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## Purpose and Vision

### WHAT IS THE LIGHTHOUSE NURSERY HERE FOR?

The Lighthouse Nursery is a modern purpose-built nursery serving Thornhill and the surrounding area.

The purpose of the Nursery is:

*to serve pre-school children and their parents in the Thornhill area  
by providing the best environment to develop the whole child.*

Children from all cultural, ethnic, religious and social groups with and without additional needs are welcome. The primary language spoken is English with incidental Welsh included.

Based on Christian beliefs, we value each child as an individual, and each family as special. We aim to care for, nurture and encourage every child to achieve his/her full potential. Our goal is to cultivate happy, confident, self-motivated and enquiring children.

We are a part of Thornhill Church Trust, and join in with their children's ministries such as Tots 'n' Toys for special events and services at Christmas and Easter. We teach children about the Christian faith through Bible stories and songs alongside learning from the Curriculum for Wales.

## Contact Details

Lighthouse Nursery  
Thornhill Church  
Excalibur Drive  
Thornhill  
Cardiff  
CF14 9GA

Tel: 029 20759995

Email:

[lighthouse.nursery@thornhillchurch.org.uk](mailto:lighthouse.nursery@thornhillchurch.org.uk)

Website:

<http://www.thornhillchurch.org.uk/lighthouse/>

Lighthouse Nursery CSSIW Registration Number: **W1500000042**



## **Services: Opening Hours**

Nursery sessions are from 9.00am to 12 noon and from 1:00 pm to 4:00 pm Monday to Friday. Provision can be made for your child to start at 8.30am instead of 9.00am at a small extra charge. We close for half terms, two weeks at Easter and Christmas, three weeks in the summer and bank holidays. We take eighteen children per session aged from two and a half to five years.

We have some all day places. Children can come for the day and bring a packed lunch, which is stored in the nursery fridge. Your child can also bring a packed lunch for the lunch hour after or before their morning or afternoon session for an additional fee.

A light snack is provided during each session. The snack varies and includes toast, crackers, bread rolls, apple, banana, grapes etc. with water or milk to drink. The children also have access to drinking water throughout the sessions.

## **Nursery Facilities**

Lighthouse Nursery is run from a designated nursery room with its own toilet facility within the Thornhill Church Centre. The nursery has a garden attached which we use whenever possible to play and learn outdoors. We have use of the main hall on rainy days, and a smaller upstairs room for small group activities and organised play.

## **Walkover to Thornhill Primary**

We offer a 'walkover service' to or from the school nursery at Thornhill Primary.

Children are collected from the school at 11.30am, and we walk them to Lighthouse where they can have their packed lunch and then stay with us for the afternoon session, which finishes at 4pm.

Children who are at Thornhill Primary nursery for the afternoon session can come to Lighthouse in the morning from 8.30 or 9am. They stay and eat their packed lunch with us, and we then walk them over to the school for 12.55pm, when their afternoon session starts.



## The Curriculum

We aim to offer as broad a curriculum as possible, to contribute to the all-round growth and development of your child. We follow the Curriculum for Wales, and the areas of learning that are covered within this are:

- Expressive Arts
- Health and Well-being
- Humanities
- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology

These areas of learning are covered by our ‘topics’ which we explore each term. Our planned activities are on display on the parent’s notice board in the Nursery. Topic work is discussed together at hello time, and then completed through our continuous provision in groups or individually with a staff member. We use “Jolly Phonics” to introduce children to letter sounds.

Staff members use their expertise to present topic work and other activities in fun and imaginative ways. This includes music, craft, cooking and gardening and much more. Two staff members play the guitar, and one plays the piano.

Each child has a “file book” which is built up during their time with us, and given to parents at the end of their time at Lighthouse. This book contains a portfolio of work and evidence documenting the child’s progress in all areas of the curriculum noted above.

We take photographs of the children at work and play. Parents will have opportunity to see these in their files and take them home when the child leaves the nursery. Parents are asked to sign a form to give their consent to the taking of photos/videos in the nursery setting.



## **Nursery Contract**

New parents are given a parent's handbook that informs you of our policies and procedures so that you are aware of how we do things at Lighthouse. A Parent Contract is also given which sets out arrangements made for your child, and the Nursery Terms and Conditions. This must be signed to indicate that you agree to comply with the terms in the contract.

## **Equal Opportunities**

If staff, parents or interviewees need help with translation we will ring the translation service on 0845 2263018

We can obtain multicultural resources from the Barnardos Multicultural Resource Centre, 7 Neville Street, Telephone number – 029 20229585. We also have contact with Race Equality First, telephone number – 029 20224097.

Any information regarding children E.g. child minders, nursery provision, day care provision can be obtained from CYPIS (Children's and Young people's Information Service) Telephone number 029 20520100

## **Parental Involvement**

The nursery wishes to encourage good relationships with parents both individually and collectively. We welcome those who would like to participate in a session at any time. (Please note: this is dependent on current government restrictions and requirements due to Covid).

We keep parents up to date with half-termly topic newsletters, weekly update emails, and verbal feedback before and after sessions. We hold a "parents meeting" for a more in depth and to discuss progress and look through the child's individual file book and assessments.



## Lighthouse Nursery Staff

We operate a 'key worker' system with each child having a member of staff responsible for reviewing their progress. This person will also meet with you annually for a full appraisal of your child's development. However, we are available to chat with you informally at any time. If you have any queries regarding behaviour or anything other than their academic progress please speak to any member of staff and they will be able to help with your concerns.

We have 5 permanent members of staff with a variety of experience and professional qualifications. The staff/child ratio is never less than 1:6. We are inspected by the Care and Social Services Inspectorate Wales (CIW) and by Estyn.

### **Mrs Ruth Hurley - *Manager (Full time)***

Ruth has a BA in Education (Hons), NVQ Level 3 in Childcare, Learning and Development, and QCF Level 5 Diploma in Leadership for Children's Care, Learning and Development (Management). Ruth has three children, all of whom have attended Lighthouse. She loves music and plays her guitar for music time at nursery. She has been working at Lighthouse since 2005, and has been the nursery manager since 2011.



### **Mrs Sook-yi An – *Assistant Manager (Part time)***



Sook-yi has a BA in Education, MA in Music, MA in Education, NVQ 3 in Childcare, Learning and Development. Sook-yi loves to sing and play musical instruments, the piano, guitar and flute. She has three children, and has worked at Lighthouse since 2008.



## **Mrs Insuk Lee - *Nursery Assistant (Part time)***

Insuk has been helping in Lighthouse as a volunteer since November of 2015, and has been a member of staff since January 2017. She has her QCF Level 3 in Childcare, Learning and Development.

Insuk is a qualified nursery teacher in Korea and worked there for a while before moving to the UK. She has one child who attended to Lighthouse some time ago and absolutely loved it



## **Mrs Lisa Latner - *Nursery Assistant (Full time)***

Lisa has worked at Lighthouse nursery since October 2016. She has a degree in childhood studies and a QCF level 3 in Childcare, Learning and Development.

## **Mrs Cathi Mihaila - *Nursery Assistant (Part time)***

Cathi works part time at Lighthouse. She is from Romania, and has a master's degree in Geography with a qualification to teach secondary children. Cathi helps out on Sundays at church with the Tots group (aged 1-4 years old). She is a creative person and like activities that involve gluing, painting or cutting. I love books and enjoy reading them with the little ones.





## Nursery Routine

This is our basic daily routine for the nursery, but we also value spontaneity. Sometimes we arrange visits from different people depending on our topic of the term. The same routine is used in the morning and afternoon:

8.30am	Early start children arrive
9am/1pm	Children arrive for the start of the session. Activities are set up for children to play with as they choose.
9.30/1.30	Hello Time: The children come to sit with staff in the quiet area. A member of staff leads hello time. The children practice name recognition, counting in English, Welsh and Korean, Days of the week and the weather in English and Welsh. We also use this time to introduce some of the day's activities, listen to news from the children, present a learning stimuli etc.
9.40/1.40	The children access all continuous provision and focused task activities presented by the staff. Children are able to move freely between activities.
10.30/2.30	Tidy up time. Staff and children all tidy up the nursery together
10.40/2.40	The children wash their hands and sit at tables for snack. Once they have finished, they visit the bathroom to go to the toilet.
11.00/3.00	Story time. The children sit in the quiet area. We spend some time self-reading, followed by a member of staff reading a story to the group. We may sing some songs and talk about the work we have done during the session.
11.30/3.30	Play time: We go to the garden, under the canopy or to the hall for various play activities, including ball skills, bikes, large equipment, group games, using the learning areas in the garden – gardening area, outdoor kitchen etc. as they are set up at the time.
12pm/4pm	Parents arrive to collect children. Children who are staying wash hands and sit to eat lunch





## Fees

Parents will be given an invoice in advance for Nursery fees at the beginning of each month. Please note that fees are payable for each place taken at the nursery and not for attendance. If your child is ill or holidays are taken during nursery time, fees are still payable. These are our fees:

		Sept 2023
Morning Session	9am – 12pm	£15.00
Afternoon Session	1pm – 4pm	£15.00
All Day	9am – 4pm	£40.00
Additional Half Hour	For early start etc.	£2.50
Additional Hour	For lunch etc.	£5.00
Walkover	to/from Thornhill Primary	£5.00

Fees can be paid by cash, bank transfer or childcare vouchers.

## Cardiff Council Childcare Offer

Lighthouse Nursery is registered with Cardiff Council for the Childcare offer. You may be eligible to claim up to 17.5 hours of care. This funding begins the term after your child turns 3. Visit [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and search “Childcare Offer” for more information.

## Registration

If you are interested in placing your child at the Lighthouse Nursery, please fill in the enclosed registration form and return it as soon as possible. You may also wish to visit us and have a look around, ring the nursery on 029 20759995 or email [lighthouse.nursery@thornhillchurch.org.uk](mailto:lighthouse.nursery@thornhillchurch.org.uk) to ask questions about our facility and provisions.

Return the form to the Nursery as soon as you are able. Places are allocated on a ‘first come first served’ basis and priority is given to children who already have siblings in the Nursery.



## **What Parents Need to Supply**

Your child should bring a complete change of clothing to nursery each day in a named bag even if they are potty trained, including a spare pair of shoes. If she/he is not completely 'potty trained' you will need to supply extra pants, clothes and wet wipes. Children do not need to be 'potty trained' to come to Nursery however, please provide nappies etc. So we are able to change them.

## **Collection of Children**

Prior arrangements must be made with Nursery staff for anyone other than the parent/carer be allowed to collect children. If person collecting the child is going to be late the nursery must be informed. Children not collected will remain in care of staff while phone calls are made to locate a family member or named person to organise suitable arrangements. If this fails, after an hour we will notify the intake and assessment team on 029 20536400. Out of hours telephone number – 029 20448360. If the person collecting the child changes from the person agreed at the start of a session, the nursery must be notified.

## **Change of Address**

Parents should notify the Nursery immediately of any change of address, emergency telephone numbers, mobile numbers, G.P. or Health Visitor. We usually hand out an update form a couple of times during the year so that we can check your information against ours.



## **If Your Child Is Unwell**

Our concern is for the well-being of all the children and staff in the nursery. Any individual child should not attend Nursery with any condition that could put other children or staff at risk of infection. If you are unsure please contact Nursery before the session. Exclusion periods are set out in the Parent's Handbook. In particular your child should not attend Nursery if he/she is suffering from any condition that is likely to be considered infectious for example –

- Diarrhoea and / or sickness
- High temperature
- Conjunctivitis
- Infectious skin conditions (e.g. Impetigo)
- Viral illnesses – coughs, streaming colds etc.
- Skin rashes



## **CIW (Care Inspectorate for Wales)**

Lighthouse Nursery is regulated by CIW - the Care Inspectorate Wales. Their role is to encourage the improvement of social care, early years and social services by regulating, inspecting and reviewing services. Their aim is to raise standards, improve quality, promote best practice and tell people about social care.

CIW regulates and inspects services for everyone from the very young to older people. Their work can affect the majority of people living in Wales at some time in their lives. CIW decide who can provide services, inspect childcare services and make sure that the minimum standards are met, they also deal with complaints.

Regulation covers:

- Registration – they decide who can provide services
- Inspection – they inspect those services and publish reports
- Enforcement – they take action to make sure that requirements of the Care Standards Act and associated regulations are met
- Complaints and concerns – they are keen to hear from users of services about their experiences and any concerns about the services we regulate.

Providers of child minding and day care in Wales are required to meet the standards detailed in the National Minimum Standards for Regulated Child Care 2012

CIW publish reports on the findings of their inspections. These are available in our nursery setting and online from the CIW website.