



STATEMENT OF PURPOSE

48a Eastgate, Cowbridge,
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manager@bijou-nursery.com
www.bijou-nursery.com



STATEMENT OF PURPOSE

Bijou is born out of a vision to provide quality and affordable childcare within the local community for children aged from 6 months to 12 years where our staff adopt an approach that engenders the nurturing and caring that our babies and smaller children want while enabling the older children to feel secure yet more independent in an environment that enables them to grow and develop.

SERVICES OFFERED:

Our Purpose

Bijou is offering Full Day Nursery between 8am and 6pm from Monday to Friday all year round apart from Christmas Day, Boxing Day and Bank Holidays.

Our opening hours can be broken into sessions for those children who do not require full day care but would benefit from sessional and wrap around care. Additionally we offer Creche facility for Parents/Carers who have emergencies requiring this type of care or for those who wish to have a pamper day or go shopping knowing full well their children are completely cared for.

Our Creche is short term care and is for a minimum of 2 hours space providing. If Creche care can be planned then we will have more availability whereas Emergency Creche will be limited by the availability of spaces and staff numbers.

Sessions

Times

Day

08:00 - 18:00

Morning

08:00 - 13:00

Afternoons

13:00 - 18:00

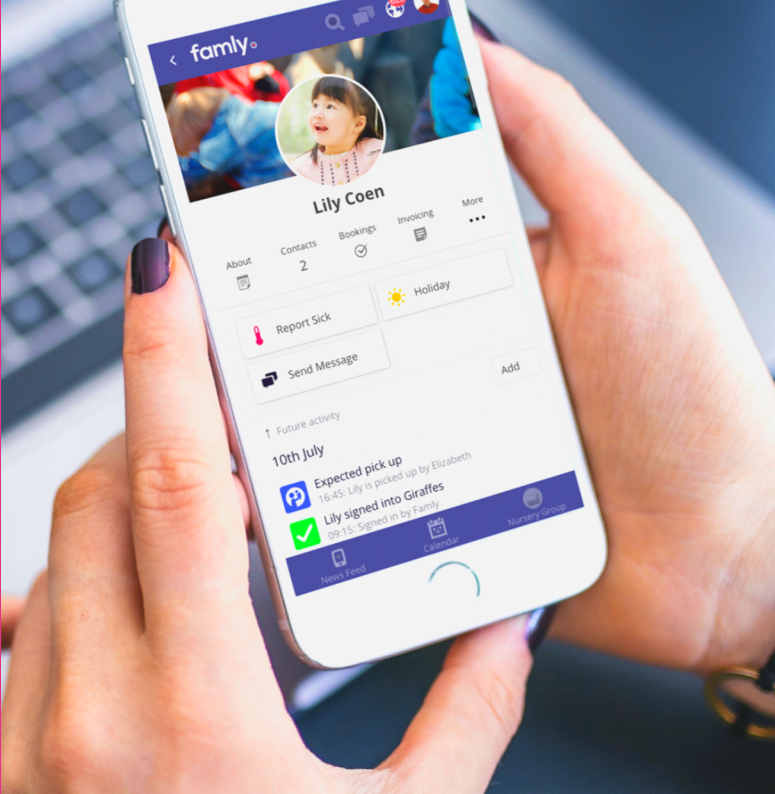
Short Day

08:00 - 15:00

Our Educators

Quality childcare has benefits for the whole community enabling Parents/Carers to return to work knowing their children are in safe and responsible hands, thereby enabling them to combine family life with their employment, it enables employers to retain key staff and recruit quality employees and of course it enables the children to develop not only their personalities but also acts as a safe vehicle for them to explore this exciting world around them.



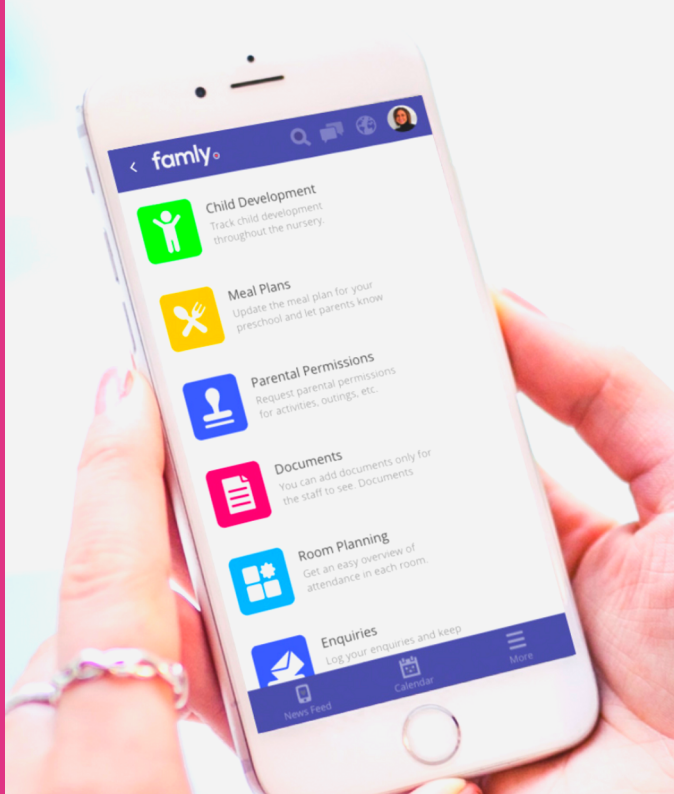


family.

**THIS IS WHAT
STRONGER PARENT
COMMUNICATION LOOKS
LIKE**

THE APP

At Bijou we want Parents/Carers to feel part of their child's day no matter where they are and to enable this we are introducing the FAMLY app that has been developed specifically with childcare in mind.



BACKGROUND

As Parents of young children ourselves we have struggled with the same emotions as every other parent of finding the right Nursery and learning to let go and then wondering if they are alright. Have they had their breakfast, what did they have, did they have some fruit and a drink for nack, have they eaten lunch, is their nappy changed, what have they been doing and the FAMLY app enables us to record this information for Parents/Carers as we go through the day so that they can be kept totally up to date as to what their little one is doing.

It doesn't matter how old our children get we will always worry about them and we at Bijou want to try and help Parents/Carers feel part of their children's lives even when they are at their employment working.

ADMISSION POLICY

We offer facilities to children between 6 weeks to 12 years old and to support children with their physical, emotional, social and intellectual development and encourage creativity and to support our Early Years Foundation Phase programme we shall be ensuring that SHEEP is used so that our children are Safe, Happy/ Healthy, and their Emotional, Educational and Physical needs are met and the Children have good positive role models and build warm relationships with staff.

SHEEP

It is vital that Parents/Carers feel comfortable with the quality of care that Bijou Nursery and Creche is offering to their children and our FAMLY app is not designed as a one way communication tool for the Nursery to the parent but it enables the parent to communicate with Bijou as well, be that letting us know dropping off or collecting times, any changes to arrangements or even a change to the collection process can be quickly and securely be updated in this GDPR compliant platform.

Our fees are straight forward and we also will accept the Welsh Government voucher scheme and if you require further information on this then please contact The Manager on **01446 396000** or by email at **manager@bijou-nursery.com**



FEES



NURSERY

Sessions	Times	Amount
Day	08:00 - 18:00	£48.00
Morning	08:00 - 13:00	£28.00
Afternoon	13:00 - 18:00	£28.00
Short Day	08:00 - 15:00	£35.00

CRÈCHE

Sessions	Times	Amount	CPH After 2 hrs
Under 2	Min 2 hours	£20.00	£10.00
2 -3	Min 2 hours	£18.00	£9.00
3 +	Min 2 hours	£15.00	£7.50

FEES



PRE AND AFTER SCHOOL CLUBS

Sessions	Times	Amount
Breakfast Club take to School For gam	08:00 - 09:00	£7.50
Morning Including Taking To School	08:00 - 13:00	£30.50
Collection From School at 11:30 / 12:00 Stay At Nursery Until 13:00	11:30 / 12:00 - 13:00	£10.00
Collection From School at 11:30 / 12:00 Stay At Nursery Until 15:00	11:30 / 12:00 - 15:00	£24.00
Collection From School at 11:30 / 12:00 Stay At Nursery Until 18:00	11:30 / 12:00 - 18:00	£34.00
Collection From School at 14:55 Stay At Nursery Until 18:00	14:55 - 18:00	£11.50

ADDITIONAL HOURS

Additional Hours		Amount
Extra Hours Pre-booked	Before/After Nursery	£6.00
Late Collection Fee	Per 15 Minutes	£10.00
Sibling Discount 10%	Off Lesser Fee Charged	

AIMS & OBJECTIVES

Our aim is for Bijou to grow over time to accommodate up to 50 children in our Nursery, however initially we will be registered to care for up to 19 children while providing quality day care by ensuring we are welcoming, caring, stimulating and a fun environment for all children from 6 months to 12 years.

We will be using "birth to three matters", the seven areas of learning for early years with children aged 2 years and over and providing younger children with excellent care and stimulation while the older ones attending after school will have a firm boundary structure but the ability to relax or do their homework.

Whilst Parents/Carers trust their children to our care, we believe we need to continually demonstrate our outstanding duty of care with communication being a key factor to our openness in showing our being an excellent nursery provider while using skills and training to ensure



that children attending the setting are safe, healthy, happy and gain education whilst learning through the medium of communication and play, clearly demonstrating that every child matters and every child should be listened to.

We believe including these factors will promote a positive image to the children, along with developing their self-esteem, confidence and well-being.

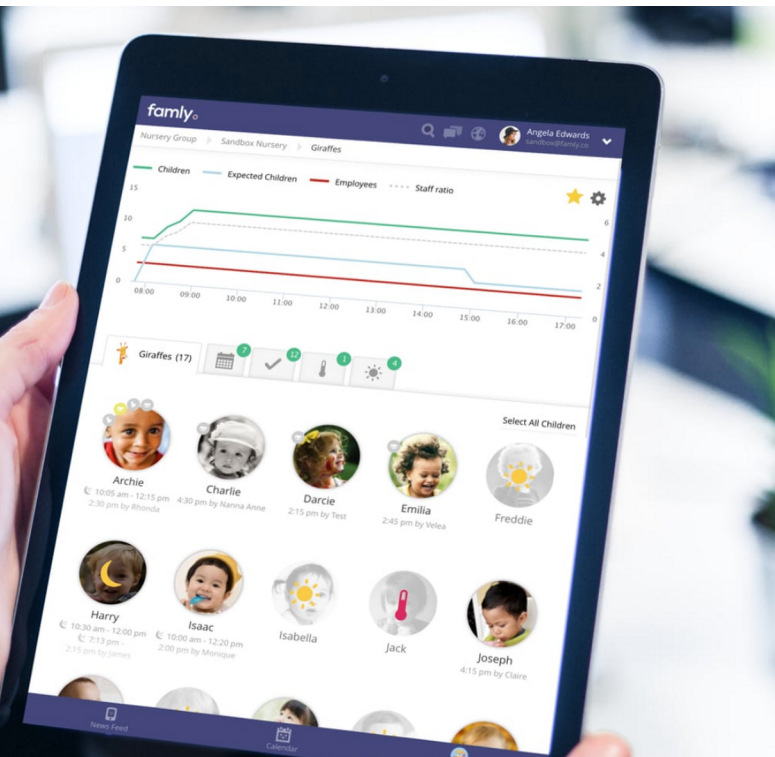
The Bijou team are passionate about providing a fun environment for children to learn and explore. We strive for excellence and deliver a service in which Parents/Carers feel comfortable and content when leaving their child in our care.

Our team have the necessary experience, knowledge, qualifications and skills to provide excellence in childcare, where we can offer a nurturing, caring and fun environment. The team tailors our services to meet specific requirements of children, we offer the highest possible standard when meeting requirements and welcome children into Bijou who may have additional needs.

THE FACILITIES

Access to Bijou is only possible through key coded and fully alarmed doors. We have a policy of restricted access with controlled electronic signing in process and a similar exit policy all of which is monitored via our FAMILY app.

Bijou has been set up to have separate room specifically for the age ranges of children and although they will be kept separate most of the time there will be times, like meal times, when they will come into contact with other age groups.



"PLAY IS THE HIGHEST FORM OF RESEARCH"

Albert Einstein

THE MAP

OUR ROOMS

Nursery for the babies under age 2.
Tiny Tots room for the under 3's
Messy Play room for the over 3's.

Additionally we have our sensory room which is a quiet area for either sleeping or for children who simply enjoy the lights and sounds and the feel of different materials we have located here.

MEALS

All meals will be prepared by a qualified catering supervisor in our kitchen and the children will gather in our Messy Play room where meals will be served under the watchful eye of our qualified practitioners.

INTERACTIVE AREA

We also have our interactive area which is not only where our educational Beam game is located but we also have this area as a chill out zone as well as a play zone where other digital tools can be used by the children from Xbox to Ipads all of which are controlled to be age appropriate.

THE FAMOUS PLAYFRAME

There is also the well established and much loved play frame which is divided into 2 areas where children of different physical abilities and ages can safely enjoy some of the learning games we have developed to build their strength and coordination while also letting off a little energy all while closely supervised by our trained staff located on each level of the playframe.

EMERGENCY PROCEDURES

Bijou has 3 emergency exits, one to the front of the building, one to the side of the building and one to the rear of the building. We have a comprehensive emergency procedure should any event happen and all Parents/Carers will be updated as to any issues via the FAMLY app or via a telephone call to the parent or if the parent is not available the next member of the family nominated as an emergency contact.

The full details of our emergency procedures can be found in our policies.



STAFFING

Our Staff are under the leadership of the Manager who is qualified to Level 5 in Childcare and she is ably assisted by a team of practitioners who are Level 3 in childcare qualified and we also have assistant Practitioners who hold a level 2 in Childcare.

All our staff are first Aid qualified in Paediatric first aid and hold a level 2 food hygiene qualification as well.

OUR PROGRAMS

Training

We also provide ongoing training for our staff so that we stay at the forefront of developments in childcare and can offer the staff career development rather than just a job.

In Touch

All our staff are contactable via the FAMLY app as well as by the landline however our primary focus is the children so while you can contact any team member at any time about your child it may not be that team member who responds but the most appropriate person who can answer your question all of which is supervised by the Manager.

Staff to Children Ratio

We strictly manage staff to children ratios and adhere to the following National Minimum Standards:

Under 2's – 3 children to 1 member of Staff
2 to and under 3 – 4 children to 1 member of Staff
Aged 3 to 5 – 8 Children to 1 member of Staff

We always increase the staffing ratios for safety if we are leaving the setting for walks and trips to ensure that all children can feel safe.





AGE RANGES

PLACES

We are currently offering 19 child care places in Bijou Day Nursery and Creche from 6 months to 5 years of age..

**UNDER
2 YEARS**

8 Children

**AGED
2-3
YEARS**

8 Children

**AGED
3-5
YEARS**

8 Children



BI-LINGUAL

We offer our facilities to both boys and girls in the above age ranges and we work through the medium of English while developing and promoting the use of incidental Welsh and planning Welsh activities to implement throughout the week.



WHEN YOU JOIN THE BIJOU FAMILY

Parents/Carers will be given their own secure access to the FAMILY app and will be asked to complete the app for their child so that we have all the details for their "All About Me" which ensures that we know vaccinations, Doctors, next of Kin, Emergency contacts as well as any needs and requirements the child may have thereby enabling staff to follow a child's routines as closely to the parent's wishes as we can.

We the importance of parents/carers involvement, and our staff work acknowledge collaboratively alongside to support children within our provision. The Bijou team fully understand that the safety and well-being of children is paramount.

EARLY LEARNING

We aim to provide care that adopts and facilitates the running of The Early Years Foundation Phase for those from the age of three years to eight years.



DESIGNATED PERSON

Each Child when we have received their induction will be allocated a Key Worker who will get to know the children in their care almost as well as Parents/Carers and it is this Key Worker/Designated Person who will be responsible for ensuring that other staff are made aware of how that child is and for informing Parents/Carers of how their little ones day is going.

OUR LEARNING PROGRAMME

We strongly believe that The Early Years Foundation Phase curriculum allows each child to make choices regarding their learning, which is built upon the principles of learning through play. There is plentiful research that has been carried out demonstrating that play is an essential factor to the development of children, a very powerful tool and Bijou children have access to areas in the nursery for them to display these skills.

Bijou provides a safe and welcoming environment that will enable children to participate in every aspect of play.

Children's topic work will be kept in a folder and we will share their efforts during the day with Parents/Carers using our FAMLY app as we feel it's important that work is shared at the time and not on a pre-defined Parents/Carers day or at the end of term and this way Parents/Carers can ask specific questions about their child's day rather than "how was today?"

Through Digital Technology similar to the applications used daily by Parents/Carers A monthly newsletter will be shared with Parents/Carers and feedback and comments are always welcome.

Additionally the FAMLY app will hopefully encourage Parents/Carers to share their thoughts on what they have seen as well as what they wish to see or want their child to participate in with regarding social media, observations, nursery factors and polls.

So that an idea of how your child's day will unfold we have attached an example of what their day might consist of.

Children learn through play, as they play other strands fall into place, such as interaction, well-being and emotional development. There will be a routine each day and a board where children can visually see what's next or later, as well as being able to spend time outdoors on a daily basis with trips to the local parks as well as walks in the local area exploring some of the rich culture that Cowbridge has to offer.

We shall be running our programme on themes such as "All About Me" where the children will be encouraged to talk about themselves and their interests and to draw and make things that relate to this theme.

Obviously different age ranges will have different abilities but all children will be following the theme while remembering that like the world, the Nursery is a multicultural and non sex discriminatory environment for the children and all ages and abilities are welcomed.



Time	Activity
08:00 - 08:45	Breakfast / Free play
09:15	Free choice / circle time / story
09:45	Combination of free choice & planned activities
10:15	Snack

Time	Activity
11:00	Outdoor play / Walk
12:00	Lunch
12:30	Nap

DAILY TIMETABLE EXAMPLE

Time	Activity
14:00	Free choice / Planned activities
14:20	Snack
14:30	Circle time / Story
15:30	Fun fitness / Physical development
16:00	Welsh Club / Communication & literacy
16:30	Tea
17:00 - Close	Free choice

Nappy changes are factored into the routine and children are also changed as and when required. Nappies are to be completed am/pm checked before children leave the setting and if needed and should be changed regularly every 2-3 hours.

Additionally we have a team of extra curricular teachers who specialize in Music and dance all of whom are enhanced DBS checked and have offered their services to Bijou for those Parents/Carers who wish to avail themselves of specialist learning activities such as additional languages or musical instruments or learning to cook.



In the period to December 2019 we will be creating a secure and enclosed outdoor play area where, weather permitting, children will be able to play daily in the fresh air as well as carry out planned activities such as planting and growing so they can see how life develops and evolves over the seasons of the year as well as the effects of water and sunshine and heat and cold.

As we move into next year we will be growing the Bijou team with our own training programme implemented and monitored by Aspirations Training one of the UK's leading training agencies.



Bijou Nursery will be an evolving Nursery whereby we want feedback from the Parents/Carers, the children as well as staff so that we can improve what we offer to the community and to you as parents and carers.

**“Every child is gifted;
they just unwrap their packages at different times.”**

We have already mentioned our FAMLY app for open communication and we shall also be reviewing our Statement of Purpose regularly to ensure that this reflects what Bijou is able to offer as a Day Nursery and Crèche and we will be informing the CIW of any changes.



REVIEWS

On an annual basis we also want to ensure that the parents of the children in Bijou have the opportunity to add their views by using a survey and comments, both good and bad, need to be voiced so that we can update how we work with the children and parents and also update this statement of Purpose if required informing the CIW of any changes.

We want to engender the Bijou community to be an active community where everyone has a say from the children and parents and carers to the staff and we believe it is only through this openness that we can improve.

FINALLY - COMPLAINTS

If you have anything you would like to discuss then please contact the Manager in the first instance and if you have a complaint then please do read our complaints procedure which carries comprehensive information for you.

All Staff members of the Bijou Team can be contacted using the main telephone number or via the app or using the email address:
info@bijou-nursery.com

If there is a complaint about a member of Staff then this should be made to the Manager who will investigate the matter and respond to the complainant within 21 days.

The Nursery Manager is Nadine Barrett who can be contacted on the main telephone number or messaged via our app or by email
manager@bijou-nursery.com

If there is a complaint about the Manager then this should be made to Michael Rennison who will investigate the matter reporting back to the complainant within 21 days.

The Responsible Individual is Michael Rennison who can be contacted on the main telephone number or messaged via our app or by email
Michael.rennison@bijou-nursery.com

If there is a complaint about Michael Rennison then the Nursery should be notified as should the Care Inspector Wales who can be contacted using the details listed to the right.

While Care Inspectorate Wales (CIW) welcome any feedback about the setting, experiences or concerns that you may have they are not a complaints agency and cannot be linked to individual circumstances.

If CIW are unable to deal with a complaint made, they will direct you to the best organisation they believe can assist you.

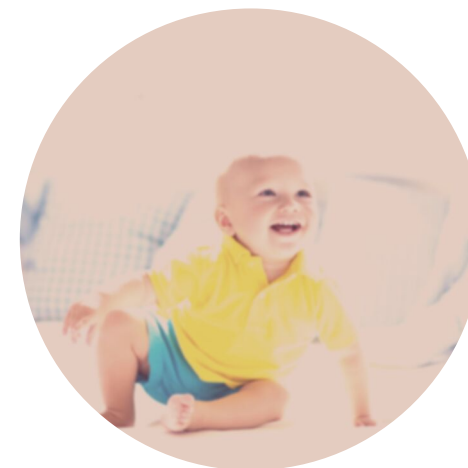
CIW can be contacted using any of the medium detailed below:

Care Inspectorate Wales
Government Offices,
Rhydycar Business Park,
Merthyr Tydfil,
CF48 1UZ

Website: **www.cssiw.org.uk**

Email: **cssiw.southeast@wales.gsi.gov.uk**

Telephone: **0300 790 012**



We help children discover
new lessons and amazing
adventures

CONTACT US

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BIJOU NURSERY & CRÈCHE

For the little Einsteins

