



Statement of Purpose Stepside Community Playgroup 2019

Stepside Community Playgroup aims to:

Provide high quality day care that enhances the development, care and education of pre-school children in a safe and 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.
- Embrace the ethos and principles of Early Years Wales Association.

Stepside Community Playgroup follows Welsh Government initiatives by implementing principles of the Foundation Phase.

Legal status:

The Registered person of Stepside Community Playgroup is Mr Paul Harries who is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide day care.

The person in charge on a day to day basis is Mrs Rhiannedd Owen

The main contact for Stepside Community Playgroup is:

Mrs Rhiannedd Owen

Stepside C.P. School

Carmarthen Road

Kilgetty

Pembrokeshire.

SA68 0UG

Telephone 01834 812764

Please contact this person for all enquiries.

Deputy in case of absence



Statement of Purpose Stepside Community Playgroup 2019

Mrs Judith Harts

Emergency cover

Mrs Caroline Davies

Stepside Community Playgroup welcomes boys and girls and is registered by CIW to care for 16 children between the ages of 2 1/2 to 4

CIW registration number is: 17-2048-A-10

Our latest inspection report by CIW can be seen on <https://careinspectorate.wales/stepside-school-playgroup>

Stepside Community Playgroup is covered by public liability and employer's liability insurance. Certificates are displayed in foyer.

Our **admissions policy** gives details about how applications for admission to Stepside Community Playgroup are managed.

Operational hours:

Monday	Tuesday	Wednesday	Thursday	Friday
12-3pm	12-3pm	12-3pm	12-3pm	12-3pm

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. Stepside Community Playgroup welcomes students on placement, volunteers and visitors who enrich the experiences of children. Policies and procedures that ensure children's safety and wellbeing are paramount at all times are used.

Facilities available: Stepside Community Playgroup operates in a bright airy classroom at Stepside Community Primary School. We have separate cloakroom and toilet facilities, a large classroom with carpeted and washable floor surfaces, outdoor play space, outdoor sheltered space and plenty of storage.

Services offered include our healthy eating policy, we give the children a snack in the afternoon and this is fruit and milk or water to drink. Children's individual needs and preferences are noted and recorded as they register to join the provision.



Statement of Purpose Stepside Community Playgroup 2019

Activities offered We provide a wide range of activities including painting, craft, play dough, jigsaws, sand/water, table top games, book corner story time, outdoor cars, bikes, sand pit, climbing frame/slide. It is an English setting but children are encouraged to count, learn colours and songs in incidental Welsh.

We provide adult-led and child-led experiences that are planned termly, weekly 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.

A sample of a typical day's routine is:

12-12.30	12.30-1pm	1pm-2.10	2.10-2.25	2.40-3pm
Toilet/handwash Lunchtime	Outdoor play	Indoors activity session range of table and floor activities to encourage talk and play	Toilet/handwash Social snack time Outdoor play	Carpet time Story time Home time

The language used at Stepside Community Playgroup is English with some use of incidental Welsh.

Training: membership of Early Years Wales ensures that Stepside Community Playgroup is kept up-to-date with current developments and initiatives in the field of childcare and education. We receive small talk, 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.

Stepside Community Playgroup works with the support of Wales PPA to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, events and training pathways, and parents/carers are kept informed about these.

Policies and procedures: Stepside Community Playgroup has produced a pack of policies and procedures that describe arrangements for dealing with routine operational practice, complaints, concerns, and any emergency that may occur during operational hours. Fire and Lock Down drills regularly take place so that pupils and staff are aware of what to do. Contact details are kept at the setting in case parents need to be contacted in case of accidents.

Policies and procedures 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 national minimum standards and regulations. They are reviewed regularly (at least annually) and updated (and CIW informed of



Statement of Purpose Stepside Community Playgroup 2019

any changes) as necessary. The policy pack is available for all who visit, work in, or use Stepside Community Playgroup to see in foyer.

In the event of a **complaint** please address your complaint to the registered person, Mr Paul Harries, or Mrs Rhiannedd Owen who has been delegated by the registered person to resolve complaints.

In all cases a written record of complaints is kept, which includes the following information:

- Name of complainant.
- Nature of complaint.
- Date and time of complaint.
- Action taken in response to complaint.
- Result of complaint investigation.
- Information given to the complainant, including the date of response.

At any time during the process of the complaint being resolved, the complainant has the right to complain to CIW or, where relevant, the local authority which has arranged for the care of a child at the provision.

Fees (see also: admissions policy): Fees are: £7.00 per session/ and are paid daily/weekly- in advance.

Fees are payable if a child is absent without notice or for a short period of sickness/family holiday.

Parents/carers are advised to speak to Mrs Rhiannedd Owen about payment of fees in cases of prolonged absence.

A child's continued place at Stepside Community Playgroup is dependent on continued payment of fees.

Starting in the provision: Stepside Community 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 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 on the needs of their child (please refer to the admissions policy).

Observations, assessment and record keeping: Stepside Community Playgroup staff take a reflective approach to their work, using observation as a tool to plan activities and ensure children's needs are met. This process allows us to seek advice from external agencies as needed, eg. Speech and Language, Health visitor and school nurse. The progress of children is assessed by observation and recorded. Stepside Community Playgroup has a duty to share some information with the local authority, CIW and in the case of the Child Development Assessment Profile, the Welsh Government. Our records are kept in line with our confidentiality policy and are available for discussion with parents/carers at any time.



Statement of Purpose Stepside Community Playgroup 2019

The terms and conditions are set out in the contract between parents/carers and Stepside Community Playgroup and implicit within our policies and procedures.

The contract must be signed and the registration form must be completed by parents/carers before their child attends.

Samples of the contract, registration form and the full set of policies and procedures are available from Mrs Rhiannedd Owen.

CIW¹ and parents carers are informed of any changes to this statement of purpose which is reviewed at least annually or as a result of a change in operational practice. (This statement of purpose is supported by Stepside Community Playgroup's operational plan and any changes to one will be reflected in the other.)

This **statement of purpose** for Stepside Community Playgroup was passed for use

On: 06.09.2019

By: Rhiannedd Owen

Position: Playgroup Leader

Date of planned review: January 2020

¹ Whenever practicable CIW is notified 28 days before a change is to take effect.