



LITTLE INSPIRATIONS

DAY NURSERY

Statement of Purpose

CIW Theme:

Wellbeing, Care and development, Environment, Leadership and management

Wales National Minimum Standard

1& 2

Regulations 15

Statement of Purpose

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

This setting is registered with CIW to provide an a full day nursery care, wrap around and holiday care for children age from 2 years to 12 years of age.

Registration body

Care 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 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.

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- 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.

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 always to enhance and stimulate the child's development. As an organization 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 organization.
- **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 wellbeing always.
- **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 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 30 children from age of 2 year to the age of 12 year, this is divided into the following areas:

2 years to 7 years: 20 children

8 years to 12years: 10 children

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.

Information GDPR

GDPR stands for General Data Protection Regulation which becomes law on 25 May 2018. It covers the management and control of personal information. As a child care setting the nature of the industry means that personal information on families and children is needed to ensure that the best possible care can be implemented. On induction parents will be given a full list of Data that is needed and why. They will be informed of how this data is stored, destroyed, when and who it may be shared with. A list of data and consents are agreed on the enrollment form

Information sharing with parents.

To improve our efficiency with communication with parents the company has recently installed a Family App. Each family/child is given a private account on the APP. This now allows parents to have information on their child's day through out the day. Parents will now have their daily dairies, and general updates and messages via the APP. This has made communication quicker and has helped parents to feel part of their child's day creating a partnership with the Keyworker and setting.

Language

Little Inspirations provides care through the medium of English with incidental Welsh used throughout the setting. Little Inspirations employ staff who speak Welsh and makes 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 daily. The children will be 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

The site will open 51 weeks of the year. The setting will be closed one week for Christmas and statutory Bank Holidays. Opening times:
Monday to Friday 7am to 6pm

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 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 staff working with older children will complete level two or three in Play work.

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 an asset to the setting, but they will never be left unsupervised or counted into staff ratios. Domestic and office staff also have an enhanced DBS check undertaken 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 Ratios

Little Inspirations will always work to exceed the recommended ratio

2 – 3 years: 1 member of staff to 4 children

3-7 years: 1 member of staff to 8 children

8-12 years 1 member of staff to 10 children

Facilities

This site will offer;

Full and part time care for children aged 2 years.

Wraparound for children aged 3 years

Holiday scheme for children aged 2 years to 12 years

The children will be separated into age groups, so we can offer the best possible care and to ensure the children are being offered stimulating age and stage appropriate activities. The children will have access to activities such as sand, water, construction, painting and playdough, as well as, small world and a reading corner. The children will have open access to the garden area.

The room is set up with games, toys, equipment and resources that are age appropriate following the Foundation Phase Principles. Older children will have access to suitable viewing materials, IT, internet access and game consoles.

Activities Offered

All activities at the setting allow the children to have the freedom of choose and they can decide for themselves what they want to participate in. Experienced staff are on hand to help and assist if required by the children. Activities are aimed to build confidence, learn about being part of a team, respecting and helping others and allow children to experience new skills. Children are given the opportunity to learn about risk taking and reflect on their decisions, helping them with essential problem-solving skills. There is a quiet area with books, so children can have some time to relax and enjoy some reading. Some activities are carried out in a group whilst others offer children time to work independently.

School drop off/collection:

The setting offers a collection service to a small selection of local primary schools. This setting will only be able to offer this service to parents if the times can be accommodated. There is limited availability for this service. The children will be transported by walking to/from the setting and school.

- A school collection policy will be in place
- Staff-child ratios will be maintained always
- A company mobile phone will be taken on every journey
- Children will be accompanied by a level 3 qualified staff member who will be First Aid trained.

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 children feel happier and benefit from a simple and flexible routine.

Daily routine

Time	Activity
7.00-9am	Meet and greet children, self-registration.
9-9.30am	Breakfast
9.30am	Register and information sharing time including planning
9.45-10.30am	Free play – indoors or outdoors
10.30-10.45am	Snack time
10.45-12pm	Structured planned play – indoors or outdoors
12-12.30pm	Lunch time
12.30-2.30pm	Free play – indoors or outdoors
2.30-2.45pm	Snack time
2.45-3.30pm	Structured planned play – indoors or outdoors
4.00-4.30pm	Tea time
4.30-5.30pm	Free play - indoors
6pm	Home Time

Wraparound Routine

3.00-3.30pm	Collect children from schools
3.30-4.30pm	Roll-in snack
4.30-6pm	Free and focused activities
6pm	Home time

The routine above is only a guideline. Due to the nature of the work, events may occur that force us to review the timetable. Staff will follow the children's lead and will be flexible with the routine.

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.

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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, 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 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 carers 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 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 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 setting, 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 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, BACS, Debit/Credit cards. We also accept all childcare vouchers and are registered for Tax Free Childcare. This site is registered for the governments child care offer.

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 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 staff allow your child to be collected from the setting 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 setting 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.

CIW will be informed of any serious complaints and will be informed of the outcome.

CIW are keen to hear from users of services about their experiences and any concerns about the services we regulate. When CIW receive a concern or complaint about a provider they will look to see whether they are providing a safe service or if they are failing to meet the requirements and conditions of their registration. If we think they are not doing these things, we will arrange to carry out an inspection or ensure this aspect is checked at the next scheduled inspection."

CIW is not a complaint agency, and cannot deal with complaints linked to individual circumstances. If CIW are not able to deal with your complaint, they will direct you to the organisation best placed to help you. You can contact CIW on 03007900126 Welsh Government office. Rhydycar Business Park Merthyr Tydfil CF48 1UZ

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 the setting, he/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 needs 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 or 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 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 can encounter that 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. CIW will be informed of any changes and wherever practical, at least 28 days before the change is due to take place.

Contact Information:

Claire Bailyes – Nursery Manager
Jenine Gill – Company Director 01443 222660
Head office – 01443 222660

Email: tonyrefail@little-inspirations.co.uk
Head office email info@little-inspirations.co.uk