



LITTLE INSPIRATIONS

DAY NURSERY

Statement of purpose for Penywaun

CIW Theme:

Wellbeing, Learning, Care and development, Teaching and assessment, Environment, Leadership and management

Wales National Minimum Standard

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Statement of Purpose

Introduction:

Welcome to Penywaun (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 a Flying Start setting.

The Penywaun site joined the company in April 2018.

This setting is in partnership with the RCT local authority and provides care as part of the Flying Start scheme. The setting is registered with CIW to provide care for children via full day care. 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 garden that contains a 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 premise that is set on one level suitable for wheelchair access.

Registration body

Care Social Services Inspectorate for Wales (CIW). The Company will comply with 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 up to the age of 12 years as set out by 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

- 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 always 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 always to ensure that the children are receiving the highest standard of care.

Numbers, ages and sex of children whom care is provided

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 32 children between the ages of 2 and 8 years, this is divided into the following areas:

24 places will be Flying Start funded place that will need a referral from the Flying Start team

8 places will be available to the public and other agencies including additional flying start places if required.

The setting will provided a wraparound services from 3pm till 6pm and holiday care during school holidays from 8am till 6pm

Language

Little Inspirations provides care through medium of English with incidental Welsh used throughout the setting. The company 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

Little Inspirations 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 must 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 a.m. to 11.30 a.m. and 12.30pm-3pm Monday to Friday through term time only. Additional sessions for non-flying start children are available for a fee and run from 8am-11.30pm and 11.30-3pm or 8am till 6pm

Staffing

Little Inspirations 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 an 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 – Little Inspirations 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

The site 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 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 fitted kitchen with a fridge. A portable table top hob is used for small group cooking activities. 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 low sinks.

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 reflect indoor areas. Play outside will take place in all weathers.

Restricted areas (children cannot access)

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.

Learning Journey Books

Little Inspirations supplies each child with a learning journey book/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
9.15am	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)
11.15am	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)
11.15am	Evaluation time with children, group discussions, story and song time.
11.30am	Free play
12pm	Home time
12.30pm	Meet and greet, self registration
12.45 pm	Activity time, free choice indoors or outdoors (paint, sand and water accessible at all times)
1.30pm	Snack time – Rolling snack
2pm	Activity time, free choice indoors or outdoors (paint, sand and water accessible at all times)
2.45pm	Evaluation time with children, group discussions, story and song time.
3pm	Home time for flying start
3.15pm	Wrap around care for older children
4PM	TEA TIME
4.30PM – 6PM	FOCUSED AND FREE PLAY TILL 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

Little Inspirations 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, 24 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 to ensure they are happy and settled before attending the full sessions.

Meals, snacks and drinks

The Little Inspirations 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 parent's 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. CIW will be informed of any serious complaint and will be informed of the outcome. CIW can be contacted directly by service users to express views and inform them about a complaint at

Welsh Government office,
Rhydycar Business Park,
Merthyr Tydfil
CF48 1UZ

(Telephone: - 0300 7900 126)

Policies and Procedures:

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 needs 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 can meet 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. If any changes are made to the statement of purpose CIW will be informed with at least 28 days notice.

Contact Information:

Person In charge is Gina Davies

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