events are coming up, sharing contacts, and organising events together for the local community. As a setting we have organised 3, free family fun days this year for our local community. Our first two were in a local playing field very close to the nursery and the other was at Llanelli Railway Goods Shed Trust.

For these events we invited a range of different organisations that included Asda with fruit tasting, our local library to promote the services they have to offer, face paint from the staff from the Transforming Tyisha team, a local nursery/ family centre with arts and crafts (which also builds a bridge between nurseries in the area rather than being in competition with each other.) Hywel Dda health board with immunisations and their healthy eating program, transfer tattoos, messy play from Reflect Education, Communities for work, Family Information Services, Welsh air ambulance and Llanelli Railway Goods Shed Trust. Our local PCSO's came with information and their police car, the road safety team brought 'Gary Go Safe' a road safety dinosaur and MAWW Fire Service came along with a fire engine and full kit for the children to try on.



Payment Policy



Parents agree that all fees (full time and part time attendance) will be paid one month in advance between the 1st - 10th of each month. Unpaid fees may result in a late fee, immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours (subject to availability) are billed at the session rate or hourly rate.

Please see our price list on the next page.



| Sessions | Session times | Age 0-2 | Age 2+ |
|---|--|---------|--------|
| Full day Session | 8am - 6pm | £72.00 | £70.00 |
| 9 hr full day | 8 am to 5 pm or 9 am to 6 pm | £65.00 | £63.00 |
| Half Day Sessions (minimum 2 half sessions a week) | 8.00am till 1.00pm Or 1.00pm till 6.00pm | £40.50 | £38.50 |
| After School | 3.00pm to 6.00pm | n/a | £24.00 |
| Pick up or drop off to school | By Car | n/a | £9.00 |
| Pick up or drop off to Pen Rhos | Walking | n/a | £4.75 |
| Hourly Rate | 8.00am to 6.00pm | £9.00 | |
| Hourly Rate | Before 8.00am Or after 6.00pm | £10.00 | |
| Half Hour Rate | 8.00am to 6.00pm | £5.50 | |
| Half Hour Rate | Before 8.00am Or after 6.00pm | £7.00 | |
| 10% Sibling discount £30 full week discount (8am to 6pm) £10 discount full week of half days (8am to 1pm or 1pm to 6pm) | | | |

General Information

All entrances to the building and rooms within the nursery are covered by recorded CCTV for your child's safety.

We offer school drop off and pick up as well as different session times based on availability

We are an English medium nursery that use the Welsh language on a daily basis, we have fluent Welsh speakers on staff and Welsh is incorporated in circle time and general speech and activities throughout the day. We can translate information into another language if necessary. We are very proud that the nursery is currently working towards the Welsh active offer and has achieved the Bronze award with the Welsh Promise and we are currently working on our Silver award.

We have a privacy policy and retention policy that shows the parents what data we will keep on file, how long we will keep it and what its purpose is.

The management team have created a 'protected lunch hour' for staff. Parents/carers are made aware that unless there is an emergency, children do not get picked up or dropped off between 11.50am - 12.50pm. If parents/carers need to pick up during this time they are asked to arrange this beforehand.

More information about our nursery and all of our policies and procedures, are available on our website www.llanellinursery.co.uk.

For upcoming events please visit our [Facebook](#) page.

To read our parents reviews check out our Daynurseries page [Once Upon A Time Day Nursery, 56 Railway Terrace, Llanelli, Carmarthenshire SA15 2RH | 35 Reviews \(daynurseries.co.uk\)](#)

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This Statement of purpose will be reviewed annually or sooner if changes are needed.

