



LITTLE INSPIRATIONS

DAY NURSERY

Statement of Purpose

CSSIW Theme:

Wellbeing, Care and development, Environment, Leadership and management

Wales National Minimum Standard

1& 2

Regulations 15

Statement of Purpose (Newport)

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 five childcare settings consisting of day nurseries, holiday schemes and wrap-around.

This setting is registered with CSSIW to provide care for children via a full day nursery. The Newport site joined the company in January 2018.

This building is a two storey detached property, which was the original Gaer School. The main entrance opens to a spacious foyer/reception and cloakroom area. The site has large fully equipped kitchen which is registered with the Food Standards Agency and currently rated five on the Score on the Door. The kitchen also has an allocated staff room area. There are safety gates at both ends of the stairs.

Registration Body

Care 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 and Families Wales Measure (2010) and, wherever possible, will exceed the National Minimum Standards for Regulated Childcare for children up to the age of 12 years, as set out by the Care and Social Services Inspectorate Wales.

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 interest 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 consistently, in order to ensure that the children are receiving the highest standard of care.

Guiding Principles of Little Inspirations Day Nursery

- **Inclusive** - We will ensure that all needs are respected and supported regardless of race, religion, gender & ability for all our children, families and staff.
- **Community** - We develop meaningful relationships to maintain our visibility and position at the centre of the communities we serve.
- **Partnership** - We work together with parents at all times, to enhance and stimulate the child's development. As an organisation we will collaborate and develop partnerships to remain a market leader in our industry.
- **Growth** - Our staff, children & families should feel valued and empowered to develop their knowledge and skills together. Together we will grow and develop as an organisation.
- **Environment** - Provide a safe and secure environment that enables all children to have fun and be happy in stimulating surroundings. To work in a positive atmosphere that considers staff welfare and well-being at all times.
- **Creative** - Our staff and children should be encouraged to be creative in everything that they do to push the boundaries of possibility.

Numbers, ages and sex of children whom care is provided

At Little Inspirations Day Nursery we welcome all families and children from all nationalities regardless of gender, culture, religion or special need. The setting is registered to provide care for 59 children under the age of 8, this divided into the following areas:

6 weeks to 2 years: 29 children

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2 years to 5 years: 30 children

During holidays the nursery may take children up to the age of 8 years of age, if deemed enough space and the child's needs can be met. The manager will meet with the parents and child to make a decision based on the age and stage of the child as well as the staffing and facilities available.

The children are split into key groups depending on their age and stage of development. Ratios are followed daily and all children are allocated a key worker.

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 we make Welsh language training available. The company has a Welsh Language Policy and has signed up to the Welsh Scheme. Staff have attended 'un, dau, tri training' funded by the Welsh Government. The training taught phrases, songs and covered themes to use in the planning of activities to enhance learning through the medium of Welsh. Activities such as circle time, stories and action songs/rhymes are carried out in Welsh on a daily basis. The children are taught colours and counting in both English and Welsh.

Individual Needs

Little Inspirations Day Nursery is fully aware that children 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 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 wellbeing of the children in our care 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. We close at 1pm on Christmas Eve and return back after the New Year Bank Holiday.

Staffing

Little Inspirations implements and adheres to a strict recruitment and suitable persons policy and procedure for all new staff it engages. All staff will have an Enhanced CRB/DBS and two current references. All senior staff are qualified to level three in Childcare and Education and have or are working towards level five in Childcare and Education.

All Nursery Nurses are qualified to level three in Childcare and Education.

All Nursery Assistants are qualified to level two in Childcare and Education and working towards level three in Childcare. Students and volunteers are a valuable asset to the setting, but they will never be left unsupervised or counted into staff ratios. Domestic and office staff also have an enhanced CRB/DBS check undertaken and may have daily contact with children but will not be left with the children.

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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 Ratios

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

Under 3's Area

The second floor consists of several rooms, the baby room, toddler room and tweenie room. All these rooms are fully equipped to reflect the stage and ability of the children in those areas. Around the staircase is an area communally used for messy activities such as sand, painting, water play etc. This floor also consists of a milk kitchen, toddler toilets, nappy changing room and a sleep room.

Pre-school Area

On the ground floor there are two large playrooms that provide care for Pre-school children. This room has been designed to meet the Foundation Phase curriculum. Off the side of the Pre-school room, there is access to a small outdoor area where the Foundation Phase learning continues. The children's toilets are easily accessible on the ground floor, ensuring independence skills are encouraged. The ground floor also has access to a large patio area that is suitable for all weather conditions allowing large physical play to continue.

School drop off/collection:

The setting offers a drop off/collection service to a small selection of local primary school nurseries. This setting will only be able to offer this service to parents if the drop off/collection times can be accommodated. There is limited availability for this service. The children can all be walked to/from the setting, if the school is within walking distance. The vehicle used is checked regularly and kept up to date with MOT's and services. The vehicle has business insurance in place and parents give written consent for children to travel in the car. The following procedures are in place:-

- A school collection policy will be in place
- Staff-child ratio's will be maintained at all times
- Staff will have 2 years driving experience
- Daily checks will be conducted prior to using the vehicle to transport children
- Appropriate car seats will be used and fitted following the manufacturer instructions
- A company mobile phone will be taken on every journey
- A folder containing vehicle details, MOT certificates, insurance policies and any maintenance carried out, will be kept up to date and kept on the premises
- Children will be accompanied by a level 3 qualified staff member who will be First Aid trained

Activities Offered

Staff plan 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 2's will have access to activities that enhance the areas of development using SPLICE for guidance.

The Over 2's will have activities designed around the seven learning outcomes;
Knowledge and Understanding of the World.

Personal and Social Development, Wellbeing and Culture Diversity

Language, Literacy and Communication Skills

Welsh Development

Mathematics Development

Creative Development

Physical Development

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. Parental consent will be obtained before any trip or outing.

Daily Routines

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

| Time | Activity |
|---------------|--|
| 7.00-8 am | Meet and greet children, self registration |
| 8-9am | Free choice activity time |
| 9-9.30am | Breakfast |
| 9.30am | Register and information sharing time |
| 9.30-10.15am | Activity time, free choice indoors or outdoors |
| 10.15-10.45am | Snack time/ brushing teeth |
| 10.45-12pm | Activity time, free choice indoors or outdoors |
| 12pm | Lunch time |
| 12.30-1.30pm | Sleep or quiet time |
| 1.30pm | Welcome afternoon children /register |
| 1.45-2.30pm | Activity time, free choice indoors or outdoors |
| 2.30-2.45pm | Snack time |
| 2.45-4pm | Activity time |
| 4.00-4.30pm | Tea time |
| 4.30-6.00pm | 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 the child's individual routines.

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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 be given to the children already attending and to siblings of those children. Families and children with special needs are welcomed and we will work with the necessary agencies to make the required accommodations.

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. Under exceptional circumstances the setting may not be able to offer a space, 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 write, telephone or e-mail 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 drink

The Newport setting currently has a 5 Score on the Door with the Food Standards Agency. The company is part of the Healthy Sustainable Pre-school Scheme. All 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 enhanced food and hygiene. All dietary requirements can be catered for. The company produces seasonal menus that run over a three-week period. All menus are displayed in the parent's hand book and notice boards in the settings. Meals and the amount eaten are recorded on the child's daily diary so that parents are fully informed about their child's 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 registered for a child must be paid for even though a child may be absent during any of the booked sessions. All payments must be made in advance of registered sessions and if for any reason changes need to be made to a booking, we require 4 weeks' notice. Regular invoices are issued in advance covering contracted sessions as per the Registration Form and should extra hours or days be taken; these must be paid for on the day or in advance.

Retainer fee

To secure a child's place on our waiting list more than four weeks in advance, a retainer fee of £50 is required. This will only be refunded from a deposit if a child takes up their place at the agreed time.

Deposit

A deposit of £75.00 is required before a 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 provided, the deposit will be deducted from a 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. Fees will be charged in advance for the month care will be received, 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 for 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 a signed contract states that we require four weeks written notice for the withdrawal of a child from the nursery in order for us to refund the original deposit paid. We also require 4 weeks written notice if there is a requirement to change a 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. A notification letter will be sent advising of the late fees and stating additional charges. If fees still remain outstanding four weeks after their due date, details will be referred to Assured Credit Services Ltd – a debt recovery company who assist us with our credit control.

Methods of payment

We accept the following forms of payment including - cash, standing order, Debit/Credit cards. We also accept all childcare vouchers and are registered for Tax Free Childcare.

Absences

Fees are still charged when a child is absent as overheads need to be paid and to ensure that a 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 every January, in the event of fees increasing, 28 days written notice of change will be provided.

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, 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 applies to informal, formal and concurrent complaints. This is available in the parent's hand book, notice board and staff induction book. The company welcomes all information/comments good or bad. It is important to us that parents communicate any concerns or issues immediately. This can be reported to any member staff who will log the information, and report to the person in charge. This will be investigated and appropriate action taken. All parties will be kept informed of action taken and the end outcome. CSSIW will be informed of any serious complaints and will be informed of the outcome. CSSIW can be contacted directly by service users to express views and inform them about a complaint (Telephone:- 0300 7900 126)

Policies and Procedures:

Little Inspiration policies and procedures are kept in a folder located in the office and in the parent's handbook for convenience. The person in charge will email any policy or procedures upon request.

Exclusion

The company has a comprehensive exclusion policy which can be found in the parent's hand book.

Emergency care

If a 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 a child is in need of urgent medical attention, a member of staff will accompany the 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, the child's Enrolment Form will be given to the medical staff.

Pets and animals at the setting

The company has a pet Tortoise called Percy who visits all settings. Percy stays in each setting for a length of time to allow the children to develop essential skills of caring and

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taking responsibility for a living creature. From time to time the settings may have a gold fish to look after. The setting will organise 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 for every pet to ensure that children are allowed to come into contact with that particular animal/pet.

Cancellation of Contract:

Should a parent wish to remove their child from the nursery, one month's written notice is required.

Reviewing Statement of Purpose:

The Statement of Purpose will be reviewed annually, when new legislation changes or when there is a change of circumstances. The review will be carried out by Jenine Gill and the person in charge of the setting. CSSIW will be informed of any changes and wherever practical, at least 28 days before the change is due to take place.

Contact Information:

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