

Childrens Day Care Nursery & Kids Club

Archway Court



Call: (01633) 255379

Email: archwaycourt@hotmail.com

Web: www.archwaycourt.co.uk

Visit us: 105-109 Caerleon Road, Newport, NP19 7BZ

Follow us on:



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Welcome to Archway Court Childrens Day Care Nursery

Choosing a nursery is a big step for a family. Archway Court Nursery is a family run business with over 30 years experience caring for children from 6 weeks to 5 years.

We are a team of teachers, childcare practitioners, administrators and chefs dedicated to delivering the best possible standard of care and education to children.

We first opened our doors in 1993 with a single house at its present location and now stand as a large 4 house building with beautiful gardens. We are passionate and dedicated to always reaching beyond expectations of parents and ensure all parents feel valued and part of their childrens learning and daily life in nursery.

To date we have 38 team members working for our much loved nursery. Our staff consist of 1 Manager, 3 Deputies (supernumery), 32 nursery nurses, 2 cooks. All of which are fully qualified or working towards their qualification. We work closely with CIW, ESTYN & local umbrella organisations to ensure we are providing the most up to date, effective education and care possible at an affordable cost. Together as a team we provide an excellent service for you to feel comfortable when leaving your little ones.

The buildings are open plan designed to provide the best stimulating and safest amenities for your child. In the grounds of the nursery is also situated our kids club which can hold 50 children from 5-12 years. We take and collect from all the local schools and are open during the holidays (pay as you go service during the holidays). To use our kids club during the school holidays, you will need to book a space the week before. The nursery and Kids club is only closed during bank holidays.

All staff have Undergone DBS checks and rigorous vetting process required by CIW before they are employed at our setting.



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The nursery is registered to provide day care to a maximum of 80 children per day between the ages of 0-8 years. The places are allocated as follows:

AGE	GROUP	NUMBER OF PLACES	STAFF RATIO
6 Weeks – 1 Year Old	Babies	9	1:3
1 – 2 Years Old	Tweenies	15	1:3
2 – 3 Years Old	Toddlers	24	1:4
3 – 5 Years Old	Pre-School	32	1:8

Opening Times

We are open all year round, Monday to Friday with the exception of Bank Holidays. We offer a wide range of childcare options to suit every family's needs.

We offer an early start from 7.30am for £2.50 per session (Free for fulltime children).

Additional hours can be added either side of your session for a small extra charge.

Session	Time
Morning Session	8.00am-13.00pm
Afternoon Session	13.00pm-18.00pm
Full Day	8.00am-18.00pm
Shorter Days	8.00am-16.00pm 10.00am-16.00pm 10.00am-18.00pm

We do our very best to ensure we provide a quality service for an affordable cost. Please use our fee table bellow to help you with our costings.



Sessions	Under 3s fees	Childcare offer discount & attending Archway FPN
Half day	£31.00	Am - £4.00 food Pm - £2.00 food
1 day	£55.00	£6 food
1.5 days	£86.00	Am - £10.00 food Pm - £8.00 food
2 days	£110.00	£12.00 food
2.5 days	£141.00	£16.00 food
3 days	£165.00	£20.00 + £18.00 food
3.5 days	£196	£42.00 (am)+ £22 food £42.00 (pm) + £22 food
4 days	£220	£60.00 + £24.00 food
4.5 days	£251.00	£82.00 + £30.00 food
Full time	£275	£100 + £30.00 food
2 half days	£62.00	£8.00 food (am) £9.00 food (pm)
3 half days	£93.00	£12.00 food (am) £13.50 food (pm)
4 half days	£124.00	£16.00 food only (am) £18.00 food only (pm)
5 half days	£155.00	£20.00 food (am) £22.50 food (pm)
10.00-4.00	£35.50	
3 days	£106.50	£13.50 food
4 days	£142.00	£18.00 food
5 days	£177.50	£22.50 food
8.00-4.00	£47.00	
3 days	£141.00	£18.00
4 days	£188.00	£20 + £24.00 food
5 days	£235.00	£50.00 + £30.00 food
10.00-6.00	£47.00	
3 days	£141.00	£18.00
4 days	£188.00	£20+ £24.00 food
5 days	£235.00	£50 + £30.00 food



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Financial Support for over 3's - Foundation Phase funding (10 hours over 5 days)

The term after a child turns 3 they are eligible for foundation phase education. A parent has the option of their child receiving this education via a maintained setting which is a 'state' school or attending a private education provider such as ourselves. There are advantages to both, and the decision is purely the parents choice. However, if a child does attend a 'state' education provider, this doesn't give any additional security that the child will be accepted into the adjoining school.

We have two options of sessions for our foundation phase sessions which are;

9.30am-11.30am or 1.00pm-3.00pm.

We have an outstanding team that are lead by our senior room leader Gemma Wray who has worked in early years education for over 13 years. Our main priority is that all children feel valued and are the drivers of their own learning. At our setting you will see all children engaged in stimulating activities lead by their interests. The great news these sessions are FREE and run 39 weeks of the year.

'Childcare Offer' (up tp 20 hours)

Under the Childcare Offer for Wales, you can claim up to 30 hours of early education and childcare in Wales a week, for up to 48 weeks of the year. It aims to make life a bit easier for parents by offering help with childcare costs.

Whatever the Offer means for you and your family, don't miss out on your share of government help with childcare.

What's included in the Offer?

The Welsh Government's Childcare Offer for Wales means that most working parents of 3 to 4 year olds can now claim funds towards the cost of childcare. This means 30 hours of early education and childcare in Wales for eligible parents. The 30 hours is made up of a maximum of 10 hours of early education a week (FPN sessions) and a maximum of 20 hours a week of childcare. It's available for 48 weeks of the year, meaning that the Offer can help you with childcare cover for some of the school holidays. For the 4 weeks that are unfunded parents are required to pay the full sessions that are normally attended during term time.



Admissions

To reserve a space for your child you will need to follow the procedure below:-

- 1- Email or call us to check our availability to confirm the space is available.
- 2- Return admission forms with the contract. Its very important that you have a start date and exact days/times you require
- 3- We will then contact you once we have received the forms to obtain the mandatory non-refundable deposit of one weeks fees and to book your little one in for settling in days.
- 4- Before your child attends our settling in day with us you will be required to pay the remaining deposit of 3 weeks childcare fees.

Settling in sessions

If you chose to start your little one with ourselves we will help to ease your little one into our nursery, we offer free settling in visits prior to your child starting with us. This helps familiarise you and your child with our nursery setting, meet the staff and make friends.

Before your child attends our nursery, parents/carers must complete and sign the nursery admissions forms and contract to ensure we have accurate information. (All information is kept safe, following the Data Protection Act 1995)

On starting with us all parents are asked to bring the following:

Babies/ Tweenies :

- Formula/Breast-Milk (measured out)
- Comforter
- Nappies
- Change of Clothes(including socks)
- Nappy Cream
- Water Bottle/Cup

Toddlers:

- Water Bottle
- Change of clothes, including socks
- Comforter
- Nappies or pants and Nappy Cream
- Wellies

Pre-School:

- Change of Clothes, Including socks
- Wellies and a wetsuit
- Water Bottle



Please make sure that your child attends nursery with a coat as we go outdoors in most weathers and that all items of clothing are labelled.

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The 'New curriculum for Wales'

Education in Wales is changing. The curriculum has been reformed to build upon the success of the Foundation Phase with a focus on developing learners towards the four purposes of the curriculum – the starting point and aspiration for every child and young person in Wales: www.gov.wales/education-changing

The Four Purposes of the Curriculum

Curriculum for Wales is a purpose-based curriculum. This means that the highlighted purposes should be the starting point and aspiration for learning and development in Wales. Ultimately, the aim of a setting's curriculum is to support its learners to become:

- Ambitious, capable learners; ready to learn throughout their lives
- Enterprising, creative contributors; ready to play a full part in life and work
- Ethical, informed citizens of Wales and the world
- Healthy, confident individuals; ready to lead fulfilling lives as valued members of society.

These may seem like big far-reaching statements for your nursery children, but practitioners have been equipped to consider these purposes in context of even the youngest learners and it's easy to see how settings are already developing children in these ways.

The new Curriculum for Wales is a learning continuum for children from the ages of three to sixteen years

This means that children will follow the same curriculum throughout their education and move along the stages when developmentally ready. It will be the job of practitioners and teachers to ensure learning supports their development towards the four purposes. This approach allows the learning to be more child-centred and suitable for learners of differing skills and abilities. The new curriculum is not biased towards either knowledge or skills, as previous curriculums have been, but instead allows settings and schools to provide a balance of knowledge, skills and experiences.

Learning through play remains a big focus

The new curriculum for Wales has been developed to build upon the success of the Foundation Phase, the predecessor early years' curriculum in Wales. The vehicle for learning within the Foundation Phase was the use of learning through play. Settings will continue to promote these principles. Learning through play is a powerful tool. It can help children to develop and extend their language and communication skills. Play allows them to be creative, to investigate and explore different materials, and gives them opportunities to experiment and predict outcomes. It can also help them to develop their confidence, self-motivation and control of their own thoughts and actions. Play also allows children to test their abilities, use initiative, take risks and make mistakes without fear of failure. Through play, children learn the skills of negotiation and the art of forming relationships with their peers.

Additional elements



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For the first time in history, children in Wales will have access to the full curriculum. Children will learn about religion, values and ethics, relationships and sexuality, education and careers and the world of work in a consistent and developmentally appropriate way. This will ensure that all young people are provided with access to information that keeps them safe from harm and that all children will learn about issues such as right and wrong, friendships and families and roles and responsibilities within their community.

The new nursery curriculum

The new curriculum contains five key developmental pathways (Belonging, Communication, Exploration, Physical development and Well-being) which are fundamental to the learning and development of all young children. They are child-centred and link closely to the key principles of child development, as well as to the key elements of the curriculum for Wales. The nursery curriculum provides support for an important step between home and/or childcare and full-time education. It focuses on recognising children's biological drives and providing purposeful play opportunities for children to fulfil these needs, through authentic and purposeful learning.

What can you do to support your child's learning?

Your child's experience of learning should be a happy one. You can have a positive effect on your child's development, imagination and interest by getting actively involved in their learning, not just at home but in the garden, the park and at the shops. The more children are stimulated, encouraged and involved, the more they will learn. It is integral to the new curriculum that learning is planned with each individual in mind. Therefore, keeping constant lines of communication with your child's setting about your child is incredibly important. Be sure to continue to discuss significant aspects of your child's life, such as their interests/likes/dislikes, out of setting experiences (whether good or bad) and their continuing well-being. This will ensure practitioners are able to plan effectively to meet all of your child's needs and ensure they make progress in their learning and development.

Illness and Medication



Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ www.nhs.uk) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff.



Infection	Exclusion period	Comments
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Five days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

***denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).**

We have strict policy for only 'well children' to attend the setting. Should your child become ill at nursery we are able to administer one dose of calpol with parental permission whilst we wait for child to be collected.





Meal times are very important to us they provide the children with the opportunity to develop their social skills such as sharing, communication and interaction with the other children. We believe meal times should be fun and enjoyable as children are more likely to eat and try new foods if they are happy and relaxed, whilst still promoting healthy eating. Below are some examples of the food we provide at the nursery. A copy of the weeks menu is available in the display cabinet

Here is an example of our winter menu:

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Fruit and toast D/F, G/W, SY, N	Cereals and crumpets D/F, G/W, SY, N	Fruit and cereals D/F, G/W, SY	Cereal and toast D/F, G/W, SY	Crumpets and fruit D/F, G/W, SY, N
Dinner	Vegetable chilli and rice	Fish fingers, spaghetti hoops and mash potato D/F, G/W, SY	Spaghetti bolognaises with garlic bread V, D/F, G/W, SY	Chicken, mash potato, veg and gravy V, D/F, G/W, SY	Cottage pie and fresh veg V, D/F, G/W, SY
Pudding	Fruit and yoghurt D/F	Blueberry muffins G/W, D/F	Cake and custard D/F	Sultana flap jack Babies- fruity porridge fingers D/F, G/W, N	Fruit jelly V
Tea	Cheese and tomato pizza with veg sticks G/W	Vegetable soup with bread and fruit slices V, D/F, G/W	Beans on Toast V, D/F	Sandwiches with fruit slices D/F, G/W, N, V	Tomato pasta with veg sticks V, G/W
Kids club tea	Selection of wraps D/F, G/W, V	Pasta salad D/F, G/W, SY	Cheese baguettes V, D/F, G/W, SY	Ham crackers and veg sticks D/F, G/W, V	Pizza V, G/W

Full copies of our policies are available from our reception.



Meet our rooms

Babies

If your baby is between 6 weeks and 1 year they will be cared for in our dedicated baby room. Our baby room is well-equipped with everything your little one could possibly need. We have a calming sleep room that is equipped with baby cots for those times your little one needs a nap. The department team are all qualified. The team are passionate and responsive to your family needs! We know how hard it is to leave your little ones but hopefully we can make it that little easier! In this room we offer lots of sensory activities from sand and water, to light play, as well as music and movement. Once your baby has reached 1 year old or mobile they will then progress to our Tweenies room.

Tweenies

Our Tweenies have a brilliant large department which has lots of open space and natural lighting. The department has endless opportunities for children to explore, including lots of malleable play. Language and communication is especially important at this age and our staff endeavour to help your little ones progress and have lots of fun whilst learning new skills and words.

Activities and learning include:

- Painting
- Musical Instruments
- Messy Play
- Mud Kitchen
- Playdough
- Sand and Water play
- Role play areas, Book Area, Quiet corner & table top activities

Toddlers

With high quality equipment and plenty of activities your child will have lots to explore. In this room we follow four areas of learning set out in the birth to three matters framework, where there is a massive emphasis on language and cognitive development, this room is open plan, allowing the children to roam around the room and explore their interests. We also continue this approach in the outdoors.

Throughout this department we offer:

- Messy play; sand, water, crafts and sensory play
- Block play and construction
- Role play/dressing up
- Bikes and bubble cars
- Small world
- Cosy corner
- Physical activities
- Loose parts

Pre-School

We provide a well-balanced environment for your child to make friends and develop into bright individuals ready for their first days in primary school. The department has a head of room and 8 qualified staff members, all passionate and dedicated to their role. We have been part of the 'foundation phase' since 2008, and continue to deliver FREE education to all children eligible. Preschool children are the drivers to their own learning and they love nothing more than exploring our large garden. Their day is individually set up to cater for their needs and interests. Parents have a large involvement with their childrens learning and nursery life. We have great reports from CIW and ESTYN. Facilities and learning include:

- Arts and Crafts
- Role Play area
- Sand and Water play
- Mud Kitchen
- Block Play

- Quiet Area
- Outdoor Play Area
- I.C.T Equipment
- Cars and Bikes
- Woodwork

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Archway Court Kids Club

Why not try our Kids club? Can we help you navigate your day?

Our Kidsclub is registered for 50 children and provides a breakfast and afterschool club during term time, taking children to and from school. We have 3 private transport vehicles, all staff are DBS checked, hold a childcare qualification and receive driver training from us. The kidsclub is open during half terms and most teacher training days all on a pay as you go service.

Some of our features include:-

- A large hall area for board games, technology, construction, group games, pool table and grafetti wall.
- A seated area for cooking activities.
- Creative zone and a calm reading area.
- Outdoor area

The children are encouraged to investigate various topics including religious celebrations, science projects and good citizenship.

During the term time, we offer a breakfast club which is open 8am -9am. Toast and a selection of cereals are offered with a drink of milk or water.

There is opportunity for the children to have a short play before they leave for school. Below is a list of the schools we currently provide school runs to.

- Glan Usk
- St Julian's
- Ysgol Gymraeg Casnewydd
- Eveswell
- Ysgol Bro Teyrnnon



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At the end of the school day we will collect the children and transport them back to the Kids Club, either by using our nursery private people carriers, staff vehicles or by foot for the closer nurseries and schools. All vehicles are equipped with correct booster seats, seat belts and appropriate insurance and safety checks to transport children to and from school.

Once all the children have safely arrived at kids club a light tea is served before a selection of activities are set out for the children to play. Whilst we are open during the holidays, please be aware that we do not open during bank holidays (You will not be charged for these days)

Our opening hours and prices are as follows:

Term Time

Early Starts	7.30am–8.00am	£2.50
Breakfast and take to school	8.00am-9.00am	£9.00
Pick up and tea	3.00pm-6.00pm	£14.00

Morning sessions include breakfast and afternoon sessions include a light tea.

Holiday Club

Morning session	8.00am-1.00pm	£18.00
Afternoon session	1.00pm-6.00pm	£18.00
Full Day	8.00am-6.00pm	£30.00
Day Session	8am-4pm	£26.00

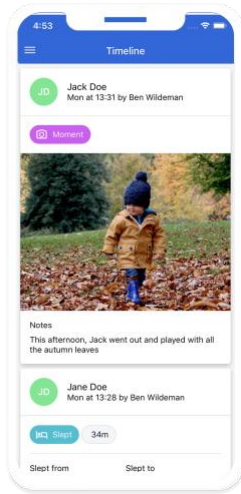
Morning sessions include breakfast and a lunch can be provided at a cost of £3.00 per day, alternatively you can provide a packed lunch if you would prefer. Afternoon sessions include a light tea. Please see page 10 for menus.

We also update on social media :

Twitter - @archwaycourt Facebook – Archway Court Nursery Website – www.archwaycourt.co.uk



Parent communication



We use a app to communicate with parents during the day. ParentZone is the **award winning childcare app for parents**. Parents can access information about their child's day at a time that suits them best. ParentZone increases partnership with parents by allowing two way communication between parents and our nursery. See it for yourself.... We know you will love it!

You will also be able to see past bills, future bills and make payments, also to book extra days

Please provide us emails you would like to use for you r ParentZone account

Relation to child..... Name.....

Email address.....

Relation to child.....Name.....

Email address.....

Partnership with parents

The Nursery acknowledges the importance of relationships with parents as you know your child better than anyone. We understand that parental involvement can enhance your child’s experience at the nursery and we have a range of systems to support this.

You will receive regular feedback about your child’s day both verbally and through Parent Zone. There is a parent’s notice board which displays information about meals, topics, events and other useful information.

We welcome parental involvement and from time to time you will be asked to give feedback relating to various aspects of the nursery, all suggestions from both you and your child will be acknowledged and wherever possible implemented to improve our service to you.

We use ‘childs voice, fascinations and parent voice’ in replacement of adult led planning. This ensures the key worker and parent plan together each term provocations around the childs interest and skills desired.



All About Me Profile

This plan was created by..... For (name of child) On (Date):.....

What is working?

What is not working?

What is important for me?

What is great about me?

ME!

What is important to me now?

Important things you need to know about me:

-
-
-
-