



Flying Start

Information pack

Mission statement

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



Statement of Purpose for Bumble Bees run by Little Inspirations Ltd

Introduction:

Welcome to Bumble Bees (flying start) run by Little Inspirations Ltd. Little Inspirations Ltd was established in November 2003 and has been providing quality child care over several settings. The company currently runs five child care settings consisting of day nurseries, holiday schemes and Flying Start setting.

The Bumble Bees site joined the company in September 2015.

This setting is in partnership with the Vale of Glamorgan Early Years department and provides care as part of the Flying Start scheme. The setting is registered with CSSIW to provide care for children via sessional, holiday scheme and wrap around (after school club). The setting has a large open plan playroom that is divided into sections to provide areas of play and learning for children over the age of two and up. The children have access to a large garden that contains a patio, soft landing and a grassed area. There is a large canopy which allows play to continue in all weathers. The site is a purpose built premises that is set on one level suitable for wheelchair access.

Registration body

The setting will be registered with the Care and Social Services Inspectorate for Wales (CSSIW). The Company will comply with the Child minding and Day Care (Wales) Regulations 2010 in line with the Children Act 1989 and, wherever possible, will exceed the minimum standards for regulated child care as set out by Welsh Government (2012).

Company Mission statement

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

Aims and objectives

- 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 Bumble Bees site 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 24 children over the age of two that is divided into the following areas:
16 places will be Flying Start funded place that will need a referral from the Flying Start team
8 places will be available to the general public for a small fee.

Language

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

Range of needs to relevant children to be met

Bumble Bees is fully aware that children all have individual needs and we tailor our service to the children's requirements. We welcome children with additional needs, and when needed, we will seek to train staff to ensure the standard of 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.

As a Flying Start setting we will be working closely with the Flying Start team including Health Visitors

Opening Hours

Flying start sessions run from 9.15 a.m. to 11.45 a.m. Monday to Friday through term time only. Additional sessions for non flying start children are available for a fee and run from 8am-11.45am.

Staffing

Bumble Bees implements and adheres to strict recruitment and suitable person policies and procedures for all new staff it engages. All staff have an Enhanced DBS and two current references are obtained prior to employment.

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 towards level three in child care.

Students and volunteers are a valuable asset to the setting but they will never be left unsupervised or counted into staff ratio.

Domestic and office staff have also undertaken an enhanced DBS check and may have daily contact with children but will not be left with 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 – Bumble Bees will always work to exceed the recommended ratio

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

Bumble Bees comprises of two areas which are designed specifically for the needs of the varying plays of children as follows:

Reception area

This has an electric door which is pad controlled from the inside. It has a large non slip area which is perfect for outdoor clothing. This area will contain hooks for children to independently hang coats, bags etc.

Office

The office will be a carpeted area with the appropriate office furniture such as desk, chairs, book cupboards, filing cabinets and computers. This will be used by staff mainly but will be a place for parents to hold confidential conversations.

Kitchen

This is a large fitted kitchen with a cooker, fridge and washing facilities. This is where snack will be prepared and cooking activities will take place. When not in use for the children this could be used for a staff room for short breaks.

Adult/disabled toilet

The site has one adult toilet that is suitable for wheelchair access with an alarm system, safety bars, non slip flooring and low sink basin and hand dryer.

Playroom

This has a large carpeted area which is divided into play areas such as language area, home corner, construction and free play. It also has an area designated for messy play where there are facilities such as sand, water, painting and many more messy activities. This area has a separate dining area with low cupboard and sinks to encourage the children to self serve and increase independent skills. This area is set up under the guidelines for foundation phase curriculum and the Flying start requirement.

Children's toilets

The setting has three children toilets in private cubicles, non slip flooring and a large low sink tray with several taps.

Nappy changing area

This is leading out from the toilet area and has built in unit with changing facilities and a nappy bin.

Outdoor play

The site has access to a secure garden straight from the playroom. This has a large covered area. There is a patio, soft landing and grass area to extend learning. The outside equipment will be a reflection of indoor areas. Play outside will take place in all weathers.

Restricted areas

In order for the children to gain independence but ultimately be safe and secure the following areas/rooms will be locked and only accessible to staff-

- Storage cupboard situated in the setting foyer.
- Managers office.
- Kitchen – The children will have access to the kitchen during cooking activities that are fully supervised.
- Disabled toilet/staff toilet.

Child Development files

Bumble Bees supplies each child with a development/progress file. The child's key worker will submit and update information on the child's development and achievements. This is done by a collection of photographs, written observations and individual work. The development file gives the family and the key worker an insight and record of the child's time spent in the setting. This allows us to share valuable moments.

Activities Offered:

The staff plan activities that follow the Foundation Phase curriculum. Children will be encouraged to join in activities that are suitable for their age, stage and ability. Whilst attending the setting the children will learn from hands on experiences, independent learning 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 children 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

Routine (General guide):

The children will have the opportunity to choose what and where they would like to play. The garden will be accessible throughout the session, regardless of the weather. Below is a loose guide to the session routine.

Flying start session

9am	Meet and greet, self registration
9.30am	Activity time, free choice indoors or outdoors (paint, sand and water accessible at all times)
10.30am	Snack time – Rolling snack
11am	Activity time, free choice indoors or outdoors (paint, sand and water accessible at all times)
11.30am	Evaluation time with children, group discussions, story and song time.
11.30am	Home time

Non Flying start session

8am	Meet and greet, self registration
8.30am	Breakfast
9am	Activity time, free choice indoors or outdoors (paint, sand and water accessible at all times)
10.30am	Snack time – Rolling snack
11am	Activity time, free choice indoors or outdoors (paint, sand and water accessible at all times)
11.30am	Evaluation time with children, group discussions, story and song time.
12pm	Home time

Outings

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

Admissions Policy

Bumble Bees welcomes all families and children regardless of nationalities, gender, cultural and religious background. Parents or children do not have to meet with any requirements to attend the setting however,

16 morning places are allocated to children living in the Flying start area.

Families and children with additional needs are welcomed and the company will accommodate and will work closely with the Health Visitor, Flying Start advisory teacher and with the necessary agencies.

The parents and the setting will receive a letter from Flying Start confirming the child's place before starting.

Parents will also need to provide proof of address and the child's birth certificate.

Registration:

In order to register your child with the setting, a registration form and an enrolment form will need to be completed. The forms will include all information about your child such as medical history, vaccinations, special dietary requirements, next of kin etc. Proof of address and the child's birth certificate will need to be seen before starting. Each child will need to have a settling-in period in order to ensure they are happy and settled before attending the full sessions.

Meals, snacks and drinks

The Bumble Bees setting will register the food standards agency. The setting is part of the healthy sustainable pre-school scheme. All our meals, snacks and drinks are selected to ensure that children are having a healthily start to life. Staff is trained in food and hygiene. Snacks are prepared by trained staff and with the children to promote independence. All dietary requirements are catered for. All menus are displayed on notice boards in the settings, and whenever renewed they are sent out through email to parents. Snack and the amount eaten are recorded on the child daily diary so that parents are fully informed of their child's food and drink intake for that day.

We also comply with the Food Information for consumers Regulation, this means that we provide and display correct allergen information about the ingredients that is in the food we provide. This is displayed on the parents notice board and staff ensure that correct information regarding allergies is obtained via the enrolment form and food and intolerance procedure/form.

Complaints

The Company has a comprehensive complaints procedure that refers to informal, formal and concurrent complaints. This is available 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 informed of action taken and the end out come.

Policies and Procedures:

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

Emergency care

If your child becomes unwell whilst at the setting he or she will be made comfortable and will have one to one care. The site manager will contact the named parent to collect the child. In the event of not being able to contact the named parents the site manager 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.

Pet or animals at the setting

The company has a pet tortoise called Percy who visits all our settings. Percy stays in each setting for a length of time to allow the children to develop essential skills of caring and taking responsibility for a living creature. From time to time the settings may have a gold fish to look after. On pre arranged days the company will organize for companies like zoo lab or city farm to bring animals in. Individual consent will be signed for each event and every pet to ensure that children are allowed to come into contact with the animal/pet.

Reviewing of statement purpose.

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

Contact Information:

Rebecca Goacher - Nursery Manager or
Trisha Hooson - Deputy Nursery Manager

Telephone: 01446 732393

Email bumblebees@little-inspirations.co.uk

Flying start entitlement

The Welsh Assembly government fund the 2.5 hours a day 5 days a week if the child lives in the allocated flying start area. The health visitor refers the child to the flying start placement officer who then liaises with the setting. The parents will not be charged for this place.

Fees – Private payers only

We offer a 8am-12pm session for private payers and have 8 spaces available for this. The setting also offers an early start open to flying start entitled children 8am-9am at a cost of £4 per session. Every parent or carer is given a copy of 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.

Deposit – private payers only

We require a deposit of £40 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 emailed 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.

Late payment

In the event of fees not being paid on time ie (after the last day of the month)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 late fees and stating additional charges. After 2 weeks (the term of your deposit) you may receive written notice of the cancellation of your child's place if no payment or arrangement of payment has been made.

Methods of payment

We accept the following forms of payment including; cash, standing order, or card payment. The use of debit cards and credit cards will, occur a charge. Check at the point payment for the rate of charge

Absence Fees are still charged when a child is absent as overheads have to be paid and is 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.

Nursery information

Opening hours; Monday - Friday

Flying start session – 9am-11.30am

Non flying start session 8am-12pm

Early start for flying start – 8am-9am

Fees

Non flying start session - £15

Early start - £4

Holidays

Bumblebees is open for 39 weeks of the year, closing for all school holidays. The setting follows the Vale of Glamorgan school holidays dates as advertized in their website.

The nursery is closed on all bank holidays and set inset days (prior notice will be given of these dates)

Reporting Absences or Requesting Extra Sessions

The nursery would appreciate parents giving as much notice as possible for holidays as this helps in the planning of rota's and the smooth running of the nursery.

Admission Policy for flying start entitled children

Bumble Bees welcomes all families and children regardless of nationalities, gender, cultural and religious background. 16 morning places are allocated to children living in the Flying start area. The parents and the setting will receive a letter from Flying Start confirming the child's place before starting.

Parents will also need to provide proof of address and the child's birth certificate.

Families and children with additional needs are welcomed and the company will accommodate and will work closely with the Health Visitor, Flying Start advisory teacher and with the necessary agencies.

Admission Policy for non flying start entitled children

Bumble Bees welcomes all families and children regardless of nationalities, gender, cultural and religious background. The nursery is registered with CSSIW and is working to achieve Quality for all. 8 morning spaces are allocated to non flying start children.

Parents or children who are not entitled to flying start provision do not have to meet with any requirements to attend the nursery however,

- ✿ Priority will be given to parents/ guardians who have paid a retainer fee to be placed on the waiting list.
- ✿ Priority will be given to the children already attending and to siblings of those children.
- ✿ Families and children with special needs are welcome and the nursery 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 effect how quickly the nursery can offer a place.
- ✿ 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, telephone or e-mail you to ensure that the place is still required.

Visitor policy

Here at little Inspirations we welcome visits, announced or unannounced. However, due to the security of children and child protection, we do require a form of identification preferably photographic with a full name and address.

Managers reserve the right to decline visits if it is believed to be in the best interest of the children already attending the nursery or the smooth running of the nursery because of staff:children ratios.