

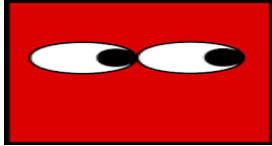
**UNIVERSITY LOCAL HEALTH BOARD**

**TEDDY BEAR NURSERIES  
PROSPECTUS**





## **WHERE?**



**There are two UHB nurseries. One based at the University Hospital of Wales, and the other based at the University Hospital Llandough.**

## **WHO?**

**The Nurseries are open to all.**

## **HOW MANY?**



### **University Hospital of Wales: 60 places**

<b>9</b>	<b>Baby Bears</b>	<b>(3 months</b>	<b>-</b>	<b>18 months)</b>
<b>21</b>	<b>Little Bears</b>	<b>(18 months</b>	<b>-</b>	<b>2½ years)</b>
<b>30</b>	<b>Big Bears</b>	<b>(2½ years</b>	<b>-</b>	<b>5 years)</b>

### **University Hospital Llandough: 33 places**

<b>9</b>	<b>Baby Bears</b>	<b>(3 months</b>	<b>-</b>	<b>18 months)</b>
<b>12</b>	<b>Little Bears</b>	<b>(18 months</b>	<b>-</b>	<b>2½ years)</b>
<b>12</b>	<b>Big Bears</b>	<b>(2½ years</b>	<b>-</b>	<b>5 years)</b>

## **STAFFING STRUCTURE**

**The nurseries are staffed by Nursery Managers, a Deputy Manager, Team Leaders, Senior Nursery Nurse, Nursery Nurses, Nursery Practitioners and Nursery Assistants**



**A Key Worker system is in place in all age groups in both nurseries to ensure continuity of care and effective communication.**

## **PAYMENT – NURSERY FEES**



**Payment for Nursery fees will be made in the first instance by deduction from monthly salary or via a Standing Order for non-staff users.**

### **University Hospital of Wales Nursery contacts:**

**Arfana Ashraf, Nursery Manager or  
Lee-Anne Keveren, Deputy Nursery Manager  
UHW (02920) 742550 or 02920 748258**

**[Arfana.Ashraf@wales.nhs.uk](mailto:Arfana.Ashraf@wales.nhs.uk)**

**Or**

### **University Hospital Llandough Nursery contact:**

**Kelly Lovell, Nursery Manager or  
Lisa Martin, Deputy Nursery Manager  
Llandough (02920) 715697 or 02920 716260**

**[Kelly.Lovell@wales.nhs.uk](mailto:Kelly.Lovell@wales.nhs.uk)**

**A copy of the criteria for selection is available on request from the Childcare Department on 02920 716884.**

**Please Note: All Enrolment paperwork MUST be completed prior to the child attending Nursery. Unfortunately failure to complete these forms will result in a delay in your child's commencement date.**

## **ARRIVAL / DEPARTURE**



**The nurseries open at 8am. (A 7am start can be requested – extra charge applies) and close at 6pm. Parents should arrive by 5:45 to enable a thorough handover. Parents are expected to complete the arrival/departure documentation daily.**

### **Late Collection:**

**The nursery closes at 6pm. Failure to collect your child by this time will incur a late fee. This situation will only be tolerated on 3 occasions before a review of the child's attendance is undertaken.**

## **SESSIONS AVAILABLE**

<b>FULL DAY</b>	<b>8AM</b>	<b>-</b>	<b>6PM</b>
<b>HALF DAY AM</b>	<b>8AM</b>	<b>-</b>	<b>1PM</b>
<b>HALF DAY PM</b>	<b>1PM</b>	<b>-</b>	<b>6PM</b>

**Please note:**

- **7am start is available on request at an additional charge.**

## **ROUTINES**

During the nursery day, children will be encouraged to follow the routines of the nursery, which differ depending on the age and more importantly, the developmental stage of each child. However, the individual needs of children will be catered for whenever possible.

### **Settling In:**

The nurseries offer a 'settling in' period of various sessions over 2 weeks free of charge. This is reviewed with the parent and Nursery Managers in relation to the child's individual needs.

An example of the daily routine is as follows:-



• Breakfast	08:30	-	09:00
• Activities			
• Mid Morning Snack	10:00	-	10:15
• Activities			
• Lunch	11:45	-	12:15
• Activities			
• Mid Afternoon Snack	14:00	-	14:15
• Activities			
• Tea	15:30	-	16:00
• Activities			



## **ACTIVITIES**



**Activities will take place throughout the day to encourage learning and development through play. While they are encouraged to participate, the children are never forced to partake.**



**Activities include:**

- **Art and Craft**
- **Music and Movement**
- **Reading and Story Time**
- **Circle Time**
- **Cooking**
- **Outdoor Play**
- **Theme Work – based around the 7 areas of learning.**

**We strive continually to improve our service, working in partnership with parents/carers and therefore undertake regular Quality Assurance Surveys. Parents/Carers are encouraged to volunteer for the Nursery Policy Group. All parents/carers are also welcomed to pass on their comments.**



## **LANGUAGES / CULTURE**



**Both nurseries are primarily English speaking nurseries. However, both promote the Welsh culture and children whose first language is that other than English. The nurseries acknowledge the diversity of religious practices, customs and festivals and will provide opportunities for all users to share in these whenever possible.**

**If you have any objections to your child/children taking part in any particular events/festivals, then please inform a member of staff.**

## **ADDITIONAL NEEDS**

**Wherever possible the nurseries are committed to the inclusion of children who present with additional needs. The nurseries believe that everyone stands to gain if all children share the same opportunities and are helped to overcome any disadvantages they may have to face.**

**Both Nurseries are regulated by CIW. If you were unhappy with any aspect of your visit, please feel free to contact them:**



## **UNIVERSITY HOSPITAL LLANDOUGH (UHL)**

**Welsh Government Office  
Rhydycar Business Park  
Merthyr Tydfil  
CF48 1UZ**

**Telephone: 0300 790 0126**

**E-mail: [ciw@walesgov.wales](mailto:ciw@walesgov.wales)**

**UNIVERSITY HOSPITAL OF WALES (UHW)**

**Welsh Government Office  
Rhydycar Business Park  
Merthyr Tydfil  
CF48 1UZ**

**Telephone: 0300 790 0126**

**E-mail: [ciw@walesgov.wales](mailto:ciw@walesgov.wales)**

**Website: [www.careinspectorate.wales](http://www.careinspectorate.wales)**





**TEDDY BEAR NURSERY FEES – UHW + UHL  
FROM 1<sup>st</sup> SEPTEMBER 2018**

**DAILY - £49.00**

1 day	-	£49.00	weekly	-	£212.00	calendar monthly
2 days	-	£98.00	weekly	-	£424.50	calendar monthly
3 days	-	£147.00	weekly	-	£637.00	calendar monthly
4 days	-	£196.00	weekly	-	£849.00	calendar monthly
5 days	-	£245.00	weekly	-	£1,061.50	calendar monthly

**HALF DAILY - £24.50**

1 half day	-	£24.50	weekly	-	£106.00	calendar monthly
2 half days	-	£49.00	weekly	-	£212.00	calendar monthly
3 half days	-	£73.50	weekly	-	£318.50	calendar monthly
4 half days	-	£98.00	weekly	-	£424.50	calendar monthly
5 half days	-	£122.50	weekly	-	£530.50	calendar monthly

**HOURLY RATE - £4.90**

1 hour	-	£4.90	weekly	-	£21.00	calendar monthly
2 hours	-	£9.80	weekly	-	£42.00	calendar monthly
3 hours	-	£14.70	weekly	-	£63.50	calendar monthly
4 hours	-	£19.60	weekly	-	£85.00	calendar monthly
5 hours	-	£24.50	weekly	-	£106.00	calendar monthly

**School Pick-Up - £9.80 daily – UHL only**