

****Information pack /**

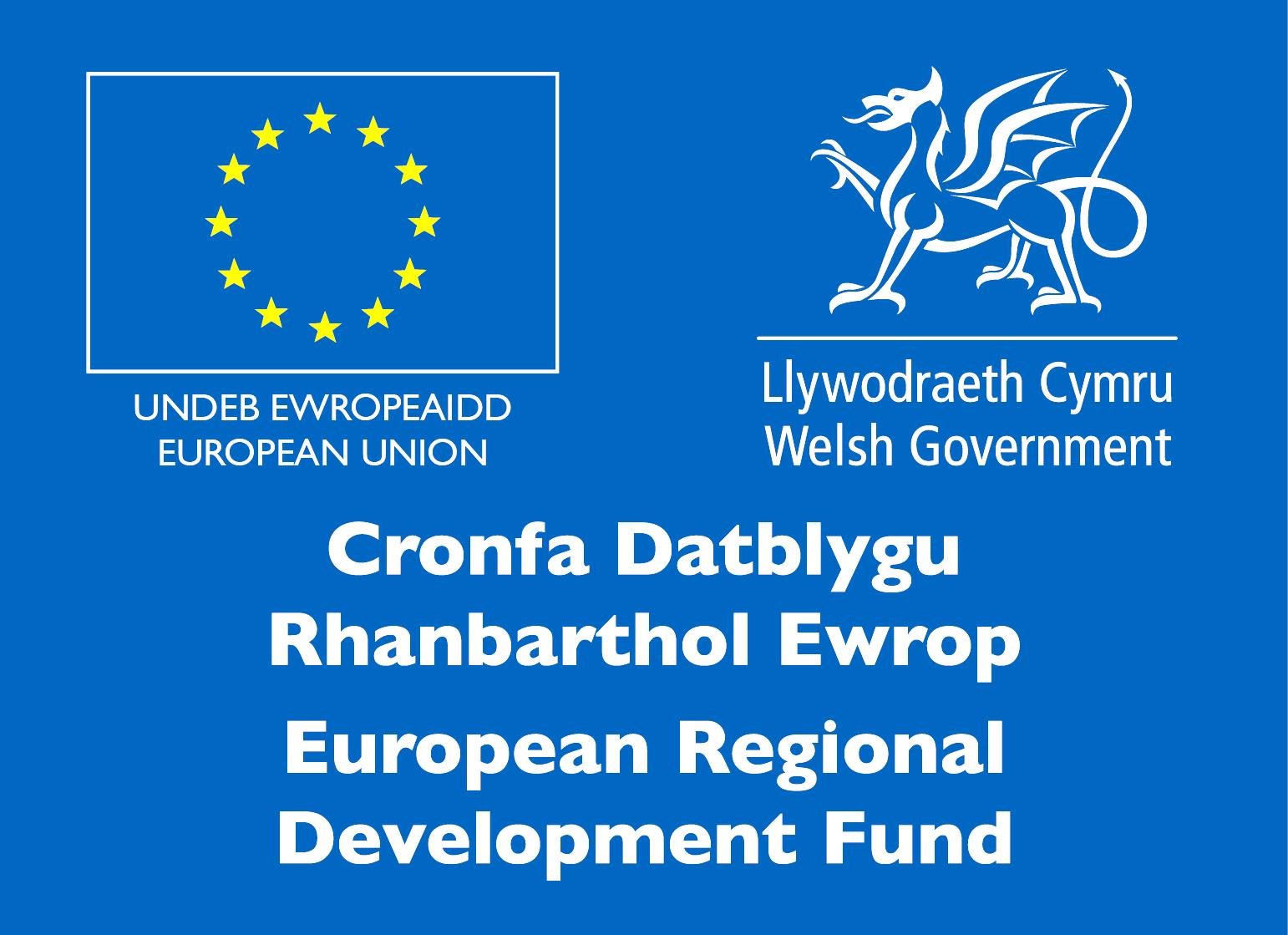
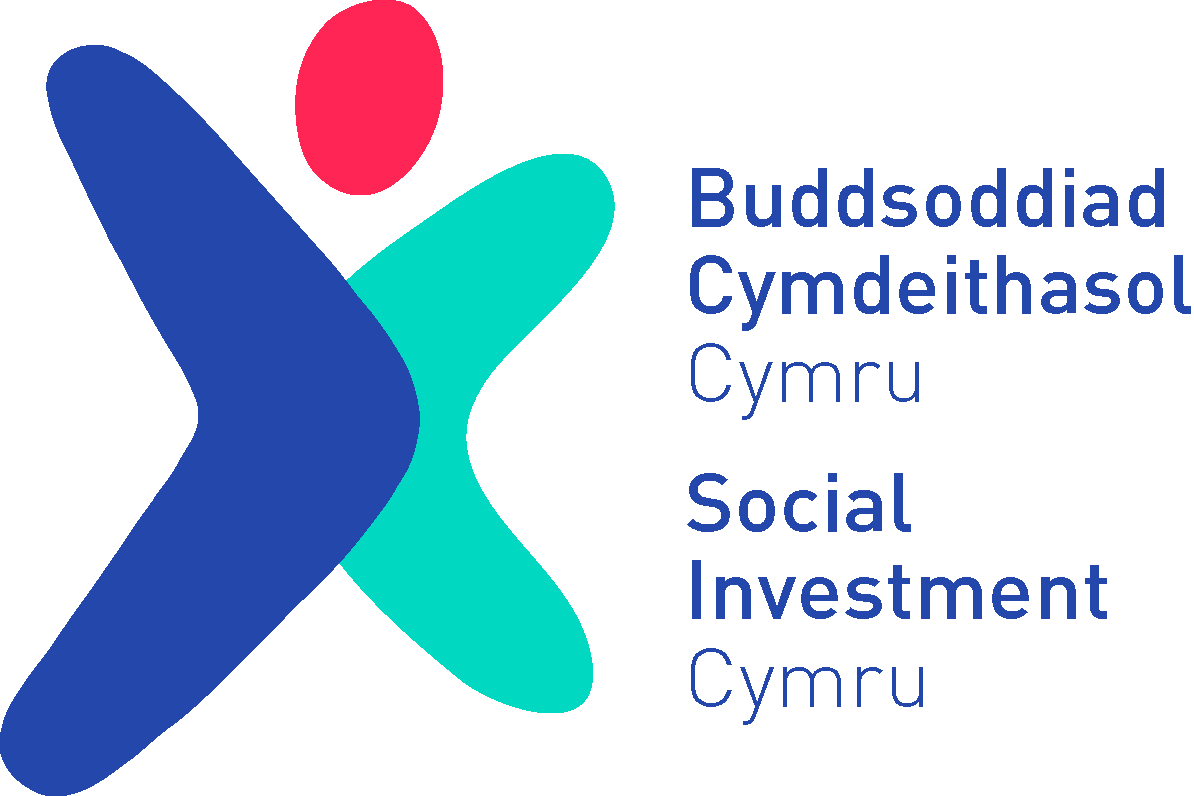
**Statement of Purpose**

**Contact information:**

**Responsible Individual:** Cherrie Bija

**Person in charge/Setting Manager**: Leanne Evans

**Document produced January 2019.**

** This document is reviewed annually. Any changes to statement of purpose will be made available to parents and CIW will be notified**.

**Statement of purpose**

**“A home from home where children are the foundation of all that we do. We provide a friendly, fun, caring and safe environment where children are given opportunities to develop through active learning experiences and creative play.”**

**General information**

We are registered for day care and provide full day care 5 days a week:

|  |  |
| --- | --- |
| Monday | 8am – 5.30pm |
| Tuesday | 8am – 5.30pm |
| Wednesday | 8am – 5.30pm |
| Thursday | 8am – 5.30pm |
| Friday | 8am – 5.30pm |

**CIW register day care settings for children and young people up to the age of 12.**

|  |  |
| --- | --- |
| Teilos Tots is currently registered with CIW as a **33** space day care setting. | |
| Offering **12** places for children **0-2** years. | Offering **21** places for **2-5** year olds. |

We have an open door policy and welcome families to call into the centre, speak to the staff and to have a look around. Whilst having a tour of the setting, staff will explain to parents/carers the other groups that are also run from the setting and ensure that they ease any parents/carers worries.

It is important that you are aware of all our policies and procedures. During the registration process staff will give parents/carers opportunities to read our policy file to fully understand the ethos of the setting. If this is not an appropriate time, it is available at any time for you to study, please speak to a member of staff who will ensure the file is available.

Children must be dropped off and collected at times specified in their contract. We are unable to accept children earlier and cannot keep children any later than the specified times unless prior arrangements have been made. If you are running late please telephone the setting and let a member of staff know ASAP.

**Persistent lateness cannot be accepted – late charges will be enforced.**

All meals, drinks and snacks are provided for children. Appropriate food is provided for babies that are weaning and any allergies children may have can be catered for.

For babies who are fed using formula milk we request that the formula powder is **supplied by parents/carers.**

Sun cream is also provided by Teilos Tots Day care – if your child has an allergy to a sun cream brand please can you let a member of staff know or provide your own sun cream

We request that all nappies, wipes and any barrier creams are **supplied by parents/carers**

**Admission**

**Please see admissions policy**

When a parent/carer expresses an interest in placing their child/ren at our Teilos Tots they will be asked to visit the setting and complete the registration process, sharing all information on their child/ren, to enable us to be able to offer the best care we possibly can for the children in our care.

During the registration process daycare fees will be explained and your child will be booked into our system.

We are a flexible setting so are able to accommodate additional hours/days if required.

**This is subject to occupancy**; please speak to a member of staff to confirm any add on sessions.

If we have no spaces available, we will operate a waiting list system. This list will be developed on a first come first served basis

We welcome all children to Teilos Tots no matter their gender, religion, culture or ability. Every child will be assessed on their individual needs at point of registration and we will do our very best to accommodate wherever possible.

**Settling in**

Staff will work in partnership with parents/carers to ensure each child settles into Teilos Tots smoothly. We offer 3 free one hour sessions to allow your child to experience life @ Teilos Tots before their journey with us begins.

If you are at all worried about your child’s transition into Teilos Tots please speak to a member of staff.

**Staffing**

Children are cared for by experienced and highly qualified members of staff. The staff team are creative, dedicated and passionate and strive to provide children in our care with opportunities to grow learn and develop in a rich, stimulating, caring, fun environment.

Teilos Tots will always ensure that children are cared for within the minimum standards for child to staff ratio’s at all times:

|  |
| --- |
| **One adult to every three children aged 0-2 years** |
| **One adult to every four children aged 2-3 years** |
| **One adult to every eight children aged 3-5 years** |

We will always ensure there is a minimum of 2 members of staff on duty all times.

The person in charge is supernumerary at all times

All staff have full Enhanced DBS checks on induction and these checks are renewed every 3 years. They will have a minimum CCLD Level 3 qualification.

The nursery manager holds CCLD Level 5 in nursery management.

All staff will undertake training in First Aid, Food Hygiene, Child Protection and Health and Safety as a minimum, as well as further training in various areas related to High Quality Childcare.

**Childcare fees**

Our pricing structure at Teilos Tots Day care is as follows:

|  |  |
| --- | --- |
| **Full day**  **8-5.30**  £37 | |
| **Half day** | |
| **8-1**  £23.50 | **1-5.30**  £25.50 |
| **Late charges** | |
| £5 every ½ hour past the end of the booked session,  **unless notified** | |

Included in the fees are all meals, snacks and drinks.

There are **no refunds** for missed sessions, sickness and holidays.

If a child is sent home during a session due to sickness you will be charged for their whole session.

**Payments**

Day care bills will be issued on the last Friday of the month via the Famly App and email – paper copies can be issued upon request.

Payments are due by the **5th** of each month, payments need to be prompt. Any payments after the **10th** of the month will result in a **£10** late payment charge. Constant late payments or non-payments can result in your child’s place at Teilos Tots being terminated.

Please speak to a member of staff if you need to discuss payment plans.

A **FOUR** week notice period is required to **terminate** a child’s place or to **reduce** your child’s hours.

Please note:

**Teilos Tots will be closed for all statutory bank holidays**

**Payment is still required for these dates.**

**Teilos Tots will be closed as two weeks over the Christmas period**

**(Closure dates will be issued each September).**

**YOU WILL NOT BE CHARGED FOR THESE DATES**

Teilos Tots Day care is able to except childcare vouchers, if you would like to arrange payments through the childcare voucher scheme please inform a member of staff.

Teilos Tots Day Care is also part of the 30 hours free childcare pilot. If you think you may be entitled to be part of this scheme please speak to a member of staff who will be able to advise you on the next steps you will need to take for the offer.

**Childcare fees are reviewed every January; parents are notified in via email in February.**

**All changes will come into effect from April 1st**

**Pets / animals**

Teilos Tots will not have any pets / animals

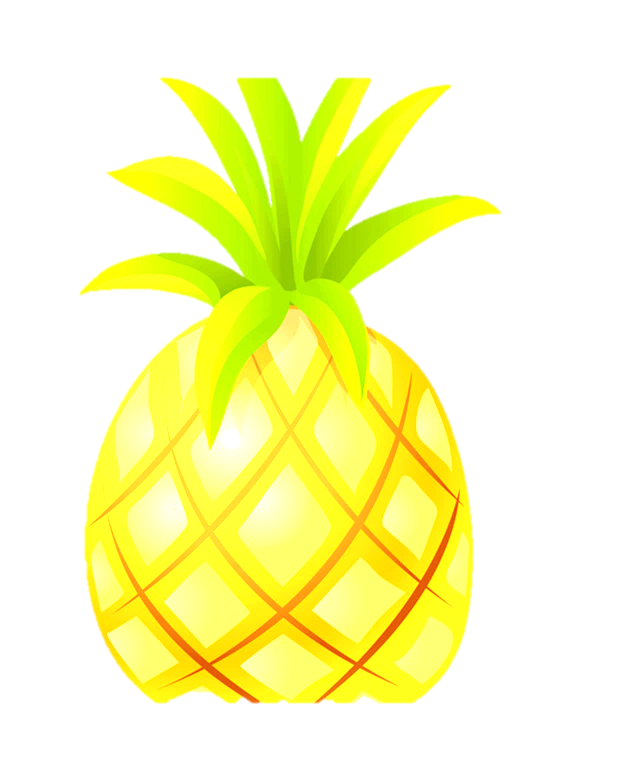
**Daily Routines and Activities**

During the renovation of St Teilos church, we carefully designed a bespoke childcare suite that houses Teilos Tots Day Care. All room are warm and welcoming with child friendly toilets and changing areas. We also have a vibrant enclosed outdoor area for children to enjoy the great outdoors.

To ensure appropriate care is given for all children, our setting is split into two childcare rooms:



Our Sweet Strawberries under 2's room. A space where children start to learn and develop. Exploring their environment and starting to reach their milestones.



Our Strong Pineapples over 2's room. A space where children will grow, learn and develop. An environment that will enable children to make choices, become independent and get ready for the transition into school.

We firmly believe that children thrive when given the opportunity to experience new things and have the opportunities to explore and experiment. We follow the foundation phase approach which gives children routines and boundaries but also have opportunities to make decisions, have choices and to explore their environment.

We have a Daily Session Plan which provides a sense of belonging and familiarity for the children.

As we spend a lot of time playing outdoors, we ask families to ensure that children are dressed appropriately. We ask that children bring a coat and wear warm clothing during chilly days and pop on a hat in their bags on sunny days. We also ask that all items are labelled.

Children are likely to get messy in our play environment, therefore please dress your children in clothes that you don’t mind getting messy and pop a change of clothes in their bag. We have uniform that can be purchased to save your child’s clothing, please speak to a member of staff if you are interested in purchasing uniform



We will provide the vast majority of our activities through the medium of English but will encourage basic Welsh Language throughout, coupled with Makaton sign language as well as adopting basic terminology of any other language spoken by children attending.

**\*If you require written information translated into Welsh or any other language please ask a member of staff \***

**Example of a typical day:**

|  |  |  |  |
| --- | --- | --- | --- |
| **8am-9.15** | Breakfast  Welcome into session  Free play/outdoor play | **12.45-1.15** | Free play/outdoor play |
| **9.15-10.30** | Hello, greeting time  Small group structured activities  Free play/outdoor play  Nappy change/toileting  Tidy up time  Washing hands | **1.15-2.45** | Hello, greeting time  Small group structured activity  Free play/outdoor play  Nappy change/toileting  Tidy up time  Washing hands |
| **10.30-10.50** | Snack time | **2.45-3.30** | Large group structured activities  Story time  Free play/outdoor play  Nappy change/toileting  Tidy up time  Washing hands |
| **10.50-12.05** | Large group structured activities  Story time  Free play/outdoor play  Nappy change/toileting  Tidy up time  Washing hands |
| **12.05-12.45** | Lunch time | **3.30-4.00** | Tea time |
| After lunch snooze for those who want to partake! | | **4-5.30** | Free play/outdoor play  Home time |

We offer a wide range of activities including, arts and crafts, construction, sensory play, messy play and other exciting opportunities.

**Meals and snacks**

At Teilos Tots we encourage healthy eating and drinking. All meals provided consist of a varied and balanced diet to encourage healthy eating. Children learn to enjoy foods, and the reasons why some foods are healthy and some are not and we encourage them to make healthy food choices.

We also teach children about food-related hygiene, for example, washing their hands before eating.

Cooking is a large part of structured activities at Teilos Tots and all children are given opportunities to pop on an apron and get cooking!

Meals are served ‘family style' where the children are encouraged to socialise with their friends and carers. This helps encourage children to try new foods and make healthy food choices.

We celebrate and value diversity with exciting menu's which accommodate each individual child's requirements (allergies, intolerances, religion and culture), by catering for special diets. Please keep us notified of any changes to your child’s dietary requirements and preferences.

Younger babies are given milk provided by parents, at times which suit their individual needs.

Example of meals and snacks on offer at Teilos Tots:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Breakfast 8am | Snack | Lunch 12noon | Tea 3.30pm |
| Monday | Fruit and yogurt | Toast | Spaghetti bolognaise and salad. Fruit salad | Crackers, cheese cubes, slices of Banana and melon |
| Tuesday | Pancakes and strawberries | Toast | Fish pieces, boiled potatoes and peas. Fruit salad | Ham toasties, cucumber sticks and apple |
| Wednesday | Boiled eggs and soldiers | Toast | Slippery root soup with soda bread. Fruit salad | Homemade muffin pizzas and salad |
| Thursday | A choice of fortified cereals | Toast | Roast chicken dinner. Fruit salad | Selection of filled wraps, carrot and pepper sticks |
| Friday | Crumpets and strawberries | Toast | Baked potatoes with a variety of different fillings. Fruit salad | Tuna pitta breads, cucumber sticks and picked onions |

**We provide fresh milk and water throughout the day to ensure that the children are always well hydrated.**

**Keeping families informed**

On the notice board, there is a great deal of information about the sessions, from what activities we provide to what snacks are on offer. There is also a member of staff on hand to give feedback at the end of the session. As we operate an open door policy, we encourage parents to pop in if they feel that they would like any advice, support or just a chat.

Key workers make daily observation and monitor children development in order to ensure that we are offering the best support that we can.

We also make Scrapbooks of children’s works and achievement for parents to take with them when a child leaves the setting.

During the course of the year, we aim to produce a Newsletter approximately four times. This will be used to keep parents informed of changes in staff, policies, procedures, etc., informing them of events, themes, etc. occurring at the nursery and general information regarding childcare matters.

We use the nursery software Famly. This system allows parents to have updates on their child’s day through a secure app. The app allows closer communication between Teilos Tots and yourselves. No more worrying if your child’s ate their lunch - pop on your app after lunch and the information’s there! A brand new and exciting new way to feel closer to your child when you aren’t together

**Health and Safety**

**Please see our H & S policy and guidelines**

Children will only be released to known individuals, or alternatively individuals who know your personal password.

We ask families to ring the centre ASAP if you are going to be late so provision can be made to accommodate your child.

A register and signing out sheet are kept on a daily basis. If your child is uncollected 10 minutes after the end of the session, we will contact the emergency numbers that you have provided. If we cannot make contact with either yourselves or the emergency contact after 30 minutes we will follow our collections policy and contact the child protection duty officer for guidance.

A fire drill is practiced every term. Firefighting equipment is serviced regularly.

Children are not allowed into the kitchen at any time.

We have a car park on site, when using the car park please do so sensibly, making sure that your child is supervised at all times. Please be aware of your speed and your surroundings. Teilos Tots/Teilos Community Cwtch is not liable for any accidents or injuries that take place in the car park

**Accidents, incidents and illnesses**

**Please see our health & hygiene and medication policies**

All members of staff hold First Aid qualification and will administer minor first aid when needed. Families will be contacted immediately if we feel that the injury requires professional assistance.

All accidents and injuries are recorded and staff will inform you full of the details of the accident/injuries and you will be asked to sign an accident form

You will be contacted if your child is feeling unwell or if we believe they may be suffering from a contagious disease. A keep me at home guide to contagious diseases is given on registration, please follow this guidelines or any guidelines given by a medical professional to stop the spread of the disease.

Medication can be administered at Teilos Tots; parents/carers will have to complete an administering medication form prior to any medication being administered.

If your child requires an Asthma Pump or Epi pen please inform staff as soon as possible so we are able to train staff to administer the emergency medication

If after completion of the initial registration form your child is diagnosed with a medical condition, or suffers from an allergic reaction to food or medication, please inform the Manager as soon as possible.

**Contact Details**

If your address and/or telephone number changes, please inform us as soon as possible so that our records can be updated. This also applies to your emergency contacts.

**Activities @ Teilos Community Cwtch**

Teilos tots is based in Teilos Community Cwtch. There are many activities that take place in the main sections of the building but please be assured that the bespoke childcare suite is only accessible by staff.

We have a car park on site, when using the car park please do so sensibly, making sure that your child is supervised at all times. Please be aware of your speed and your surroundings. Teilos Tots/Teilos Community Cwtch is not liable for any accidents or injuries that take place in the car park

**Quality Assurance**

As a CIW setting we will conduct an annual evaluation of our setting and produce a Quality of Care report each August which will be available to CIW and services users.

**Complaints, Comments or Suggestions**

**Please see our Complains Policy**

We hope that you and your child will be very happy with the service that we provide. If at any time you have any comments or suggestions, please make use of our comments box or speak to a member of staff.

If at any time you have any worries or concerns regarding the setting, please speak to your child’s key worker or the deputy manager.

If you feel unable to do so or if you are not happy with their response, please speak to Leanne Evans: Teilos Tots day care & Teilos Community Cwtch Manager

If you are still unhappy, then please speak to Cherrie Bija Chief Executive Officer: 07590075009

You can also give feedback on the CIW website [www.ciw.org.uk](http://www.ciw.org.uk)