

Once Upon A Time Nursery

56 Railway Terrace

Llanelli

Carms

SA15 2RH



Website

[www.llanellinursery.co.uk](http://www.llanellinursery.co.uk)

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## STATEMENT OF PURPOSE

Reviewed and updated

Beverley Alldridge

01.03.2023

Owner/Registered person

Beverley Alldridge

Manager/Person In Charge

Rebecca Bello

### 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.

### Under 2's / Babies

The baby room (Ystafell Pili Pala) caters for 8 babies from 3 months old up to 2 years. The babies have areas which include role play, small world area, construction area, story corner and free play space for play mats and walkers as required. They also have access to the outside space, for fresh air and physical activities including messy play, climbing frame and ride along cars (age appropriate). The babies follow Birth to 3 Matters and elements of the Foundation Phase, they have areas and activities planned in accordance with the framework and where possible planning is child-led. There are resources available to help their next developmental milestone e.g. crawling, walking etc.

The baby room also has a separate sleep area with cots, it is sound proofed and children are put to sleep following the routine given by the parents, this would also include information covering if they go to sleep with a bottle, in a cot or a bouncer, self soothed or like to be cuddled before bed. 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.

### Example Baby Daily Routine

|                     |  |
|---------------------|--|
| 8:00 am - 8:45 am   | Nursery opens,<br>Welcome and communication with parent<br><b><u>Breakfast</u></b> |
| 8.45 am - 9.30 am   | Free play & nappy check  |
| 9.30 am - 10.00 am  | Circle time and washing hands  |
| 10:00 am - 10:20 am | <b><u>Snack</u></b>  |
| 10:20 am - 11:00 am | Sleep time/ set activities (messy/craft etc.)                                      |
| 11:00 am - 11:20 am | Music time/ outdoors & Nappy change  |
| 11.30 am - 12.00 pm | <b><u>Lunch</u></b>  |
| 12:00 pm - 1:00 pm  | Quiet sensory play/ sleep time   |
| 1:00 pm - 1:40 pm   | Free play & nappy checks   |
| 1.40 pm - 2.00 pm   | Set activities & wash hands  |
| 2:00 pm - 2.20 pm   | <b><u>Snack</u></b>  |
| 2.20 pm - 2.50 pm   | Circle time & nappy change   |
| 2.50 pm - 3.10 pm   | Set activities   |
| 3.10 pm - 3.30 pm   | Quiet sensory play/sleep time  |
| 3.30 pm - 4.00 pm   | Music time/outdoors  |
| 4.00 pm - 4.15 pm   | Story sack/ song bag & wash hands  |
| 4.15 pm - 4.45 pm   | <b><u>Tea</u></b>  |
| 4:45 pm - 5:15 pm   | Free play / nappy checks   |
| 5:15 pm - 6:00 pm   | Quiet time   |
| 6:00 pm             | Nursery Closes   |

Naps, snacks and lunch will be adjusted according to each infant's routine.

This routine will be reviewed every six months but the Learning Opportunities will change weekly.

## Over 2's / Toddlers

We have two rooms that cater for children aged over 2 years. In these rooms we follow the Foundation Phase while introducing elements of the new curriculum for Wales as well as listening to the voice of the child with their likes, dislikes and interests.

The Busy Bee room, (Ystafell Wenyn Brysur), is a large room, made up of imaginative/role play area, dress up area, small world area, literacy and numeric area, messy and creative area etc. There is an adjacent quiet area for a reading corner and nap time, usually children of this age are starting to nap after lunch. In the quiet/sleep area there are mats that we put down and are covered with sheets, they are given blankets, the lights are turned off with fairy lights twinkling and classical music playing to create a calm and soothing environment for the children to sleep in. Children will sleep for as long as they need to unless parents have stated otherwise.

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 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 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.

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 additional needs children may have, 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 provided by Flying Start

### Example Toddler Daily Routine

|                     |   |
|---------------------|---|
| 8:00 am - 9:00 am   | Nursery opens,<br>Welcome and communication with parents<br><b><u>Breakfast</u></b> |
| 9:00 am - 9.30 am   | Free play   |
| 9.30 am - 10.00 am  | Circle time (stories, songs, flashcards, feelings)                                  |
| 10.00 am - 10:20 am | <b><u>Snack</u></b> nappy checks/ toileting   |
| 10:20 am - 10.50 am | Key worker, Key child time / messy play   |
| 10.50.am - 11:00 am | Tooth brushing  |
| 11.00 am - 11.30 am | Outdoors / walk/ busy feet/ physical time   |
| 11:30 am - 12.00 pm | <b><u>Lunch</u></b> nappy checks and toileting                                      |
| 12.00 pm - 1.00 pm  | Story time / Quiet time   |
| 1:00 pm - 1:20 pm   | Free play   |
| 1:20 pm - 2.00 pm   | Circle time (stories, song, flashcards, feelings.)                                  |
| 2.00 pm - 2.20 pm   | <b><u>Snack</u></b> nappy checks toileting  |
| 2.20 pm - 2.50 pm   | Key worker, Key child time / messy play   |
| 2.50 pm - 3.00 pm   | Tooth brushing  |
| 3.00 pm - 3.30 pm   | Outdoors / walk/ busy feet/ physical time   |
| 3.30 pm - 4.00 pm   | Table top activities  |
| 4.00 pm - 4:15 pm   | Songs/ puppets/ musical instruments   |
| 4:15pm - 4:45 pm    | <b><u>Tea</u></b>   |
| 4:45 pm - 5.15pm    | Evening playtime, free play, table top activities                                   |
| 5:15 pm - 6:00 pm   | Story / Quiet Time  |
| 6:00 pm             | Nursery Closes  |

*This routine will be modified according to the children's needs.*

Between 7am and 8am and 6pm and 7pm the activities will fit the needs of the individual child or children at nursery

### 3's and over

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 school, and has dedicated areas including small world, mark making, construction, language & literacy and numeracy etc. The Toddler and Preschool rooms allow us to place the children in the age/ability group best suited to them and their development which is continually tracked by staff/key workers.

The children follow the Foundation Phase while introducing elements of the new curriculum for Wales as well as listening to the voice of the child with their likes, dislikes and interests to promote individual needs e.g. communication skills, to aid toilet training, personal & social skills to help with emotions, physical abilities to aid gross & fine motor skills and promotion of the Welsh language through incidental Welsh.

The Foundation Phase is also the framework to help guide planning as we follow a range of topics over the year such as on the farm, under the sea, nursery rhymes etc.

We provide children of school age an opportunity to follow the activities that have been planned for the current topic including activities and resources that incorporate the Foundation Phase/ Curriculum for Wales/ Playwork. These will enhance their skills and learning, giving the children a choice of what and where they would like to play.

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 as well as funded holiday weeks. For more information go to [fis.carmarthenshire.gov.wales](http://fis.carmarthenshire.gov.wales)  
We also offer wrap around care, school pick ups and drop offs allowing working parents to have flexible childcare.

## Example Preschool Daily Routine

|                     |   |
|---------------------|---|
| 8:00 am - 9:00 am   | Nursery opens,<br>Welcome and communication with parents<br><b><u>Breakfast</u></b> |
| 9:00 am - 9.30 am   | Free play   |
| 9.30 am - 10.00 am  | Circle time (stories, songs, flashcards, feelings)                                  |
| 10.00 am - 10:20 am | <b><u>Snack</u></b> nappy checks / toileting  |
| 10:20 am - 10.50 am | Focus activity/ messy play  |
| 10.50 am - 11.00 am | Tooth brushing  |
| 11.00 am - 11.30 am | Outdoors / walk/ busy feet/ physical time   |
| 11:30 am - 12.00 pm | <b><u>Lunch</u></b> nappy checks and toileting                                      |
| 12.00 pm- 1.00 pm   | Story time / Quiet time   |
| 1:00 pm - 1.20 pm   | Free play   |
| 1:20 pm - 2.00 pm   | Circle time (stories, song, flashcards, feelings.)                                  |
| 2.00 pm - 2.20 pm   | <b><u>Snack</u></b> nappy checks toileting  |
| 2.20 pm - 2.50 pm   | Focus activity/ messy play  |
| 2.50 pm - 3.00 pm   | Tooth brushing  |
| 3.00 pm - 3.30 pm   | Outdoors / walk/ busy feet/ physical time   |
| 3.30 pm - 4.00 pm   | Focus tasks Key worker/ key child   |
| 4.00 pm - 4.15 pm   | Golden time   |
| 4.15 pm - 4.45 pm   | <b><u>Tea</u></b>   |
| 4:45 pm - 5.15 pm   | Homework time   |
| 5:15 pm - 6:00pm    | ICT   |
| 6:00pm              | Nursery Closes  |

*This routine will be modified according to the children's needs.*

Between 7am and 8am and 6pm and 7pm the activities will fit the needs of the individual child or children at nursery

## **Staffing**

The owner and registered person is Beverley Alldridge, she is qualified to level 5 CCLD and oversees the running of the nursery. Our manager, person in charge and Toddler / Flying Start room leader is Rebecca Bello, she is also qualified to level 5 CCLD, Rebecca is in charge of the day to day running of the nursery. Both Beverley and Rebecca have been at the nursery since it opened back in 2011. Our Deputy Manager, Preschool room leader and playworker coordinated is Amelia Alldridge starting at nursery in 2012 she has developed her skills working to Level 5 CCLD, Amelia also helps with the day to day running of the nursery. We have 3 room supervisors, who are all also qualified to level 5 who have been working at the setting for 6–9 years. We have 4 nursery nurses, qualified to level 3 as well as 1 working towards their CCPLD qualification through an apprenticeship scheme.

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.

Our staff are constantly updating their qualifications as well as maintaining their mandatory qualifications in safeguarding, health and safety, food hygiene and first aid. We have also undertaken a 10 week Welsh course which has encouraged us to use more Welsh on a daily basis and improved our confidence. Staff undertake training from other agencies such as Flying Start, NDNA, Early Years Wales and Alice Sharpe online webinars.

## **Nursery 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. We are keen to engage with the community, shopping in the local market and visiting the library or park.

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 interests. We have a quiet corner, a paint easel and plants to help the children continue their development in the 7 areas e.g. helping the children understand the journey from plant to plate.

For the under 2's walkers and toys will be brought out to match the development milestones of each child. In the garden we have a new veranda and flooring, thanks to generous grants from the Welsh Government and the Family Information Service. The new floor in the garden gives the children more space to run around and they are enjoying the bright shapes and patterns. The new veranda will allow us to spend time outside whatever the weather.

### Parent app and Learning Journals

We have invested in an app as we feel this is the optimal form of communication between Parents/Carers and the child's key worker, as well as being more environmentally friendly. 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 parents evening and given to the parents when the child leaves the nursery.

### Meals and Menus

8am - 8.45am - Breakfast

10am - Morning snack

11.30am - Lunch

2pm - Afternoon snack

4.15 pm - Tea

Meals are included in the daily fees. The children are encouraged to use a fork, spoon and knife while eating their meals, and to use open cups, but if you prefer you can send in a lidded cup for their use, which can stay at nursery or be taken home every day. We do ask that you label cups, as most children tend to have similar looking items. The children are provided with water or milk during the day and water at meal times unless requested otherwise by Parents/ Carers. The menu rotates over two 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.

| A         | Monday   | Tuesday   | Wednesday  | Thursday   | Friday  |
|-----------|--|---|--|--|---|
| Breakfast | Weetabix with milk served with water<br>vegan) Weetabix + almond milk  | Buttered Teacakes served with water<br>vegan) Teacakes with Flora   | Rice Crispies with milk served with water<br>vegan) Rice Crispies + almond milk  | Buttered toast served with water<br>vegan) Toast with Flora  | Cornflakes with milk served with water<br>vegan) cornflakes + almond milk   |
| Snack AM  | Rice cakes and soft cheese served with water or milk<br>vegan) Rice cakes and Flora served with water or almond milk | Fresh Strawberry & Mango slices with breadstick served with water or milk/almond milk                           | Cream crackers and cheddar cheese served with water or milk<br>vegan) Cream crackers with Flora served with water or almond milk | Cucumber fingers and sweetcorn with breadstick served with water or milk/almond milk                           | Toasted fruit bread with butter served with water or milk<br>vegan) Toasted fruit bread with Flora served with water or almond milk |
| Lunch     | Sweet and sour chicken with rice served with water<br>V/vegan) Sweet and sour Quorn with rice                        | Bruschetta Pasta Salad served with water  | Honey mustard Chicken and Vegetable pie with puff pastry served with water<br>V/vegan) Quorn and Vegetable pie with puff pastry  | Spinach and ricotta tortelloni in a tomato sauce served with water<br>vegan) Pasta in a basil and tomato sauce | Beef stir fry with rice noodles served with water<br>V/vegan) Vegetable stir fry  |
| Pudding   | Fruit Cocktail   | Yogurt<br>vegan) Biscuits   | Grapes and bananas   | Strawberry Jelly<br>V/vegan) Vegan Jelly   | Mini swiss roll<br>vegan) Rich Tea with Flora   |
| Snack PM  | Fresh Apple & Banana slices with breadstick served with water or milk/almond milk                                    | Cucumber fingers & Sweetcorn with breadstick served with water or milk/almond milk                              | Fresh Melon & Pear slices with breadstick served with water or milk/almond milk  | Fresh Pineapple chunks and raisins with breadstick served with water or milk/almond milk                       | Fresh Pear & plum slices with breadstick served with water or milk/almond milk  |
| Tea       | Toasted bagel with soft cheese served with water<br>vegan) Toasted bagel with Flora                                  | Chicken and Potato Rosti with mixed veg served with water<br>V/vegan) Vegetable and Potato Rosti with mixed veg | Vegan curry with rice and Naan bread served with water   | Chicken dumpling soup served with water<br>V/vegan) Vegetable soup with dumplings                              | Fish bites and waffles served with water<br>V/vegan) Vegetable fingers and Waffles  |
| Pudding   | Ice cream<br>vegan) ice cream  | Apples and Blueberries  | Raspberry and orange tray bake pancake<br>Sorbet   | Apples & Oranges   | Yogurt<br>vegan) Grapes and raisins   |

| B         | Monday   | Tuesday   | Wednesday  | Thursday  | Friday   |
|-----------|--|---|--|---|--|
| Breakfast | Rice Crispies with milk served with water<br>vegan) Rice crispies + almond milk                                      | Buttered toast served with water<br>vegan) Toast with Flora                           | Cornflakes with milk served with water<br>vegan) vegan cornflakes + almond milk  | Weetabix with milk served with water<br>vegan) Weetabix + almond milk   | Buttered Teacakes served with water<br>vegan) Teacakes with Flora                                  |
| Snack AM  | Fresh Apple & Melon slices with breadstick served with water or milk/almond milk                                     | Cucumber fingers & Celery with breadstick served with water or milk/almond milk       | Cream crackers and cheddar cheese served with water or milk<br>vegan) Cream crackers with Flora served with water or almond milk | Toasted fruit bread with butter served with water or milk<br>vegan) Toasted fruit bread with Flora served with water or almond milk | Cucumber fingers and sweetcorn with breadstick served with water or milk/almond milk               |
| Lunch     | Hidden vegetable pasta served with water   | Leek, Bacon and potato soup served with water<br>V/vegan) Leek and potato soup        | Fish pie served with water<br>V/vegan) Lentil ragu   | Risotto Primavera served with water   | Teriyaki Chicken and rice noodles served with water<br>V/vegan) Teriyaki Broccoli and rice noodles |
| Pudding   | Coconut and raspberry macaroon<br>vegan) grapes and raisins  | Grapes and bananas  | Ice Cream<br>vegan) vegan ice cream  | Apple and oranges   | Yogurt<br>vegan) sorbet  |
| Snack PM  | Rice cakes and soft cheese served with water or milk<br>vegan) Rice cakes and Flora served with water or almond milk | Fresh Strawberry & Mango slices with breadstick served with water or milk/almond milk | Fresh Melon & blueberries with breadstick served with water or milk/almond milk  | Fresh Pineapple chunks and raisins with breadstick served with water or milk/almond milk  | Fresh Pear & Banana slices with breadstick served with water or milk/almond milk                   |
| Tea       | Chilli con carne with mashed potato served with water<br>V/vegan) vegetable con carne with mashed potato             | Sweet potato boats and beans served with water  | Home made pizza served with water  | Quorn nuggets vegetable and lattice served with water<br>vegan) Quorn nuggets vegetable and lattice                                 | Roasted Vegetable bake served with water   |
| Pudding   | Kiwi and blueberries   | Yogurt<br>vegan) vegan biscuits   | Raisins and grapes   | Jelly<br>vegan) vegan jelly   | Crepe<br>vegan) Rich Tea and grapes  |

## 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 it helps the children to understand the evacuation process making it a normal part of their experience and keeping them all safe and calm.

### **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.

### **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. Policies are available to see on our website or on display in the entrance hall of the nursery, our current policies and forms include but are not limited to:

Welcome pack, Immunisation form, Registration form, Care sheet, Parents

consent form, Parents contract, Suggestion form, Medication consent form, Complaints form, Complaints policy, Confidentiality policy, Food policy, Health and Safety policy, Intimate care policy, Late collection policy, Health and Welfare of Staff Policy, Outdoor play policy, Outings policy, Sickness and illness policy, Sun care policy, Behaviour policy, Child protection policy, First aid and medical policy, Equality and Diversity policy, Additional needs policy, No Smoking Policy, Language and Communication Policy, Whistle Blowing Policy, Transition policy, Drug and alcohol policy, Fire safety policy, Internet & E-Safety policy, Preventing Radicalisation Policy, Emergency Closure Policy, Lost Child Policy, Settling in policy & Admissions policy

### **General Information**

All entrances to the building and rooms within the nursery are covered by 30 day 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 although we use Welsh 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 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.

More information about our nursery and all of our policies and procedures, are available on our website [www.onceuponatimellanelli.co.uk](http://www.onceuponatimellanelli.co.uk) or please call the nursery on 01554 785173

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

Once Upon A Time Nursery  
 56 Railway Terrace  
 Llanelli  
 Carmar



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 Phone  
 01554 785 173

## PRICES From 1st April 2023

| FEES: How much do we charge?                                      |  | Age 0-2 | Age 2+  |
|---|--|---------|---------|
| <b>Full Day Session</b>   | 8.00am till 6.00pm                       | £52.50  | £50.50  |
| <b>9hr Full Day</b>   | 8.00am to 5pm or 9.00am till 6 pm        | £47.50  | £45.50  |
| <b>Half Day Sessions<br/>(minimum 2 half sessions a week)</b>     | 8.00am till 1.00pm                       | £30.00  | £28.00  |
|   | 1.00pm till 6.00pm                       |         |         |
| <b>Full Week (includes £15 discount)</b>                          | Mon to Fri<br>8.00am till 6.00pm         | £245.00 | £235.00 |
| <b>Full week of mornings or afternoons (includes £5 discount)</b> | 5 x half day sessions                    | £145.00 | £135.00 |
| <b>Flying Start Top Up Full Day</b>                               | 8.00am till 6.00pm                       | £40.00  |         |
| <b>Flying Start Top Up Half Day</b>                               | 8.00am till 1.00pm or 1.00pm till 6.00pm | £18.00  |         |
| <b>Administration Fee</b>   | On joining per family                    | £20.00  |         |

**10% discount available for older sibling when more than one child attends**

**Fees can be paid monthly in advance by cheque, cash or direct debit.**

**If you wish to pay weekly then fees must be paid by direct debit.**