



# LITTLE INSPIRATIONS

DAY NURSERY

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## **Information booklet**

Little Inspirations is an established nursery, based on the outskirts of Barry approximately 10mins from the M4, central to many towns and villages.

We provide full and part time day care for children  
Between the ages of 6 weeks to 5 years

The nursery consists of one open plan room with a sectioned off area for Under 2's

We have a two-sectioned garden offering both grass and patio area.

We provide three meals a day, including a two course lunch. All meals are freshly prepared on a daily basis.

We have a highly qualified and dedicated team of childcare professionals who have the minimum of a Level 3 or equivalent qualification.

# Statement of Purpose for Barry

## 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. This setting is an award winning setting and is registered with CSSIW to provide care for children via a full day nursery. The setting is a small open plan self contained building set on one level suitable for wheelchair access. The setting consists of an open plan playroom which is divided into 2 areas via a small wooden fence. The playroom leads to a large secure garden that contains a patio area and a grass area. The garden has designated areas for composting, role play, planting and digging to enhance the children's learning.

## Registration body

Care Social Services Inspectorate for Wales (CSSIW). 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 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 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 16 children under the age of 8, this divided into the following areas:

6 weeks to 2 years: 6 children

2 years to 5 years: 10 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 and make a decision based on the age and stage of the child and 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 provide welsh language training. 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 will be taught colours and counting in both English and Welsh.

### **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 8.00 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 1p.m on Christmas Eve and return back after the 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/DBS 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.

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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/DBS 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

### **Under 2's area**

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. The under 2's has a separate sleep room consisting of 2 cots.

### **Over 2's area**

This area consists of a large wet floor area which is divided into play areas such as book corner, home corner, construction and free play. The over 2's have access to the large outdoor area through double doors that lead straight onto the patio. There are table and chairs in the main room that are used for meals and snack time. The tables are also used for activities for all ages.

### **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.

### **School drop off/collection:**

The setting will be 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 times don't coincide with other schools that we may be dropping off at/picking up from. There is limited availability for this service. The children will be transported via walking if the school is within walking distance or taken in a vehicle. 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 of staff and first aid trained

### **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

### **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

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

Time	Activity
8.00 -9 am	Meet and greet children, self registration
9-9.30am	Breakfast
9.30am	Register and information sharing time
9.30am-10.15	Activity time, free choice indoors or outdoors
10.15-10.45	Snack time/ brushing teeth
10.30-10.45	Toilet time
10.45-12pm	Activity time, free choice indoors or outdoors
12pm	Lunch time
12.30pm- 1.30pm	Sleep or quiet time
1.30pm	Welcome afternoon children /register
1.45 pm-2.30pm	Activity time, free choice indoors or outdoors
2.30pm-2.45pm	Snack time
2.45pm-4pm	Activity time
4.00-4.30pm	Tea time
4.30pm -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 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 Barry setting currently has score of 5 on the door with the food safety agency. The company is part of the healthy and sustainable pre-school scheme. All our meals, snacks and drinks are selected to ensure that children are having a healthily 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 career 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.

### **Retainer fee**

To secure your 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 your deposit if your child takes up their place at the agreed time.

### **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 20<sup>th</sup> and 23<sup>rd</sup> 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 every March; 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

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charge. This will then be investigated and appropriate action will be taken. All parties will be kept inform of action taken and the end outcome. CSSIW will be informed of any serious complaint 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 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 Jenine Gill and the person in charge of the setting. CSSIW will be informed of any changes and wherever practicable at least 28 days before the change is due to take place.

**Contact Information:**

Kayleigh Thomas - Nursery Manager or  
Lucinda Finney - Deputy Nursery Manager  
Jenine Gill – Company director 01443222660

Telephone: 01446 722622 or  
Email: [barry@little-inspirations.co.uk](mailto:barry@little-inspirations.co.uk)

**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.

**Price list**

Sessions.	Time.	Fees.
Full day.	8 am – 6pm	£ 42
Full morning	8am – 1.30 pm	£ 25.50
Full Afternoon	1.30 pm – 6pm	£ 25.50

## **Before starting at Little Inspirations Day Nursery**

The nursery will try to do all it can to make the transition from home as happy a time as possible. To ensure this happens the nursery encourages:

- Parents to view the facility meet the nursery staff and discuss requirements. If you decide to take up a placement a contract of hours and enrolment form will be given to you to fill out and complete.
- Parents to bring their child to the nursery on regular introductory sessions. All introductory sessions are free and usually last up to two hours. Your deposit needs to have been paid before you can leave your child on the premises during these introductory sessions.
- Good communication during the settling in period. We ask parents to call as many times as possible to ensure peace of mind. Staff will give lots of feedback at the end of the day on how your child settled into nursery. If your child is distressed throughout the day nursery staff will call and inform you, from this a settling in programme will be devised by both parents and staff.

### Waiting list form

All information on this form is strictly confidential and will only be released to people who work for Little Inspirations Ltd to ensure that your child receives the best standard of care. Please ensure that you complete the form and disclose as much information as possible. It is the parent/guardian's responsibility to ensure that the information is correct and up to date at all times.

Before completing this form please note: If booking more than four weeks in advance a retainer fee will be required, this is refundable only when a place is taken up at the agreed time.

<b>Child's Full Name</b>	
<b>Date Of Birth</b>	
<b>Contact Address</b>	
<b>Home Telephone Number</b>	
<b>Mobile Telephone Number</b>	
<b>Gender</b>	<b>Female / Male</b>
<b>Mother's Full Name</b>	
<b>Father's Full Name</b>	
<b>Required Start Date</b>	

<b>Sessions</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Full Day (8.00am-6.00pm)</b>					
<b>Full Morning (8.00am-1.30pm)</b>					
<b>Full Afternoon (1.30pm-6.00pm)</b>					

Parent/guardian signature:

Date:

## Check list

	<b>Little Inspirations</b>			
Are the children happy?				
Are the staff friendly?				
Are the staff helpful?				
Is the certificate of insurance on display?				
Did you have the opportunity to ask questions?				
Do you feel the staff were interested in your child?				
Were you offered free introductory sessions?				
Are all ages catered for?				
Were the premises clean and tidy?				
Does it provide a separate section for the babies?				
Does it have a garden?				
Are meals cooked daily?				
Can individual diets be catered for?				
Do you have to pay for bank holidays?				
Have the staff got First Aid training?				
Are all staff qualified to the minimum of level 3?				
Can you see the staff certificates?				
Are all facilities on one level?				
Does the nursery provide nappies?				
Will your child have a key worker?				
Does it have parking facilities?				
Is there sufficient security?				
Have you got a good overall feeling?				