



Statement of Purpose for Llantrisant

Introduction:

Welcome to Little Inspirations Day Nursery Ltd.

Little Inspirations Ltd was established in November 2003 and has been providing quality child care for over ten years. The company currently runs four childcare settings consisting of day nurseries and holiday schemes. Llantrisant was the first setting established in 2003. This setting is an award winning setting and is registered with CSSIW to provide care for children via a full day nursery and holiday scheme care. The setting is large self contained building set on one level suitable for wheelchair access. The setting is made up of the following play rooms; Baby room, toddler room, pre-school room. All the play rooms have access to a large secure garden that contains soft landing area, grass, patio, natural area and outside class room.

Registration body

Care Social Services Inspectorate for Wales (CSSIW). The Company will comply with Child minding and Day Care (Wales) Regulations 2002/2010 in line with the Children Act 1989 and, wherever possible, will exceed the minimum standards as set out by Care and Social Services Inspectorate Wales (2002)

Company Mission statement

'To provide a first class service based on a reputation of trust, honesty and commitment to excellence'

Aims and objectives of Little Inspirations day nursery

- To create a happy, safe, secure environment.
- To provide for the all round development of the child primarily through play.
- To provide a loving atmosphere where children feel safe and secure.
- To work in partnership with parents at all times in order to enhance the child's development.
- To liaise with other professionals in the best interests of the child.
- To cater for each child's individual needs and growth.

- To provide a homely and happy environment where children learn through child led activities that are both fun and educational.
- We will ensure that the individual's rights to equal opportunities are met regardless of race, religion, gender and ability.
- To encourage independence and a sense of responsibility.
- To provide the children with a highly trained team of staff.
- To encourage and provide staff with the latest training at all times in order to ensure that the children are receiving the highest standard of care.

Numbers, ages and sex of children whom care is provided

Here at Little Inspiration's day nursery we welcome all families and children from all Nationalities regardless of gender, culture, religion and special need. The setting is registered to provide care for 104 children under the age of eight. Children are assessed on stage ability rather than age ability.

Language

Little Inspirations provides care through the medium of English with incidental Welsh used throughout the setting. Little inspirations employs staff who speak Welsh and provide Welsh language training. The company has a Welsh Language policy and has signed up to the Welsh scheme.

Range of needs to relevant children to be met

Little Inspirations day nursery are fully aware that children all have individual needs and we tailor our service to the children's requirements. We welcome children with special needs and additional needs, if needed we will seek to train staff to ensure the standard care required is met.

Our aim is to offer the highest possible standard of care and security for all the children in our setting; we have to ensure that we are the best placement for each child and that we can provide the best possible care that each child requires, an assessment will be completed through pre-visits and enrolment forms. Promoting the health and well – being of the children we look after is our top priority.

Opening Hours:

Little Inspiration is open from 7.00 a.m. to 6.00 p.m. Monday to Friday. We are closed at weekends, Statutory Bank Holidays, including a one week period over the Christmas Holidays, i.e. we close at 1p.m on Christmas Eve and return back New Year bank holiday.

Staffing:

Little Inspirations implements and adheres to a strict recruitment and suitable person policies and procedures for all new staff it engages. All staff will have an Enhanced CRB and two current references. All senior staff are qualified to level three in child care and education and have or are working towards level five in child care and education.

All nursery nurses are qualified to level three in child care and education.

All nursery assistants are qualified to level two in childcare and education and working toward level three in childcare. Students and volunteers are a valuable asset to the setting but they will never be left unsupervised or counting into staff ratio.

Domestic and office staff also undertakes an enhanced CRB checks and may have daily contact with children but will not be left with the children.

The company has a training policy in place to ensure that staff have the current training for; First Aid, Food and Hygiene, Safe Guarding child protection and health and safety whilst ongoing developmental training is in place to keep up with the ever-changing legislation and procedures relevant to the childcare industry.

Staff Ratio

Little Inspirations will always work to exceed the recommended ratio

- 0 – 2 years: 1 member of staff to 3 children
- 2 – 3 years: 1 member of staff to 4 children
- 3 – 5 years: 1 member of staff to 8 children
- 5 – 8 years: 1 member of staff to 8 children

Facilities:

Little Inspirations Llantrisant comprises of a number of rooms which are designed specifically for the needs of the varying ages of children as follows:

Baby department:

This is divided into two areas. The first section is wet flooring for the children to have the opportunity for messy play and contains a dining area. The second section is a carpeted play area with a selection of equipment and toys suitable for age, stage and development. This department also has a self contained milk kitchen, changing room and a cot room. The room has access to the large outdoor area.

Toddler room

This has a large carpeted area which is divided into play areas such as book corner, home corner, construction and free play. This room has a side room which is a sensory room. The toddler has access to the large outdoor area. The toddler group also makes use of the large dining area for meals and snack time.

Pre-school room

This department has two large playrooms that are set up within the guidelines of Foundation Phase Curriculum. The rooms are made up of mixture of carpet and wet flooring areas. This allows the continuous provision to be consistent throughout both play rooms. The children have access to the large garden area and outside classroom. This is used in all weather and is a reflection of indoor activities. This room is registered with Estyn and has visits from advisory teacher once a month.

Additional facilities that the setting offers are:

- Separate nappy changing area,
- Separate toilet facilities for the children,
- Outdoor play area equipped for outdoor activities in any weather,
- Large, safe onsite car parking area for dropping off and collecting children.

Activities Offered:

The staff designs activities that follow the Foundation Phase principals. Children will be encouraged to join in activities that are suitable for their age, stage and ability. Whilst at the setting children will learn from hands on experience and experimenting, children will be able to lead and choose activities. The setting will supply continuous, enhanced and focused provision that will encourage the children to become independent learners.

The under two's will have access to activities that enhance the areas of development using SPLICE for guidance.

The over two's will have activities designed around the seven learning outcomes;

- Knowledge and Understanding of the World.
- Personal and Social Development, Well Being and Culture Diversity
- Language, Literacy and Communication skills
- Welsh development
- Mathematics Development
- Creative Development
- Physical Development – gross motor and fine motor.

Outings

The setting takes children on short outings and trips; if trips are planned we will follow our outings policy and adhere to staff children ratio. Parent consent will be obtained before any trip or outing.

Daily Routines

Here at Little Inspirations we firmly believe that young children feel happier and benefit from a simple and flexible routine.

Time	Activity
7.00 -8.30 am	Meet and greet children, self registration
8.30-9am	breakfast
9am-9.30	Register and information sharing time
9.30am-10.15	Activity time
10.15-10.45	Snack time/ brushing teeth
10.30-10.45	Toilet time
10.45-11.30	Activity time
11.30am-12pm	Lunch time
12.00pm-12.30pm	Sleep or quiet time
12.30pm 1pm	free play
1pm-1.30pm	Welcome afternoon children /register
1.30 pm	Activity time
2pm-2.15pm	First snack
2.15-3.30pm	Activity time
3.30-4.00pm	Tea time
4.30-5.00pm	Toilet time
5.00pm -6.00pm	Free play

The routine above is only a guideline. Due to the nature of the work, events may occur that force us to review the timetable. Where applicable, staff will follow children individual routines.

Admissions Policy

Little Inspirations welcomes all families and children regardless of gender, cultural and religious background. Parents or children do not have to meet with any requirements to attend the setting however, Priority will be given to parents/ guardians who have paid a retainer fee to be placed on the waiting list. Priority will

Head office Little Inspirations Ltd Llantrisant business park Unit c Llantrisant CF72 8YW

be given to the children already attending and to siblings of those children. Families and children with special needs are welcomed and the company will accommodate where necessary and will work with the necessary agencies.

Thereafter it will be taken on a first come, first served basis. The age of the child and the days required might affect how quickly the place can be offered. Parents will be offered the chance of attending any one of our other settings if there is availability in them. Under exceptional circumstances the setting may not be able to offer a space for if we are unable to meet the child's needs and requirements. The decision will only be made after all avenues have been exhausted and the setting will provide a reason for the decision of non admission.

The waiting list will be reviewed on a regular basis. If someone has been on the waiting list longer than three months a member of staff will either write or telephone or e-mail you to ensure that the place is still required.

Registration:

In order to register your child with the setting, a Registration Form needs to be completed which includes all information about your child such as medical history, vaccinations, special dietary requirements, next of kin etc. We always recommend that each newly registered child is given a settling-in period in order to ensure that he/she will be happy to attend the setting. A registration fee or deposit needs to be paid to secure the child's place.

Meals, snacks and drinks

The Llantrisant setting currently has score of 5 on the door with the food safety agency. The company is part of the healthy sustainable pre-school schemes. All our meals, snacks and drinks are selected to ensure that children are having a healthy start to life. All food is prepared freshly on site by the company's domestic staff, who are trained in enhance food and hygiene. All dietary requirements can be catered for. The company produces seasonally menus that run over a three week period. All menus are displayed in the parents hand book and notice boards in the settings. Meals and the amount eaten are recorded on the child daily diary so that parents are fully informed of their child eating for that day.

Terms of Payment: Fees

Every parent or carer is given a copy of their contracted hours and fees; this is signed by both the parent and staff. This contract will be updated every time a child's days or fees are changed. All bookings are taken in advance and the childcare package that you have registered for your child must be paid for even though your child may be absent during any of the booked sessions. All payments must be made in advance of your registered sessions and if for any reason you need to make a change to your booking, we do require 4 weeks' notice. Regular Invoices are issued in advance covering your contracted sessions as per the Registration Form and should additional extra hours or days to be taken; this must be paid for on the day or in advance.

Deposit

A deposit of £75.00 is required before your child starts with us. This deposit is refundable **only when four weeks written notice of leaving is given**. When four weeks written notice has been given the deposit will be deducted from your child's

final invoice. **Deposits will not be refunded if a child's place is cancelled before they start.**

Invoices

Invoices are issued between the 20th and 23rd of the month and all fees are to be paid by the last day of the month in which the invoices are issued. You will be charged in advance for the month you will be receiving, this will be calculated by the number of days and sessions pre-booked in that month. Additional sessions must be paid for in advance or, at the latest, on the day of the required session. Fees will not be charged on bank holidays or over the Christmas closure. Any reduction in your child's sessions will be charged for unless four weeks written notice is received.

Contracts

Please be aware that your signed contract states that we require four weeks written notice of you withdrawing your child from the nursery so that we can pay your deposit back to you. We also require 4 weeks written notice if you require to change your session.

Late payment

In the event of fees not being paid on time there will be an initial charge of £25 followed by further charges of £25 for every week that the fees are late. You will receive a letter notifying you of the late fees and stating additional charges. If fees still remain outstanding four weeks after their due date your details will be referred to Assured Credit Services Ltd – a debt recovery company who are assisting us with our credit control.

Methods of payment

We accept the following forms of payment including; cash, standing order, card payment or Debit cards are accepted with a small charge of 30p per transaction and credit cards at 50p per transaction. We also accept all childcare vouchers

Absences

Fees are still charged when a child is absent as overheads have to be paid and to ensure that your child's place is secured. No fees are charged when the nursery is closed, this includes bank holidays and one week at Christmas.

Fee Increase

The fees will be subject to annual review; in the event of fees increasing you will be given 28 Days written notice of change.

Late collection of a child

If a child is collected later than their contracted time a standard charge of £15.00 for every 15 minutes or part of it will be added to your monthly bill.

Collection of Children:

Under no circumstances will the Nursery staff allow your child to be collected from the Nursery by any unauthorised person and it is important that details of all persons authorised to collect your child are provided on the Registration Form, If however, none of the authorised persons are available to collect your child on any occasion, then prior notice must be given to us. We request that all children are dropped off and collected within the Nursery opening times.

Complaints

The Company has a comprehensive complaints procedure that refers to informal, formal and concurrent complaints. This is available to in the parents hand book,

parents notice board and staff induction book. The company welcomes all information/comments good or bad. It is important to us that you communicate any concerns or issues immediately. This can be reported to any member staff that will log the information and report to the person in charge. This will then be investigated and appropriate action will be taken. All parties will be kept inform of action taken and the end out come.

Policies and Procedures:

Little Inspiration Policies and Procedures are kept in a folder located in the office and the parent's handbook, for you to read through at your convenience. The person in charge will email any policy or procedures on request.

Arrangements for Dealing with any Emergency:

The Company has a comprehensive exclusion policy which can be found in the parents hand book.

Emergency care

If your child becomes unwell whilst at nursery he or she will be made comfortable and will have one to one care. The key worker will contact the named parent to collect the child. In the event of not being able to contact the named parents the key worker will contact the emergency numbers that are provided on the enrolment form. It is up to the parents to ensure that contact numbers are kept up to date. If your child is in need of urgent medical attention a member of staff will accompany your child to the nearest accident and emergency department via ambulance. The parents will be contacted and told which hospital the child has been taken to; your child's enrolment form will be given to the medical staff

Pets or animals at the setting

The company has a pet tortoise called Percy who visits all four settings. Percy stays in each setting for a length of time to allow the children to develop essential skills of caring and taking the responsibility for a living creature. From time to time the settings may have a gold fish to look after.

The setting will organize for companies like zoo lab or city farm to bring animals in for the children to experience different animals. Individual consent will be gained for each event and every pet to ensure that children are allowed to come into contact with the animal/pet.

Cancellation of Contract:

Should you wish to remove your child from the Nursery, one month's notice in writing is required.

Reviewing of statement purpose:

The statement of purpose will be reviewed annually, when new legislation changes or a change circumstances the review will be carried out by by Jenine Gill and the person in charge of the setting.

Contact Information:

Gina Davies - Nursery Manager or
Rachel Williams - Deputy Nursery Manager
Telephone: 01443 222660 or
Email littleinspirations@hotmail.co.uk