

Statement of Purpose from September 2016

Wenvoe Playgroup aim to:

- Provide high quality day care that enhances development, care and education of pre-school children in a safe stimulating environment, where they learn through play in partnership with parents/carers.
- Welcome parents/carers who want to become directly involved in the activities of the provision and provide opportunities to do so.
- Encourage parents/carers to understand and provide for the needs of their children.

Wenvoe Playgroup is covered by public liability and employer's liability insurance. The certificate is displayed in the foyer at playgroup.

Wenvoe Playgroup is a registered charity managed by a parent/carer committee. Please see the notice board at playgroup for up-to-date information on committee officers or visit our web-site; wenvoeplaygroup.co.uk

Sandra Jane Morgan is registered by Care and Social Services Inspectorate Wales (CSSIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide **day care for up to 30 children per session.**

CSSIW registration number: W07-1123

Our latest inspection report for CSSIW can be seen on www.cssiw.org.uk or wenvoeplaygroup.co.uk

Copies are also available to view in the foyer at the group.

Wenvoe playgroup follows the Welsh Government initiatives by implementing the Foundation Phase.

The person in charge on a day to day basis is: Sandra Morgan. When Sandra is not at group the responsibility becomes that of Angela Dowse, Victoria Jones and or Kimberley Morgan. A manager will be available at all times whilst the group is operating daycare. The Manager will not be included in the adult:child ratio and will hold a minimum childcare qualification at level 3

The main contact for the Wenvoe Playgroup is: Sandra Morgan

Address	Village Hall, Station Road West, Wenvoe, CF5 6AG
Telephone	(029) 20597494
Email	wenvoeplaygroup@yahoo.co.uk
Correspondence address	15 Whitehall Close, Wenvoe, CF5 6DB
Home telephone	(029) 20594724

Staffing

Wenvoe Playgroup employ 7 full-time staff. All staff and volunteers working on a regular basis at Wenvoe Playgroup have been checked with the Data and Barring service (DBS, previously known as CRB).

A minimum of two staff both holding current 'Paediatric First Aid' will be on site at all times (excluding the manager).

For more information on staff qualifications, please see our operational plan and individual staff files in the reception area at the group.

Training

Membership of Wales PPA ensures that Wenvoe Playgroup is kept up-to-date with current developments and initiatives in the field of childcare and education. We receive smalltalk, Wales PPA's magazine, which offers practical advice and up-to-date information, and we are happy to share this with parents/carers. The provision also has access to other publications from Wales PPA. Training is offered by the Vale of Glamorgan Early Years workforce. Staff are offered and encouraged to attend training to support their roles, to ensure they keep up to date with current legislation.

Admissions and starting in the provision

Wenvoe playgroup welcome all boys and girls from the age of **2 years 4 months** up to 4 years and 11months. Staffing ratios for children under 3 is 1 adult to 4 children and for children aged 3 years and above it is one adult to 8 children. We meet children's needs as individuals and within groups as providers of day care. We can care for children with additional needs, help with language and communication and special dietary needs.

A contract listing terms and conditions and a contract containing private information about the child must be signed by parents/carers and the playgroup leader before a child commences playgroup. Contracts are available from the playgroup.

Wenvoe Playgroup acknowledges the importance of parents/carers and staff working together to help children settle in the provision and develop confidence to participate in all the activities offered. Some children may take longer than others to settle. The treatment of each child as an individual is our main concern. Parents/carers may stay for the whole or part of the session, depending upon the needs of their child. (please refer to our Parental Involvement and Settling in policy).

Facilities

Wenvoe Playgroup operates in the Village Hall where we have the use of two halls, a kitchen area, toilet facilities and an outdoor play area. We have the use of an easy accessible toilet for children with additional needs. This area may also be used as a changing room for children and for those who wear nappies to be changed. For children who wish to rest, we can offer mats and blankets in our quiet corner near the book area in the small room.

Services

Healthy snacks and drinks are offered; milk/water, toast and fruit. In the winter as an alternative to cold milk we may offer warm milk or hot chocolate. In the summer months we may offer milkshake as an alternative to milk. We offer themed foods at snack time such as; Cultural foods (such as rice to celebrate Chinese New Year) and cake to celebrate birthdays etc. In the afternoons, we may offer Cheese and Biscuits or just a biscuit along with fruit. Children's individual preferences are noted and recorded as they register to join the provision taking into account food allergies, special diets etc. Please see our menu in the foyer for products used and allergen advice.

Parents are encouraged to use our 'settling in' service to help with their child's transition to our care.

For those who wish to use the transition service to and from Gwenfo Nursery please read our 'Transition to and from Gwenfo Nursery Policy and Procedure'.

Lunch Club, Collection from and transition to Gwenfo Nursery and All Daycare:

Lunch is provided from home by parents.

As parents preparing your child's packed lunch, it is your responsibility to ensure that the food packed is of the correct temperature. Perhaps you may use an ice pack?

Lunch bags are to be given to staff on arrival at the group to place in the kitchen area, out of the reach of other children. Please do not leave packed lunches in your child's change of clothing bags or on their coat pegs. Please ensure if your child is to be collected from Gwenfo Nursery that you send your child to nursery school with their lunch bag.

As we offer snacks and drinks to the children at 10:15am and again at 2:30pm for those attending daycare, please only place adequate food in your child's lunch box to eat at 12noon. The children will be encouraged to eat food from their lunch box.

If you have any concerns please speak to us. (Please read our Health & Hygiene policy along with our Food, drinks and healthy eating policy).

Operational hours & fees

Our opening times are term time only Monday to Friday

Fees are:

9am – 11.45am £12.00 per session

9am – 12:45am £16.00 per session (including transition to Gwenfo Nursery)

Monday & Thursday Daycare

9am – 3:15pm £25 for children 3 years and above

11:30am until 3:15pm £16 per session (including collection from Gwenfo Nursery)

Fees are payable if a child is absent without notice or for a short period of sickness/family holiday. Parents are advised to speak to Sandra about payment of fees in cases of prolonged absence. A child's continued place at Wenvoe Playgroup is dependent on continued payment of fees. Rebate of fees will be given if the following applies:

- Non settling children – fees refunded in full for the remainder of the period
- Sickness - No refund for the first two weeks, full refund thereafter
- Leaving – four weeks written notice is required, otherwise fees in lieu of notice will be charged.

Parental involvement

Wenvoe Playgroup welcomes parents/carers who would like to become involved in:

- Assisting with the committee of the provision
- Assisting in the provision
- Fundraising
- Attending relevant training courses, workshops and conferences

The lasting benefit of parental involvement in a child's development and pre-school education is now clearly supported by academic research, as well as providing a lot of pleasure for parents/carers and their children.

The language used: Wenvoe Playgroup is an English medium setting with some use of Welsh. Welsh is incorporated into the group every day with the use of:

- Greeting and farewell songs
- Social graces
- Counting and colour
- Vocabulary for theme

Observations, assessments and record keeping

Wenvoe Playgroup staff take a reflective approach to their work, using observation as a tool to plan activities and ensure children's needs are met. The progress of children is assessed by observation and recorded.

Wenvoe Playgroup has a duty to share some information with the local authority, CSSIW and the Welsh Assembly Government. Our records are kept in line with our confidentiality policy and are available for discussion with parents/carers at any time.

Activities offered

We offer a wide range of activities to suit children's age, stage and individual needs and meet our aims and objectives and reflect Welsh Government current strategy.

Foundation Phase in Wales

This is the statutory curriculum for all children aged 3 to 7 years in Wales. The Foundation Phase has seven areas of learning both indoors and outdoors. For further information please ask at group or visit

<http://gov.wales/topics/educationandskills/earlyyearshome/foundation-phase/?lang=en>

We can be flexible with activities to support children with additional needs. We provide adult-led and child-led experiences that are planned termly, fortnightly, and daily in advance.

Activities are risk assessed and children are encouraged to contribute to any review or evaluation of their experiences as they are able and willing

Routine of the playgroup is flexible due to the individual needs of the children and activities planned for a particular day. For example; if we welcome visitors into the group we may have to adjust timings to suit the visit.

The outside space at the rear of the building is used at every opportunity. In spring and summer months we may operate from the large hall to the garden area. Here at playgroup we are flexible in our daily routines to suit individual needs. The safety and welfare of the children is our priority and any changes to our routines are risk assessed.

Monday to Friday 9am – 11:45am

The main door is supervised at 9am whilst children arrive and then locked by the means of a small bolt by 9:10am.

09.00 – 09:30 Circle time - Free play, settling in. Registers and head counts	09.30 – 11:20am Access all areas (Adult and child led activities)	10:15 Toileting, handwash and sociable snack time. If large numbers attending 2 sittings.	11.20 – 11:45am Coats and into the small room for those going home. Story time, songs/rhymes and collection
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Arrangements for those staying in our care from Monday to Friday at 11:20 until school transition, collection or into all day care Monday & Thursday from 1pm.

11:20 – 12:00 Play continues in the large hall for those who stay in our care or arrive from the Nursery.	12 noon Children proceed to the smaller room for lunch.	12:45am Collection for children who have attended the extra hour known as Lunch Club.	12:50pm Those going to Nursery collect coats and leave for nursery by 12:55pm
1:00pm Register and access to play areas. Adult & Child led Into afternoon care	2:30 – 3.00 Wash hands Snack and social time, coats to go home.	3.00 – 3:15pm Story time and end of the day	.

Important information;

- On Mondays and Thursdays whilst day care is operation the main door will remain locked until 3:15pm and supervised as transitions take place.
- On Tuesday, Wednesday and Friday it will remain locked until 12:45pm and supervised as transitions take place.
- There are two door bells. Both may be used. The reception area is supervised by a member of staff whilst children are arriving and departing.
- Signing in sheets are kept up to date and head counts at all transition times are carried out by supervising staff and recorded by staff signing and updating the total number of children at transition times.
- Adult:Child ratio's are maintained at all times.

Policies and Procedures

Wenvoe Playgroup has produced policies and procedures that describe arrangements for dealing with routine operational practice, complaints, concerns, and any emergency that may occur during operational hours. They are designed to ensure effective and safe management of our service and to offer the best possible environment and experience for the children and families who use it. The policies and procedures are developed and maintained in line with and/or exceed the national minimum standards and regulations. They are reviewed regularly (at least annually) and updated, informing CSSIW of any changes as necessary. The policies and procedure file is available in the foyer, for all who visit, work in or use Wenvoe Playgroup. They are also available to view on our website wenvoeplaygroup.co.uk

Complaints

For information on how we handle complaints at the group, please read our Complaints Policy. Please be aware that CSSIW (Care Standards and Social Services Inspectorate Wales) are happy to receive information about any social care service, but is not a complaints agency and has no statutory powers to investigate individual complaints between people and their service providers. They cannot make judgments on behalf of people or decide who is right or wrong. For more information please see page 2 of our Complaints Policy and Procedure.

Emergencies

If an emergency should arise and there is need for an ambulance, one member of staff will telephone 999 and the other will stay with the child. As we have a landline telephone which is cordless, the member of staff may stay near to the child and voice important information to the supporting adult which is given by the emergency services.

999 is called in the first instance.

As soon as it is possible to do so, a call will be made to the first emergency contact on the child's file. If no answer, then further emergency contacts will be tried. If after trying all contacts there is still no answer, a message may be left. Staff will give brief details of the emergency and our contact telephone number, in a calm, composed manner.

Where no answer phone is available, or where the emergency contact has not replied to a message, staff will contact social services for advice.

It is therefore imperative that parents/carers keep all emergency contact telephone numbers up-to-date by informing the staff immediately of any changes.

Please see our contract/registration form.

A child will never be sent to hospital alone.

Here at playgroup, when possible we work above the minimum adult:child ratio as requested in the national minimum standards. A Manager is on site and out of ratio when Daycare is in operation 9am until 3:15pm. In an emergency, if we fall below adult:child ratio, a list of persons to phone for assistance at group is available in the contacts file. Where support cannot be found immediately, children will be moved to a secure area until such a time that adult:child ratio's may be met.

This document will be reviewed at least annually or as a result of change in operational practice. CSSIW will be notified of any changes 28 DAYS prior to the documents operation. Parents will then be informed. (This statement of purpose is supported by Wenvoe Playgroup's operational plan and any changes to one will be reflected in the other.)

This **statement of purpose** for Wenvoe Playgroup was passed for use

On **Proposed for September 2016**

By : Sandra Morgan

Position: Registered Person/Leader

Date of planned review: **September 2016**