

## Wenvoe Playgroup CIO - Statement of Purpose

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

Wenvoe Playgroup CIO is a Registered Charity managed by a Voluntary Management Committee made up of Parents/Carers & members of our community. Charity No: 1179164. Wenvoe Playgroup CIO committee may also elect affiliate members to serve on the Committee. The Management Committee employee Sandra Jane Morgan as the Responsible Individual and Person in Charge.

Wenvoe Playgroup CIO is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide day care for up to 30 children at any one time. We care for Children from the age of 2 years and 4 months to 4 years and 11 months.

### **CIW registration number: W15/00001551/001/004**

The Person(s) in Charge on a day-to-day basis is: Sandra Morgan and/or Kimberley Morgan.

The main contact for the Wenvoe Playgroup CIO is: Sandra Morgan

Address	Wenvoe Playgroup CIO The Village Hall, Station Road West, Wenvoe, CF5 6AG
Telephone	(029) 20597494
Email	wenvoeplaygroup@btinternet.com
Correspondence address	As above

### **Staffing**

Wenvoe Playgroup CIO employ 9 staff to support and work with the children in our care. We operate above the National Minimum Standards daily with adult:child ratio, to allow for emergency staff cover.

All staff and volunteers working at Wenvoe Playgroup CIO have been checked that they are safe and suitable to do so with the Data and Barring Service (DBS).

All staff hold 'Paediatric First Aid' along with legal and regulatory training. For more information on up-to-date staff qualifications, please view our operational plan on our website.

### **Training**

Membership of Early Years Wales ensures that Wenvoe Playgroup CIO is kept up-to-date with current developments and initiatives in the field of childcare and education. Legal and Regulatory Training courses are offered for free or at a reduced cost 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 CIO welcome all children from the age of 2 years 4 months up to 4 years and 11 months. Staffing ratios for children aged 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 needs 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 before a child commences playgroup. Contracts are available from the playgroup.

Wenvoe Playgroup CIO 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 care of each child as an individual is our priority. 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 CIO operate 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 any additional needs, which 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

### **Services for Children 2 years and 4 months to Reception age.**

Healthy snacks and drinks are offered daily; milk/water, toast, and fruit.

We celebrate children's birthdays by supplying a cake.

Children's individual preferences are noted and recorded as they register to join the provision, considering, food allergies, special diets etc. Please ask to view our menu from the foyer for products used and allergen advice.

Parents are encouraged to use our 'settling in' service to help with their child's transition into our care. This can be arranged via email.

For those who wish to use the transition service (wrap around service) to and from Gwenfo Nursery/School, please read our 'Transition to and from Gwenfo School Policy and Procedure' and ensure you sign an agreement of transition.

### **Lunch Club, Collection from and transition to Gwenfo Nursery and All Day-care:**

#### **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 and placed in the kitchen area (out of the reach of other children).

Please ensure; that if your child is to be collected by us from Gwenfo Nursery, you send your child to nursery school with their lunch bag.

As we offer snacks and drinks 10am and 2.30pm to the children in our care, 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 concern, then please speak to us. (Please read our Health & Hygiene policy along with our Food, drinks, and healthy eating policy)

## **Operational hours & daily fees**

### **Monday to Friday**

09:00 – 11:45am - £15.00

09:00 - 1pm - £20.00

**TOP UP FEE CHARGE TO GWENFO NURSERY – £1 PER DAY**

### **Pick up from Gwenfo Nursery**

daily 11:15am until 1pm - £10

Extended hours Wednesday & Thursday 11:15am to 3:15pm - £20 per day

**TOP UP FEE CHARGE FROM GWENFO NURSERY - £1 PER DAY**

Wednesday & Thursday only - All day care from 9am until 3:15pm - £30 per day

**Fees are payable in advance; weekly, monthly or on receipt of invoice as per contract. Fees are to be paid direct into Wenvoe Playgroup CIO bank account (details are on each invoice, which we send via email).**

**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.
- If we are advised to close the group by Public Health Wales/Welsh Government OR CIW, then fees will continue to be paid for sessions missed for up to 14 days.
- We encounter adverse weather or events beyond our control affecting our premises for up to 5 working days.
- A child's continued place at Wenvoe Playgroup CIO is dependent on continued payment of fees.
- Leaving – four weeks written notice is required, otherwise fees in lieu of notice will be charged.

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 four weeks, full refund thereafter.

***We may accept payment voucher schemes via your workplace. We are registered with the Government Tax-Free Childcare initiative. Wenvoe Playgroup CIO are also signed up to receive The Welsh Government 30 Hour FREE Child Care Offer for those living in Cardiff and The Vale of Glamorgan.***

### **Parental involvement**

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

- Assisting with the committee of the provision
- Assisting in the provision
- Fundraising

**The language used:** Wenvoe Playgroup CIO is an English medium setting with some use of Welsh. 2 staff are fluent in Welsh. The Welsh language is incorporated into the group every day with the use of:

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

### **Observations, assessments, and record keeping**

Wenvoe Playgroup CIO 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 CIO has a duty to share some information with the local authority, CIW, 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. Parent/Carers are welcome to email the group at any time to enquire about their Child's well-being or learning and development.

### **Activities offered**

We offer a wide range of activities to suit children's age, stage, and individual needs.

We assess children's learning using 'Developmental Milestones' for their age/stage of development.

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 their learning, any review or evaluation of their experiences as they are able and willing.

The outside space at the rear of the building is used at every opportunity. Here at Playgroup, we are flexible in our daily routines to suit individual needs. The safety and wellbeing of the children is our priority and any changes to our routines are risk assessed.

### Monday to Friday

The main door is supervised from 09:00 whilst children arrive and then locked by the means of a key. The Key is placed on a hook out of reach of the children near to the door. The door is supervised whilst all transitions take place.

<p><b>09:00</b> Free play, across the group, small room, and hall. (Adult and child led activities)</p>	<p><b>9.30am</b> <b>Circle time</b> Register, Song &amp; Rhyme</p> <p><b>09:45am</b> <b>Split group for snack</b></p>	<p>After snack all return to play, across all areas. Garden access at every opportunity.</p>	<p><b>11:30am</b> All children going home go into the smaller room, story &amp; song</p>	<p><b>11:45 am</b> Front door supervised as children go home.</p>
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Afternoon care and arrangements for those staying in our care longer than 11:45am

<p><b>11:20am</b> Play in the large hall for those who arrive from the Nursery and afternoon session.</p>	<p><b>12 noon</b> Children proceed to wash their hands for lunch.</p>	<p><b>12:50pm</b> Those going to Nursery collect coats and leave for nursery.</p>	<p><b>1pm</b> Collection for children who have attended lunch.</p>
<p><b>1pm</b> <b>Those staying Wednesday and Thursday .....</b></p>	<p>Play continues across all areas.</p>	<p><b>2.30pm -</b> Tidy up - Wash hands Snack and social time, coats to go home.</p>	<p><b>3.00 – 3:15pm</b> Story time, songs and rhyme and end of the day</p>

### Important information;

- The front door will remain locked whilst playgroup is in operation. The front door will be supervised during all transitions.
- 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 ratios are always maintained.

## **Policies and Procedures**

Wenvoe Playgroup CIO 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 CIW of any changes as necessary. Please ensure you have read all policies and procedures prior to signing the contract, especially the Safeguarding/Child Protection and Behaviour documents. The Policy and Procedures are available in the foyer, for all who visit, work in, or use Wenvoe Playgroup CIO. They are also available to view on our website [www.wenvoeplaygroup.co.uk](http://www.wenvoeplaygroup.co.uk)

## **Complaints**

For information on how we handle complaints at the group, please read our Complaints Policy. Please be aware that CIW (Care Inspectorate Wales) is happy to receive information about any social care service, but it 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 further information, please see page 2 of our Complaints Policy and Procedure.

## **Emergencies**

If an emergency should arise and there is need for an ambulance, **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.

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, we work to a high adult:child ratio, so that should a member of staff become ill at any time, we are able to maintain the minimum ratio as required in the National Minimum Standards.

In an emergency, should we fall below adult:child ratio, a list of persons to phone for assistance is available.

Where support cannot be found immediately, children will be moved to a secure area until such a time that adult:child ratio may be met.

Here at Wenvoe Playgroup CIO all staff adhere to the Public Health Wales guidance in all areas which are reflected in our policies and procedures.

**This document will be reviewed at least annually or as a result of change in operational practice. CIW 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 CIO's operational plan and any changes to one will be reflected in the other).**

This **Statement of Purpose** for Wenvoe Playgroup CIO, was passed for use

From: 08<sup>th</sup> January 2024

On: 17<sup>th</sup> November 23

By: *Sandra Morgan* Position: RI/PIC

Date of planned review: Annually or sooner if changes in practice