

# MONMOUTHSHIRE EARLY YEARS DEVELOPMENT POLICY

**APRIL 2011 - MARCH 2014**



**This is Monmouthshire County Council's Policy for Early Years Development. It has been produced on the recommendation of the Early Years Development and Childcare Partnership**

**This document has been produced for use by Early Education Providers and for those settings interested in becoming providers.**

**Parents and Carers can obtain up to date information on Early Education, Childcare and many other Early Years activities on the Children and Family Information Service website:**

**[www.monmouthshirecfis.org.uk](http://www.monmouthshirecfis.org.uk)**

**or via telephone on  
01633 644527**

## **EARLY YEARS DEVELOPMENT POLICY**

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## **THE EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP**

The Early Years Development and Childcare Partnership is a statutory partnership which brings together local partners who provide services for children and their families.

The EYDCP was established using Welsh Assembly Government Guidance. The importance of inter-agency working and the role of all partners is reflected in the wide representation of members on the Partnership. The Partnership is chaired by The Cabinet Member for Children and Young People. A list of members' names and contact details can be found on pages 3 and 4.

The Partnership remit in terms of Early Years Development / Early Education is for children aged 0-7 years. Childcare focuses on the wider age range of 0-14yrs and 0-17yrs for those children and young people with additional needs.

## **TERMS OF REFERENCE**

### **Context**

1. All partners have a responsibility to be aware of, informed and guided by the United Nations Convention on the Rights of the Child, the WAG 7 core aims, the 10 entitlements, and the Children and Young People's Partnerships' (CYPP) overarching vision.

### **Membership**

2. The partnership will use as a minimum WAG guidance re membership, ensuring there is an appropriate reflection of agencies operating in Monmouthshire.
3. No maximum membership will be set although this will be kept under review to avoid the partnership becoming too large to operate effectively. New members of the partnership, outside of the WAG minimum requirement, will be considered in terms of their ability to contribute appropriately and at the right level of seniority to the work of the partnership. They must also be able to represent an appropriate sector, agency or area of work, relevant to Monmouthshire.
4. Membership will be reviewed as a minimum every three years. Where individual members are failing to meet their responsibilities as described below, an alternative, appropriate representative may be sought.

### **The Chair and Vice Chair**

5. The position of the Chair must be a member of both the EYDCP and the CYPP and be agreed by the CYPP.
6. The Vice Chair is open to any member of the partnership, from whichever sector or agency.

7. The Chair and Vice Chair will be reviewed in line with the overall review of partnership membership. There will be no maximum term.
8. The Chair and the Vice Chair for the partnership will be agreed annually at the first meeting of the Autumn Term.

### **Members Roles and Responsibilities**

9. Members are expected to participate as individuals and as sector / agency representatives. Within this, it is accepted that on some occasions members may be restricted by their statutory and / or managerial obligations.
10. All members of the partnership have a responsibility to communicate the work of the partnership and to feed in views from their sector / agency, as described in the plan.
11. Members are expected to promote positively the work of the partnership and to ensure appropriate lines of communication with other partnerships, strategies and agencies are maintained.
12. Members and the organisations they represent must commit to the life and work of the partnership and ensure this is integral to their main role, not seen as an 'added extra'. Members are expected to actively contribute to the work of the partnership, policies and procedures, participating in consultations and the delivery of specific actions.
13. Members are expected to attend partnership meetings and events. Non-attendance on three consecutive occasions will require a formal explanation to the Chair.
14. Members are expected to recognise, respect and draw on the unique contribution of all partners and to seek to reduce power imbalances where they occur.
15. Members are expected to contribute in an honest and open manner, helping to develop constructive relationships with other partners.

### **Meetings**

16. Meetings will normally be held each half term and will normally last no more than 2½ hours. They will be open to others as appropriate. Agendas, minutes and papers will normally be circulated at least one week prior to meetings.
17. The quorum for meetings is 10 where there is representation from at least 3 different organisations / sectors. NB: Monmouthshire County Council is one organisation and where several services are represented will still only count as one.
18. Decisions will be made by consensus wherever possible. Where this is not possible voting will be used with each member of the partnership present at the meeting, or their representative, having one vote. If necessary, the Chair will have the casting vote.

19. Travel and childcare costs, where they occur over and above what would ordinarily be incurred and / or provided, will be paid to partners from the voluntary and independent sectors to enable them to participate fully in the work of the partnership. This includes the work of the partnership's sub groups.

### **E-Network**

20. Where decisions cannot be taken at a meeting, partners will be expected to contribute, where possible and appropriate, to an e-network enabling the dissemination of information and decision making via email. When this mechanism is employed emails will be clearly marked showing the requirement for a decision to be made.

### **Involving Children and Families**

21. Members and the organisations they represent are expected to ensure the active involvement of children and their families in their own work as well as that of the partnership. They must ensure children and their families' views and needs are considered, responded to and acted on where possible and appropriate. It is expected that members will provide evidence of this work.

### **Equal Opportunities**

22. Equal opportunities will underpin all work of the partnership and any prejudice and discrimination will be positively challenged.

### **Sub Groups**

23. There will be at least one representative from the partnership on all sub groups.

### **Complaints**

24. Any complaints relating directly to the work and processes of the partnership should be addressed to the Chairman of the Children and Young Peoples Partnership, The Chief Officer of the Directorate for Children and Young People in the first instance. If necessary the County Council's Complaints Procedure will be invoked.

## **AGE AT WHICH CHILDREN BECOME ELIGIBLE FOR FUNDED EARLY EDUCATION**

1. All children reaching their third birthday between 1<sup>st</sup> January and 31<sup>st</sup> March will become eligible for funding from the following summer term.
2. All children reaching their third birthday between 1<sup>st</sup> April and 31<sup>st</sup> August will become eligible for funding from the following autumn term.
3. All children reaching their third birthday between 1<sup>st</sup> September and 31<sup>st</sup> December will become eligible for funding from the following spring term.

Reception class places are available from the September following children's fourth birthdays.

A place at an LA nursery does not guarantee admission to the school to which the nursery is attached. A place in a reception class at a school with an LA nursery attached is not dependent on attending the nursery beforehand.

## **ADMISSIONS TO LOCAL AUTHORITY NURSERY UNITS AND PRE-SCHOOL APPROVED SETTINGS**

Children will be admitted to LA nurseries from the term following their third birthday using the following criteria in priority order:

- 1) Medical or social grounds highlighted by appropriate agencies, such as Looked After Children, Gwent Health Care or Social Services and children identified as having exceptional Special Educational Needs at the time that the application for admission is made.
- 2) Sibling priority; for siblings already in the nursery unit (not in the main school) at the time of admission. For these purposes siblings will be treated as meaning children living in the same household. (In the case of Magor VA Primary School, priority is given to children with siblings in attendance at the school).
- 3) Geographical proximity – After taking account of categories (1) and (2), priority will be based on closeness to the preferred nursery measured by the most direct route by road. Measurements will be undertaken using a Digital Information Mapping system. Places for children living Out of County will be allocated on condition that their LA have cross border funding arrangements in place with Monmouthshire LA and are in agreement with placements.

If a parent is refused a place at nursery, parents do not have a right to appeal against the decision.

Details of nursery provision and application forms can be obtained from the Headteacher of the relevant school or from the Nursery Admissions Officer on 01633 644534.

When submitting an application, parents will be asked to provide their child's birth certificate to verify the date of birth and any appropriate document considered necessary to verify the home address.

The Early Years Development and Childcare Partnership have a responsibility to ensure that a half time (minimum 2 hours), good quality Early Education place is available to those parents who choose it for their children from the beginning of the term following their third birthdays. There are a wide range of places available in LA and Approved Non-Maintained Settings (places subject to availability). A number of settings work together to provide wrap around care e.g. playgroups offering lunch clubs followed by LA nursery places (see pages 25-29 for information).

Applications to attend non-maintained approved nurseries, playgroups or cylchoedd meithrin can be obtained directly from the settings.

Further information is available from the Children and Family Information Service at County Hall, on 01633 644527 or [www.monmouthshirecfis.org.uk](http://www.monmouthshirecfis.org.uk), or the Nursery Admissions Officer on 01633 644534.

## **FOUNDATION PHASE**

The Foundation Phase Framework for Children's Learning from 3 to 7 years is a statutory document which explains the skills and range that children in this age range are required to undertake. It encompasses all learning, building upon and extending previous learning experiences, knowledge and skills of the child. The seven Areas of Learning are Personal, Social Development, Well-Being and Cultural Diversity; Language, Literacy and Communication Skills; Mathematical Development; Welsh Language Development; Knowledge and Understanding of the World; Physical Development and Creative Development. In Welsh medium settings there are only six Areas of Learning as the Foundation Phase is delivered through the medium of Welsh. Religious Education is a statutory requirement from the age of 5.

At this stage the foundations for all subsequent learning are established. Children learn best when they feel happy, safe and secure in their learning environment. This is achieved through experiential, practical, active learning where thinking and application of skills enable growth in learning.

This fundamental principle of active/play based learning both indoors and outdoors can only be achieved where a dedicated team is in operation. Every practitioner is intensively involved in planning, assessing and reporting children's needs and progress over all seven areas of the curriculum. This ensures the children have opportunities to develop and extend their linguistic and communication skills, allowing them to investigate, explore, problem solve and think creatively. The practitioners should be able to facilitate children's learning, beginning with the skills and knowledge that the children already have. The practitioners will lead, develop ideas, teach concepts, skills and knowledge, role model, play alongside, scaffold, intervene appropriately and work as part of a team. The observations recorded regularly about children's progress will be used at team meetings to inform the next planning cycle.

Further information can be obtained from the Welsh Assembly website:

[http://wales.gov.uk/topics/educationandskills/earlyyearshome/foundation\\_phase/](http://wales.gov.uk/topics/educationandskills/earlyyearshome/foundation_phase/)

The EYDCP / LA provides training on the Foundation Phase. Examples of recent training:

Welsh Phase One and Two Training for Non-Maintained Settings  
Foundation Phase Module Training (Module 2, 3 &3a, 4, 5&5a, 6 and 7)

Take-up of training and Estyn Inspection Reports are regularly monitored by the Training and Provision Subgroup and reported to the EYDCP.

## **SERVICE SPECIFICATION AGREEMENT**

All Non-Maintained Providers of Early Education in Monmouthshire agree to abide by and sign a Service Specification Agreement. From April 2011 this will be on a three yearly basis which can be terminated by either party with six weeks notice unless there is a fundamental breach of the agreement, in which case it can be terminated with immediate effect (e.g. withdrawal of CSSIW registration). Where a significant change occurs within settings a six month provisional agreement will be put in place whilst monitoring is carried out. The Service Specification Agreement will be reviewed annually.

### **Aims of Service**

1. To ensure that all children whose parents request it have access to part time quality early education places from the term following their third birthday, in line with Monmouthshire's Early Years Development Policy.
2. To ensure clarity and consistency within the early years' curriculum and to promote best practice through the Foundation Phase Framework for Children's Learning for 3 to 7 year olds in Wales.
3. To ensure the provision of high quality day care and pre-school settings, including services for children with additional educational needs.
4. To promote early identification and appropriate intervention for children with additional educational needs, including support for the transition between early years settings and school.
5. To ensure the provision of equal opportunities.
6. To encourage good transition links through the development of close working relationships across settings and receiving educational establishment.

## **CRITERIA TO BE MET FOR PROVISION OF SERVICES**

### **Provision**

- To be registered and inspected by Care Social Services Inspectorate Wales and abide by their regulations. **NB – Failure to ensure continuity of registration with CSSIW will result in immediate withdrawal of approved status.** Sessional / Full Day Care regulations can be found on the CSSIW website ([www.cssiw.org.uk](http://www.cssiw.org.uk)).
- To provide a **minimum** of 10 hours good quality educational provision per week during school term time. I.e. 39 weeks of the year including closure for up to 5 training days.
- To provide sessions of a minimum of two hours duration on a **daily** basis unless exceptional circumstances do not allow for it e.g. if sufficient parents do not request it.
- To receive and act upon regular professional advice, support and visits from representatives of the LA (Early Years Network Co-ordinators) and the EYDCP.
- To undergo regular inspection of funded early educational provision by Estyn.
- To agree with LA Early Years Network Co-ordinators post inspection action plans, setting targets to address recommendations within an agreed time scale.
- All children must have access to a stimulating, safe and secure outdoor learning environment during every session.

NB – Those settings that are defined as Welsh Medium provision should ensure an early emphasis on children's acquisition of Welsh language.

### **Curriculum Planning and Assessment**

- To make appropriate provision for all children using the Foundation Phase Framework for Children's Learning for 3 to 7 year olds in Wales through an active learning play based methodology across all the areas of learning.
- To undertake effective planning identifying the skills being developed following the children's interests and building on their current skills.
- To undertake formal assessments of each child using the Monmouthshire Pre-School Transition Record and in the future the statutory Foundation Phase Assessment Profile. (Which will replace the Monmouthshire Transition Record) This should be passed (with written consent from parents) to the next educational establishment.
- To undertake effective assessment through observation and to use the information to inform future planning and build individual children's profiles.

- To develop a system of continuous self-evaluation with support from Early Years Network Co-ordinators which will be discussed annually.

### **Training and Professional Development**

- To access training to support the continuous professional development of **all** staff through the LA, EYDCP, WPPA, MYM or other appropriate organisations.
- To identify a Child Protection Co-ordinator who will undertake Child Protection training on a regular basis.
- To ensure that staff regularly access training in accordance with CSSIW regulations e.g. Safeguarding / Child Protection, Safer Moving & Handling, Food Hygiene and First Aid.
- A representative from each setting to attend cluster sessions held by the LA to share good practice and reinforce new initiatives.
- All staff must attend the Foundation Phase Training provided by the LA.
- Develop a system of performance management with all staff at the setting with support from LA.

**NB. The EYDCP monitors take up of training through the Training and Provision Subgroup. Failure to attend cluster training sessions relating to children’s education in the Foundation Phase will result in the EYDCP reviewing your approved status.**

### **Additional Educational Needs**

- To fulfil your legal obligation to abide by the SEN Code of Practice for Wales on the early identification of children with Additional Educational Needs. CSSIW minimum standards state that:

The physical environment is, as far as is reasonable, suitable for children with disabilities. Children with special needs have access alongside their peers to the facilities, activities and play opportunities provided whenever reasonable, in order to promote their welfare and development.

- To identify a member of staff to take responsibility for the role of Additional Educational Needs Co-ordinator.
- To seek support when necessary from the Early Years AEN Transition Co-ordinator (with permission from parents).

### **Equal Opportunities**

- To promote equality of access and opportunity for all children, regardless of gender, disability, ethnicity, religion, AEN or language.

### **Partnership Arrangements**

- To advise the Early Years Development and Childcare Partnership of any changes in the ownership, management personnel or facility i.e. to the setting, committee or building. Where there are significant changes in ownership, management, staffing or premises of a setting, approved provider status will be reviewed by the EYDCP immediately and continuously through the first six-month period following the commencement of the new arrangement. Failure to reach or maintain appropriate standards or provision will result in the withdrawal of approved status.
- To ensure all staff have current enhanced Criminal Records Bureau (CRB) checks that are renewed every three years. (CRB checks are not transferable between settings). Failure to do so may affect your approved status. Further information can be found on the CSSIW website ([www.cssiw.org.uk](http://www.cssiw.org.uk)).
- To receive from the LA notification of any changes in its Early Years Team directly involved with the setting.
- To assist the LA / EYDCP in ensuring continuous improvement of the quality of the service that it provides. It is a requirement of this agreement that the setting responds to requests for oral or written information relating to the provision of early education.
- To ensure that the settings employees are formally made aware of the aims and objectives of this agreement through staff meetings and reviews.
- For settings and the EYDCP to agree the Service Specification Agreement on a 3 yearly basis, except where a fundamental break occurs – e.g. withdrawal of CSSIW registration or where either party gives six weeks notice of termination of agreement. Where a significant change occurs within settings a provisional six month agreement will be put in place whilst monitoring is carried out.
- To have regard for the Monmouthshire's Children and Young People's Policy.

### **Funding Arrangements**

- The EYDCP has a responsibility to ensure that sessional, good quality early education places are available to those parents who choose it for their children from the beginning of the term following their third birthdays (for this purpose the Welsh Assembly Government defines term dates as starting 1<sup>st</sup> January, 1<sup>st</sup> April and 1<sup>st</sup> September).

- Through Monmouthshire's Early Years Development Policy, each approved non-maintained setting will be funded for the number of eligible children in attendance, multiplied by the number of sessions they attend in a week, up to a maximum of five part-time sessions each (one per day). Funding will only be made available at either an approved non-maintained setting **or** an LA nursery.
- The level of funding for non-maintained settings will be set and reviewed annually by the EYDCP, having regard to the level of funding available from the Local Authority. The funding is set at £6.50 per session.
- Providers will be expected to provide sessions of a minimum of two hours duration on a **daily** basis unless exceptional circumstances do not allow for it e.g. if sufficient parents do not request it or if the premises are not available. The setting must offer provision for 39 weeks of the year including closure for up to 5 training days. If this is not possible then funding will be adjusted accordingly.
- Providers will be required to complete a claim form (invoice) detailing the children registered at the setting and confirming their dates of birth. Invoices must be received within three weeks of the start of term but should not be submitted prior to the beginning of each school term.
- Parents must not be asked to sign application forms prior to six weeks before the start of each school term.
- Providers will be required to verify the date of birth of the child by examination of the child's birth certificate.
- It is expected that providers obtain parental signatures to confirm that children are eligible.
- Providers will be funded once a term and the Authority will aim to pay a provider within three weeks of receiving the claim.
- There are no catchment areas for LA nurseries. Parents may choose either an LA or non-maintained approved setting in Monmouthshire.
- For the purpose of monitoring and efficient financial management of the Early Education Grant there will be no retrospective adjustments to funding (which is non transferable between settings). Therefore if children leave the provider (after the first three weeks of the start of term) the provider may keep the grant to maintain staffing levels for the rest of that term\*, but if children are admitted during the term, they will not affect the level of grant and parents will not incur any charge for the educational aspect of the provision. (\*This does not apply should a setting cease to be an approved provider mid way through a term).

- **In accordance with National Assembly Government guidance, providers may charge top-up fees for those elements of their provision i.e. extended childcare, which are in addition to the education element funded through the EYDCP. NB – All eligible children are entitled to a minimum of two hours free early education per day during term time.**
- Providers are required to certify that they are meeting the requirements of the current Early Years Development Policy.
- Cross Border Funding arrangements have been negotiated with Torfaen, Blaenau Gwent, Newport and Powys. Monmouthshire also has agreements with Herefordshire and Gloucestershire but this only applies to specific geographical areas (contact the Pre-School Admissions Officer for further information) Parents residing outside Monmouthshire who wish to claim Early Education Grants for their Children to attend Monmouthshire settings should in the first instance contact their home authority. Parents and providers should then confirm the availability of funding from Monmouthshire before submitting an application. **(NB. funding is not available for LA areas other than those specified above).**
- The forms (invoices) submitted by the provider will be subject to checks by the Local Authority to verify the total claims against the pupil details on every claim. Audit checks undertaken on claims will include checking that:
  - (i) The parent of the child has declared that the child is resident in Monmouthshire or in negotiated cross border funded areas.
  - (ii) The child is eligible by birth date.
  - (iii) The child is attending non-maintained sessions, which are not in addition to attendance at an LA nursery.
- The Authority will continue to fund LA settings.
- Where the local authority suspects fraudulent practice it reserves the right to view evidence in both non-maintained and LA settings of information relating to the name, address and date of birth of funded pupils to ensure that details provided are correct. Should fraudulence be proved the local authority will require repayment of the grant.
- Transport costs for children below school age, i.e. those in LA nurseries or non-maintained approved early years settings, will not be paid as it is not a statutory duty of the LA and it is a policy of the Monmouthshire EYDCP to ensure that an early education place exists within reasonable distance of the homes of funded children.
- If all funds are not distributed or claimed, any surplus will be used to supplement training and/or administration costs at the discretion of the EYDCP.

- Monmouthshire EYDCP will monitor take up of places on a termly basis and report the EYDCP / CYPP on an annual basis. The reports will provide a breakdown of places available and take up in each geographical area in both LA and Non-Maintained Approved Settings and identify settings within Community First, Sure Start and Flying Start areas. New settings for approval in specific geographical areas will be sought where there is identified need for additional places. This is to ensure quality of provision and to provide the 10% support of a qualified teacher as required by the Welsh Assembly Government in existing approved settings. The EYDCP must ensure value for money by ensuring that surplus places are not created.
- Geographical area refers to each of the four main towns in Monmouthshire and their surrounding areas. Occasionally this may also refer to specific areas such as rurally isolated areas or identified areas of deprivation such as Community First, Sure Start and Flying Start areas.

### **Termination of Agreement**

- Both the EYDCP and settings must give 6 weeks written notice of an intention to terminate this agreement.
- **Where there is a fundamental breach of this agreement then the notice period will be waived entirely and approval will be withdrawn with immediate effect.**

## **Failure to Comply**

**Any fundamental breach of the Service Specification Agreement will result in immediate withdrawal of approved status. The EYDCP reserves the right to withdraw approved status immediately if it considers that the standard of care falls below the requirements of the CSSIW minimum standards or fails to ensure the safety, care and well-being of children.**

**Failure to comply with any or all parts of this agreement will result in the EYDCP reviewing and where necessary withdrawing the approved status of the provider.**

The process for this action is as follows:

- (i) If a situation arises where a setting is failing to comply with the service specification agreement attention will initially be drawn to it by the assigned Early Years Network Co-ordinator (verbally and through a written report).
- (ii) Support will be offered from Early Years Network Co-ordinators to help rectify the problem. Timescales and targets will be set to help in this process. If targets are not met within the agreed timescales, representatives nominated by the EYDCP will visit to ascertain progress.
- (iii) If it is agreed that the targets have not been met within the agreed timescales written notification will be sent to the setting from the EYDCP informing them of the intention to review the settings approved status.
- (iv) A date will be arranged for the review and parents of funded children attending the setting will be informed in writing.
- (v) The review will take the form of a meeting of a panel of EYDCP members (the Training and Provision Subgroup including Early Years Network Co-ordinators and representatives from the relevant umbrella organisations). The setting will be invited to send representatives and those representatives may make representation to the panel.
- (vi) The panel will make a recommendation which will be considered by the full EYDCP and may be to offer support / further time for improvement or to withdraw support. No further meeting will take place at this stage and the decision of the EYDCP will be final.
- (vii) The setting will receive written confirmation from the EYDCP of their decision which may be to allow further time or to withdraw approval. Parents of children receiving the Early Education Grant will also be informed in writing should approval be withdrawn.
- (viii) If approval is not withdrawn the EYDCP reserve the right to continue monitoring and setting targets. If targets are not met then the review process set out under paragraph iii to vi will again be followed.

## **APPROVAL OF NEW EARLY EDUCATION PROVIDERS**

New settings are approved when a need for places has been identified within a specific geographical area.

Geographical areas generally refer to Chepstow, Caldicot, Monmouth and Abergavenny and their surrounding rural areas. It may occasionally refer to specific areas particularly within Community First, Sure Start and Flying Start areas. Community First area refers to defined areas around Deri View Primary and Ysgol Y Fenni which are also Sure Start and Flying Start areas. Other Sure Start areas can be found in West End (Caldicot) and Thornwell (Chepstow). Flying Start can also be found in a small area of Overmonnow (Monmouth).

Take up of early education places is carefully monitored on a termly basis to ensure that there are sufficient places in each geographical area and that value for money is achieved by the avoidance of excessive surplus places. The results of the monitoring process will be reported annually to the EYDCP and the CYPP.

### **Procedure for Approving New Settings**

1. If an interest in becoming an approved provider is demonstrated then the setting will need to complete an Expression of Interest Proforma. This will be kept on file pending the identification of need of Early Education places in that area. In the interim the setting will be signposted to the Estyn and CSSIW websites ([www.estyn.gov.uk](http://www.estyn.gov.uk) / [www.cssiw.org.uk](http://www.cssiw.org.uk)) in order to access relevant information to support the approval process.
2. Where a need for places is identified within a specific geographical area all existing settings who are registered with CSSIW will be invited to complete an updated Expression of Interest proforma. Additional information will be made available to support settings in drawing up a Self Evaluation Report.
3. On receipt of the above proforma(s) and Self Evaluation Report(s) a subgroup of the EYDCP will consider whether the request meets the conditions of the Service Specification Agreement and will then inform the full EYDCP of the shortlist of applicants.
4. If the EYDCP accept the Expression(s) of Interest(s) shortlisted setting(s) will be contacted by the EYDCP Co-ordinator in order to arrange for representatives of the EYDCP (which may include a member of an independent external agency) to carry out the assessment process.
5. An individual report(s) will be produced on each assessment and will be returned to the relevant setting(s) who will then be invited to respond to the findings.
6. From the information gathered (including report responses from assessed settings), the Subgroup will make a recommendation to the full EYDCP on whether to grant provisional approved status to one or more settings.

7. If the application(s) for approval is(are) accepted by the EYDCP provisional approval status will be granted. Provisional approved status will enable the setting to provide early education to eligible three and four year olds and claim the Early Education Grant. Estyn will be informed immediately. Full approval will only be achieved following a successful Estyn Inspection Report.

## **THE CHILDREN AND FAMILY INFORMATION SERVICE**

Each Local Authority is required by the Welsh Assembly Government to have a Family Information Service. An advice line is available that offers information on activities and providers for children and young people. Parents and carers can access the Children & Family Information Service through email, website and social media.

The information that is held by the Children & Family Information Service includes:

Early Years Education, Childcare, Leisure Activities, Events for Families Parent and Toddler Groups, A to Z of Services for Children and Families, Parenting, Monmouthshire Projects and more.

Tel: 01633 644527

Email: [info@monmouthshirecfis.org.uk](mailto:info@monmouthshirecfis.org.uk)

Web: [www.monmouthshirecfis.org.uk](http://www.monmouthshirecfis.org.uk)

Parenting Mini-Site: [www.monmouthshirecfis.org.uk/parenting](http://www.monmouthshirecfis.org.uk/parenting)

Twitter: [www.twitter.com/MonFamilies](https://www.twitter.com/MonFamilies)

Facebook: [www.facebook.com/MonCFIS](https://www.facebook.com/MonCFIS)

**CURRENT MEMBERSHIP OF THE EYDCP**

<p><b>ClIrr Liz Hackett Pain (Chairman)</b>          Cabinet Member for Children and Young People          Monmouthshire County Council          Tel: 01633 644644          E-mail: <a href="mailto:lizhackettpain@monmouthshire.gov.uk">lizhackettpain@monmouthshire.gov.uk</a></p>	<p><b>Ann Jones (Vice Chair)</b>          Principal Librarian          Directorate for Regeneration and Culture          Monmouthshire County Council          Tel: 01291 636390          E-mail: <a href="mailto:annjones@monmouthshire.gov.uk">annjones@monmouthshire.gov.uk</a></p>
<p><b>Liz Humphrys (Co-ordinator)</b>          Principal School Improvement Officer          Directorate for Children and Young People          Monmouthshire County Council          Tel: 01633 644552          E-mail: <a href="mailto:lizhumphrys@monmouthshire.gov.uk">lizhumphrys@monmouthshire.gov.uk</a></p>	<p><b>Susan Hall</b>          Early Years Finance Manager          Directorate for Children and Young People          Monmouthshire County Council          Tel: 01633 644461          E-mail: <a href="mailto:susanhall@monmouthshire.gov.uk">susanhall@monmouthshire.gov.uk</a></p>
<p><b>Canon Keith Denison</b>          School Governor Representative  <a href="mailto:keithdenison@churchinwales.org.uk">keithdenison@churchinwales.org.uk</a></p>	<p><b>Bernadette Byrne</b>          Regional Executive Officer          Wales Pre-School Providers Association          E-mail: <a href="mailto:Bernadetteb@walesppa.org">Bernadetteb@walesppa.org</a></p>
<p><b>Kevin Morgan</b>          Childcare Development Officer          Clybiau Plant Cymru Kids' Clubs          E-mail: <a href="mailto:kevinm@clybiauplantcymru.org">kevinm@clybiauplantcymru.org</a></p>	<p><b>Jen Dafis</b>          Co-ordinator for Cardiff, Newport and          Monmouthshire          Mudiad Ysgolion Meithrin          E-mail: <a href="mailto:Jen.dafis@mym.co.uk">Jen.dafis@mym.co.uk</a></p>
<p><b>Amy Davidson</b>          Jobcentre Plus          E-mail: <a href="mailto:amy.davidson@jobcentreplus.gsi.gov.uk">amy.davidson@jobcentreplus.gsi.gov.uk</a></p>	<p><b>Maggie Teague</b>          Headteacher          Deri View Primary School          Tel: 01873 735010          E-mail: <a href="mailto:maggieteague@monmouthshire.gov.uk">maggieteague@monmouthshire.gov.uk</a></p>
<p><b>Beth Watkins</b>          Flying Start/Language and Play Project Manager          Directorate for Children and Young People          Monmouthshire County Council          Tel: 07810055815          E-mail: <a href="mailto:bethwatkins@monmouthshire.gov.uk">bethwatkins@monmouthshire.gov.uk</a></p>	<p><b>Sally Stevens</b>          Gwent Health Representative  <a href="mailto:sally.stevens@gwent.wales.nhs.uk">sally.stevens@gwent.wales.nhs.uk</a></p>

<p><b>Clair Evans</b>  ICC and Sure Start Project Manager  Directorate for Children and Young People  Monmouthshire County Council  Tel: 07884115022  E-mail: <a href="mailto:clairevans@monmouthshire.gov.uk">clairevans@monmouthshire.gov.uk</a></p>	<p><b>Tracey Allison</b>  Head of Children’s Services  Directorate for Social and Housing Services  Monmouthshire County Council  Tel: 01633 644571  E-mail: <a href="mailto:traceyallison@monmouthshire.gov.uk">traceyallison@monmouthshire.gov.uk</a></p>
<p><b>Julia Rennie</b>  Puddle Ducks Day Nursery  Tel: 01291 690065  E-mail: <a href="mailto:puddle_ducks@btconnect.com">puddle_ducks@btconnect.com</a></p>	<p><b>Craig Sulway</b>  Play Development Officer  Directorate for Children and Young People  Monmouthshire County Council  Tel: 01633 644540  E-mail: <a href="mailto:craigsulway@monmouthshire.gov.uk">craigsulway@monmouthshire.gov.uk</a></p>
<p><b>Victoria Hughes</b>  Parent Representative  Monmouthshire Parenting Network  E-mail: <a href="mailto:miranda.thomason@gavowales.org.uk">miranda.thomason@gavowales.org.uk</a></p>	<p><b>Cllr Linda Guppy</b>  Elected Member for Rogiet  Children and Young People’s Select Committee  Monmouthshire County Council  Tel: 01291 422460  E-mail: <a href="mailto:lindaguppy@monmouthshire.gov.uk">lindaguppy@monmouthshire.gov.uk</a></p>

**LISTS OF LOCAL AUTHORITY NURSERIES AND NON-MAINTAINED SETTINGS**

**Local Authority Maintained Nursery Units**

Monmouthshire County Council has eleven nursery units attached to mainstream schools. The Authority maintains these nurseries that provide free part time early education for pupils from the term following their third birthday, if there are spaces available. Children are required to attend for five morning or five afternoon sessions a week during term time.

<p><b>CANTREF NURSERY</b>  <b>01873 854697</b>            Cantref Primary School,            Harold Road, Abergavenny, NP7 7DG            Headteacher: Mrs Bolster            Times: 9am - 11.30am            Registered for 30 places</p>	<p><b>DERI VIEW NURSERY</b>  <b>01873 735018</b>            Deri View Primary School            Llwynu Lane, Abergavenny, NP7 6AR            Headteacher: Mrs Teague            Times: 9am - 11.30am and 12.30pm - 3pm            Registered for 120 places  <b>Situated in a Community First, Flying Start            and Sure Start area</b></p>
<p><b>DURAND NURSERY</b>  <b>01291 422296</b>            Durand Primary School            Alianore Road, Caldicot, NP26 4DF            Headteacher: Mrs Waters            Times: 9.05am - 11.35am and 12.35pm - 3.05pm            Registered for 60 places</p>	<p><b>KYMIN VIEW NURSERY</b>  <b>01600 712927</b>            Kymin View Primary School            Wyesham, Monmouth, NP25 3JT            Headteacher: Mrs Gooding            Times: 9.10am - 11.40am            Registered for 60 places</p>
<p><b>MAGOR NURSERY</b>  <b>01633 880327</b>            Magor Primary School            Sycamore Terrace, Magor, NP26 3EG            Headteacher: Mr Atwell            Times: 9.05am - 11.35am and 12.45pm - 3.15pm            Registered for 60 places</p>	<p><b>OVERMONNOW NURSERY</b>  <b>01600 713458</b>            Overmonnow Primary            Rockfield Road, Monmouth, NP25 5BA            Headteacher: Mr Williams            Times: 9am - 11.30am            Registered for 60 places  <b>Situated in a Flying Start area</b></p>
<p><b>PEMBROKE NURSERY</b>  <b>01291 622310</b>            Pembroke Primary School            Fairfield Road, Bulwark, Chepstow, NP16 5JN            Headteacher: Mr Keeble            Times: 9.10am - 11.40am and 12.40pm - 3.10pm            Registered for 60 places</p>	<p><b>THORNWELL NURSERY</b>  <b>01291 623390</b>            Thornwell Primary School            Thornwell Road, Bulwark, Chepstow, NP16 5NT            Headteacher: Mrs Davies            Times: 9.15am - 11.45am and 1pm - 3.30pm            Registered for 60 places  <b>Situated in a Sure Start area</b></p>

<p style="text-align: center;"><b>WEST END NURSERY</b>  <b>01291 420428</b>  West End Infants School  Masefield Road, Caldicot, NP26 3JY  Headteacher: Mrs Bray  Times: 9am - 11.30am  Registered for 60 places  <b>Situated in a Sure Start area</b></p>	<p style="text-align: center;"><b>UNDY NURSERY</b>  <b>01633 880021</b>  Undy Primary School  Pennyfarthing Lane, Undy, NP26 3LZ  Headteacher: Mr Gunn  Times: 9am - 11.30am and 12.30pm - 3pm  Registered for 60 places</p>
<p style="text-align: center;"><b>Y FFIN NURSERY</b>  <b>01291 420331</b>  Ysgol Y Ffin  Sandy Lane, Caldicot, NP26 4NQ  Headteacher: Mrs Ebo  Times: 9.15am - 11.45am  Registered for 30 places</p>	

**Non-Maintained Provision**

Monmouthshire has a wide choice of early education provision across the County. As well as the eleven Local Authority maintained nurseries, there are also a number of private day nurseries, pre-preparatory schools, playgroups, crèches and cychoedd meithrin (playgroups using the medium of Welsh). Some settings offer wrap around care such as lunch clubs enabling children to access day care through a combination of playgroup, lunch clubs and LA nursery provision.

The following settings are approved providers of early education. This means that they follow the Foundation Phase and are inspected by Estyn to ensure that the education they offer reaches the required standard. Settings situated in Community First, Sure Start and Flying Start areas are indicated within individual details.

In order to receive Early Education Grants when they become eligible, children must attend one of these approved settings. At present, the funding available is £6.50 per session for 5 sessions a week, as long as these sessions are on different days. Each session is 2 – 2 ½ hours long. Children become eligible for early education funding from the term following their third birthday. Term dates are defined as beginning September 1<sup>st</sup>, January 1<sup>st</sup> and April 1<sup>st</sup>. The Early Education Grant is only payable from the term following children’s third birthdays until the September following their fourth birthday.

**Approved Private Day Nurseries, Crèches & Pre-Preparatory Schools**

<p><b>ABACUS DAY NURSERY</b>  <b>01873 856031</b>                  26 Lion Street, Abergavenny, NP7 5NT                  Contact: Sarah Storey                  Opening Times: 7.40am - 5.30pm                  Charges: £34 per day (other sessions available)                  Age range: 0 - 8 years +                  Registered for 32 places</p>	<p><b>AGINCOURT NURSERY</b>  <b>01600 713970</b>                  Dixton Lane, Monmouth, NP25 3SY                  Contact: Mrs Thomas                  Opening Times: 9am - 12pm, 12.30pm - 3.30pm                  Charges: 5 sessions per week per term = £1,446                  Age range: 3 - 4 years                  Registered for 28 places</p>
<p><b>MATHERN DAY NURSERY</b>  <b>01291 622007</b>                  The Old School, Mathern, Chepstow, NP16 6JH                  Contact: Amanda Gore                  Opening Times: 7am - 6pm                  Charges: £18.50 per session                  Age range: 6 weeks - 4 years                  Registered for 36 places</p>	<p><b>MONMOUTH MONTESSORI NURSERY</b>  <b>01600 772213</b>                  The Old School, Llangattock-Vibon-Avel,                  Monmouth, NP25 5NG                  Contact: Rosemary Whaley                  Opening Times: 9am - 1pm, 1pm - 3.30pm                  Charges: £20 per session, £30 per day                  Age range: 2 - 4 years                  Registered for 40 places</p>
<p><b>NEVILL HALL CRECHE</b>  <b>01873 732665</b>                  Lower Ground Floor, Bron Haul, Nevill Hall                  Hospital, Brecon Road, Abergavenny, NP7 7EG                  Contact: Elaine White                  Opening Times: 8.30am - 5.30pm                  Charges: £17.50 PT, £33.50 per day                  Age range: 12 weeks - 4 years                  Registered for 42 places</p>	<p><b>PUDDLE DUCKS NURSERY</b>  <b>01291 690065</b>                  Station Road, Raglan, NP15 2EP                  Contact: Julia Rennie                  Opening Times: 8.30am - 5.30pm                  (times available from 8am - 6pm)                  Charges: £32.50 per day (other sess. available)                  Age range: 3 months - 4 years                  Registered for 65 places</p>
<p><b>RIVERSIDE NURSERY SCHOOL</b>  <b>01291 626500</b>                  11 Lower Church Street, Chepstow, NP16 5HJ                  Contact: Karren Moore                  Opening Times: 8am - 6pm                  Charges: £33.50 per day (other sess. available)                  Age range: 18 months - 4 years                  Registered for 20 places</p>	<p><b>ST JOHN'S ON THE RACECOURSE DAY NURSERY</b>  <b>01291 624893</b>                  Chepstow Racecourse, Wye Valley Road,                  Chepstow, NP16 6BE                  Contact: Nikki Strachan                  Opening Times: 8am - 6pm                  Charges: £19.25 per session                  Age Range: 3 months - 4 years                  Registered for 18 places</p>
<p><b>TINY BEGINNINGS DAY NURSERY</b>  <b>01600 772850</b>                  Howells Place, Monmouth, NP25 3ED                  Contact: Bridget Reeves/Kate Guy-Coombes                  Opening Times: 8am - 6pm                  Charges: Prices vary                  Age Range: 0 - 8 years                  Registered for 32 places</p>	

**Approved Playgroups / Cylchoedd Meithrin**

<p><b>ALPHABET PLAYGROUP</b>  <b>07826 639042</b>            Undy Primary School, Pennyfarthing Lane, Undy,            NP26 3LZ            Contact: Christine Wright            Opening Times: 9am - 11.30am, 12.30pm - 3pm  <i>also lunch club 11.30am - 12.30pm,</i>            early start from 8.30am            Charges: From £7 per session            Age range: 2 ½ - 5 years            Registered for 20 places per session</p>	<p><b>BLUEBELLE NURSERY</b>  <b>07778 962724</b>            The Recreation Hall, Manor Way, Portskewett,            Near Caldicot NP26 5TQ            Contact: Bev Rees            Opening Times: 9.30am - 12pm            Charges: £7 per session            Age range: 2 ½ - 4 years            Registered for 26 places</p>
<p><b>BUSY BODIES AT TRELLECH</b>  <b>01600 860298</b>            Babington Centre, Trellech, Monmouth            NP25 4PA            Contact: Tracy Price            Times: 9.30am - 12pm            Charges: £6.50 per session            Age range: 2 ½ - 4 years            Registered for 24 places</p>	<p><b>CHEPSTOW LEISURE CENTRE PLAYGROUP</b>  <b>01291 635745</b>            Welsh Street, Chepstow, NP16 5LR            Contact: Karen Isaac            Times: 9.30am - 12pm Mon - Thurs            Charges: £6.50 per session            Age range: 2 ½ - 4 years            Registered for 24 places</p>
<p><b>CROSS ASH UNDER 5'S</b>  <b>01873 821846</b>            Cross Ash Village Hall, Cross Ash,            Abergavenny NP            Contact: Gail Harding            Times: 9.30am - 12.30pm Mon, Wed - Fri  <i>also lunch club 12.30pm - 1.15pm</i>            Charges: From £7 per session            Age range: 2 ½ - 4 years            Registered for 24 places</p>	<p><b>CYLCH MEITHRIN Y FENNI</b>  <b>01873 859996</b>            Ysgol Y Fenni, St. David's Road, Mardy            Abergavenny, NP7 6HF            Contact: Nicola Brookes            Times: 9.15am - 11.45am            also 12.30pm - 3pm Mon, Tues, Thurs            Charges: £7 per session            Age range: 2 ½ - 4 years            Registered for 26 places  <b>Situated in a Flying Start and            Community 1<sup>st</sup> area</b></p>
<p><b>HOPSCOTCH NURSERY</b>  <b>07935 335663</b>            Gilwern Primary School, New School Road,            Gilwern, Abergavenny NP7 0AY            Contact: Sandra South            Times: 9am - 12pm,            also 12.45pm - 3.15pm Mon &amp; Tues only            Charges: £7 am, £6.50 pm            Age range: 2 ½ - 4 years            Registered for 24 places</p>	<p><b>JACK &amp; JILL'S PRE-SCHOOL PLAYGROUP</b>  <b>01873 880948</b>            School Lane, Penperlleni NP4 0AH            Contact: Sarah Marshall            Times: 8.30am - 11.00am  <i>also lunch club 11.00am - 12.30pm</i>            Charges: £6.50 per session            Age range: 2 ½ - 4 years            Registered for 24 places</p>

<p><b>LADYBIRDS AT LLANVIHANGEL</b>  <b>01873 890416</b>  Llanvihangel Crucorney Primary School  Pandy, Abergavenny, NP7 8DL  Contact: Caroline Miles  Times: 9.30am - 12pm  Charges: From £6.00 per session  Age range: 2 - 4 years  Registered for 18 places</p>	<p><b>LITTLE STARS UNDER FIVES</b>  <b>07809 686917/ 01633 881816</b>  Leisure Centre Demountable, Mill Lane, Caldicot  Contact: Helen Williams  Times: 9.30am - 12pm  also 12.45pm - 2.45pm Mon - Thurs  Charges: £7 per session  Age range: 2 ½ - 4 years  Registered for 26 places</p>
<p><b>LLANDOGO EARLY YEARS</b>  <b>01291 689833/ 07786 831401</b>  Llandogo Millennium Hall, Llandogo, NP25 4SR  Contact: Rachel Davies  Times: 12.30pm - 3.15pm Mon - Tues  also 9am - 12pm Wed - Fri  Charges: From £6.00 per session  Age Range: 2 ½ - 4 years  Registered for 24 places</p>	<p><b>MITCHEL TROY PLAYGROUP</b>  <b>07914 388887</b>  Mitchel Troy Village Hall, Mitchel Troy  Nr. Monmouth, NP25 4HZ  Contact: Sue Davies  Times: 9.30am - 12pm  Charges: £6.50 per session  Age range: 2 ½ - 4 years  Registered for 24 places</p>
<p><b>MONMOUTH COMMUNITY UNDER FIVES</b>  <b>07901 722687</b>  Bridges Community Centre, Drybridge Park  Monmouth, NP25 5AS  Times: 9.15am - 11.45am  12.30pm - 3pm Mon - Thurs  Charges: £7.50 per session  Age range: 2 - 4 years  Registered for 24 places per session  <b>Situated in a Flying Start area</b></p>	<p><b>RAGLAN STEPPING STONES</b>  <b>01291 690684</b>  Raglan Primary School, Chepstow Road  Raglan, NP15 2EN  Contact: Ann Randel  Times: 9am - 12pm  Charges: £7 per session + registration fee  Age range: 2 ½ - 4 years  Registered for 24 places</p>
<p><b>RED ROBINS NURSERY</b>  <b>07544 583121</b>  Castle Park Primary School, Llanthony Close  Caldicot, NP26 4HN  Contact: Bev Bennett  Times: 9am - 11.30am, 1pm - 3.30pm  <i>also lunch club 11.30am - 12.30pm</i>  Charges: £7 per session  Age range: 2 ½ - 4 years  Registered for 24 places per session</p>	<p><b>SHIRENEWTON PLAYGROUP</b>  <b>07798 780971</b>  Shirenewton Recreation Hall, Shirenewton, Nr  Chepstow, NP16 6RQ  Contact: Beverly Lindsay  Times: 9.30am - 12.30pm  Charges: £9 per session  Age range: 2 ½ - 4 years  Registered for 24 places</p>

<p><b>ST ARVAN'S PLAYGROUP</b>  <b>07802 234689</b>  Memorial Hall, St Arvan's, Chepstow, NP16 5LZ  Contact: Carly Jones  Times: 9.45am - 12.15pm  Charges: £6.20 per session  Age range: 2 ½ - 4 years  Registered for 26 places</p>	<p><b>STEPPING STONES PRE-SCHOOL (MAGOR)</b>  <b>07851 829532</b>  Magor Primary School, Sycamore Terrace,  Magor, NP26 3EG  Contact: Leeann Davies/Sian Hickey  Times: 9.15am - 11.45am, 12.45pm - 3.15 pm  <i>also lunch club 11.45am – 12.45pm</i>  Charges: From £6.50 per session  Age range: 2 ½ - 4 years  Registered for 25 places</p>
<p><b>STICKY FINGERS UNDER FIVES</b>  <b>07906 218324</b>  Pen-Y-Clawdd and Llangovan Hall, Pen-Y-  Clawdd, Near Raglan  Contact: Amanda Bowen  Times: 9.15am - 12.15pm  <i>also lunch club 12.15pm - 1.15pm</i>  Charges: From £7.50 per session  Age range 2 ½ - 4 years  Registered for 24 places</p>	<p><b>SUNFLOWERS NURSERY</b>  <b>01291 673563/ 07807 898738</b>  Adult Education Centre Centre, Maryport Street,  Usk, NP15 1AB (behind Usk Library)  Contact: Christine Morgan  Times: 9.15am - 11.45am  (9am drop off possible by prior arrangement)  Charges: £6.50 per session  Age range: 2 - 4 years  Registered for 26 places</p>
<p><b>SUNSHINES PRE-SCHOOL</b>  <b>07944 900116 / 01873 852102</b>  Llanfoist Fawr Primary School, School Way.  Llanfoist, Abergavenny, NP7 9LS  Contact: Gaynor Thomas  Times: 9am - 12pm  1pm - 3pm (Tues and Thurs)  Charges: £7 per session  Age range: 2 ½ - 4 years  Registered for 26 places</p>	<p><b>TYMPERLEYS</b>  <b>01291 423745</b>  9 Sandy Lane, Caldicot  Contact: Veronica Johnson  Times: 9am - 12.15pm  1pm - 3.30pm Mon - Thurs  Charges: £8 per session  Age range: 2 ½ - 4 years  Registered for 10 places per session</p>
<p><b>USK NURSERY</b>  <b>07931 998523</b>  Old School Building, Monmouth Road  Usk, NP15 1SE  Contact: Wendy Scrivens  Times: 9am - 11.45am  <i>Also lunch club available in the summer term</i>  Charges: From £6.50  Age range: 2 ½ - 4 years  Registered for 24 places</p>	

**Private Settings (Not Approved for Early Education Funding)**

The following settings are also within Monmouthshire. They are private settings, however, and are not approved for Early Education funding by the Authority. Any charges, therefore, must be paid, in whole, by the parent or carer.

<p><b>BLUEBELLS PLAYGROUP</b>  <b>01291 628908</b>            Fairfield Road, Bulwark, Chepstow NP16 5AF            Contact: Lorraine Monger            Opening Times: 9am - 11.30am, Mon - Thur  <i>lunch club 11.30am - 1pm Mon, Wed, Thur</i>            Charges: £6.00 per session            Age range: 2 - 4 years            Registered for 18 places</p>	<p><b>BUTTERFLIES PLAYGROUP</b>  <b>01873 735024</b>            Deri View Primary School, Llwynu Lane,            Abergavenny, NP7 6AR            Contact: Caroline Davies  <i>Times: 9.30am -12pm (lunch club 12 - 12.30pm)</i>            Charges: £6 per session (+£1.50 lunch club)            Age range: 2 ½ - 4 years            Registered for 26 places  <b>Situated in a Flying Start, Sure Start and            Community 1<sup>st</sup> area</b></p>
<p><b>DAISY CHAINS COUNTRYSIDE CHILDCARE - USK</b>  <b>01291 672742</b>            Ton-Y-Bedw Farm, Coed-Y-Paen, Near Usk            Contact: Clare Price            Times: 7.30am - 6.30pm            Charges: From £36.50 per day            Age range: Birth to 4 years            Registered for 15 places</p>	<p><b>DAISY CHAINS CHILDCARE - CAERWENT</b>  <b>01291 423841</b>            Old School, School Lane, Caerwent, Nr Caldicot            Contact: Rebecca Simmonds            Times: 7.30am - 6pm            Charges: £36.50 per day            Age range: Birth to 4 years            Registered for 49 children</p>
<p><b>DESTINY'S CHILD DAY CARE</b>  <b>01600 772220</b>            Westbury House, Dixon Road, Monmouth            NP25 3PR            Contact: Elaine Mitchell            Opening Times: 8am - 6pm            Charges: £3.75 per hour            Age range: 3 months - 12 years            Registered for 42 places</p>	<p><b>GREENFIELD'S NURSERY</b>  <b>01633 889389</b>            Magor Court, Newport Road, Magor NP26 3BZ            Contact: Lynda Williams            Opening Times: 7.30am - 6pm            Charges: Vary            Age range: Birth - 4 years            Registered for 54 places</p>
<p><b>LITTLE ACORNS PLAYGROUP</b>  <b>07904 212135</b>            Thornwell Primary School, Thornwell Road            Chepstow, NP16 5NT            Contact: Rachel Llewelyn-Bennett            Times: 9.30am - 12pm Mon - Thur  <i>lunch club 12pm - 1pm available on demand</i>            Charges: From £5.50 per session.            Age range: 2 ½ - 4 years            Registered for 23 places  <b>Situated in a Sure Start area</b></p>	<p><b>LLANOVER DAY NURSERY</b>  <b>01873 880772</b>            Llanover Business Park, Llanover, Near            Abergavenny, NP7 9HA            Contact: Rachel Withey            Times: 8am - 6pm            Charges: £32 per day (other sessions available)            Age range: 0 - 4 years            Registered for 24 places</p>

<p align="center"><b>SUNNYBANK DAY NURSERY</b>  <b>01291 645771</b>  Regent House, Regent Way, Mounton Road,  Chepstow NP16 5BY  Contact: Sian Gregory  Times: 7.30am - 6pm  Charges: £34.50 per day (other sessions are available)  Age range: 0 - 4 years  Registered for 89 places</p>	<p align="center"><b>TINY TOTS PLAYGROUP</b>  <b>07884 206337</b>  Flying Start Demountable,  St. David's Rd, Abergavenny, NP7 6HF  Contact: Wendy Badham  Times: 9.15am - 11.45am, 12.30pm - 3pm  Charges: £6.50 per session  Age range: 2 - 4 years  Registered for 16 places per session  <b>Situated in a Communities First, Sure Start and Flying Start area</b></p>
<p align="center"><b>WIGGLES AND GIGGLES PLAYGROUP</b>  <b>01600 711954</b>  Flying Start Demountable  Overmonnow Primary School, Rockfield Road  Monmouth, NP25 5BA  Contact: Deanna Friend  Times: 9am - 11.30am, 12.30pm - 3pm  Charges: Free  Registered for 12 places per session  Age range: 2 - 3 years  <b>Situated in a Flying Start area</b></p>	

\*Please note that some of this information may have changed since this document was produced. For the most up to date information please contact the Children and Family Information Service (detailed on page 19).