



Statement of purpose

Amlwch Pre-school 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/guardian.
- Welcome parents/guardians who want to become directly involved in the activities of the provision and provide opportunities to do so.
- Encourage parents/guardian to understand and provide for the needs of their children.
- Embrace the ethos and principles of Wales Pre-school Providers Association.

Amlwch Pre-school Playgroup follows Welsh Government initiatives by implementing the Foundation Phase/Designed to Smile/Healthy Pre-school Scheme.

Legal status: Amlwch Pre-school Playgroup is *managed by a voluntary committee*.

Amlwch Pre-school Playgroup is managed by a voluntary committee and is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide day care as an incorporated organisation.

The registered person is: Rachel Jones

The person/s in charge on a day to day basis is:

Helen Smith – Level 5 CCLD

Louise Coe – Level 3 CCLD

Rachel Jones – Level 2 CCLPD

The list of full contact details for every member of the current committee is kept (in line with CIW regulations).

The main contact for Amlwch Pre-school Playgroup is: Mrs. Helen Smith

Address: 4 Ger Yr Eglwys Bull Bay Road Amlwch LL68 9EJ. Home: 01407830668

Mobile: 07753233606. Email: amlwchpreschoolplaygroup@gmail.com

Please contact this person for all enquiries.

Amlwch Pre-school Playgroup welcomes boys and girls and is registered by CIW to care for 24 children between the ages of 2 and 4 years.

CIW registration number is: *W040001199*

We meet children's needs as individuals and within groups as a provider of *sessional* care.

Our latest inspection report by CIW can be seen on www.careinspectorate.wales (and the latest inspection report by Estyn can be seen on www.estyn.gov.uk).

Amlwch Pre-school Playgroup is covered by public liability and employer's liability insurance. Certificates are displayed on entrance to the setting.

Our **admissions policy** gives details about how applications for admission to Amlwch Pre-school Playgroup are managed.

Operational hours:

Mon am	Tues am	Wed am	Thurs am	Fri am
<i>9.00 – 11.30</i>	<i>9.00 – 11.30</i>	<i>9.00 – 11.30</i>	9.00 – 11.30	<i>9.00 – 11.30</i>

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. Amlwch Pre-school 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: Amlwch Pre-school Playgroup operates in the Elian room of Amlwch War Memorial Hall. Toilet facilities are at the top of the stairs leading to the room and has 3 separate toilets and changing facilities for children in nappies. There is a kitchen area/staff rest area, outdoor play space and storage.

Services offered snacks are to be provided by the setting and must be in line with our healthy eating policy. Children's individual needs, allergies and preferences are noted and recorded as they register to join the provision. This will also assist when the children partake in food tasting sessions. Should a child require additional support to enhance their development within the setting, there is a procedure in place for referrals to be made for the child to have 'helping hands' support. This is provided by working in partnership with parents and the referral team. Children are encouraged to participate in the 'Designed to Smile' programme and will brush their teeth daily at the setting with parental permission.

Activities offered are from a wide range that are planned to suit children's age, stage and individual needs and meet our aims and objectives and reflect Welsh Government current strategy www.wales.gov.uk/childrenyoungpeople/.

We provide adult-led experiences that are planned termly, weekly and daily in advance. And child-led learning is encouraged throughout the session

External activities are risk assessed, and day to day activities are observed and the 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:

9.00 - 9.30: Free play and settling in time. Role play	9.30 – 10.00: Indoor and outdoor play, child-led.	10.00 – 10.10: Register Circle time	10.10 – 10.45: Tooth brushing Toileting, handwash, Sociable snack time	10.45 – 11.30: Indoors, range of table activities + use of language/ numeracy areas (mostly adult-led) and collection by parents/guardians.
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The language used: Amlwch Pre-school Playgroup is a predominantly English medium setting with some use of Welsh. We are working towards the Welsh Language 'Active offer'

Parental involvement: Early Years Wales believes that parents/guardians are the prime careers and educators of their children and as such should be involved in all aspects of the provision. As a member of Early Years Wales, Amlwch Pre-school Playgroup welcomes parents/guardians who would like to become involved in:

- Assisting with the management of the provision.
- Fundraising.
- Representing the provision on Early Years Wales local and national committees.
- 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/guardians and their children.

Training: membership of Early Years Wales ensures that Amlwch Pre-school Playgroup is kept up-to-date with current developments and initiatives in the field of childcare and education. We receive *small talk*, Early Years Wales magazine, which offers practical advice and up-to-date information, and we are happy to share this with parents/guardians. The provision also has access to other publications Early Years Wales.

Amlwch Pre-school Playgroup works with the support of Early Years Wales 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: Amlwch Pre-school Playgroup have 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. 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 national minimum standards and regulations. They are reviewed regularly (at least annually) and updated (and CIW informed of any changes) as necessary. The policy pack is available for all who visit, work in or use Amlwch Pre-school Playgroup to see.

Fees (see also: admissions policy): Fees are: £7.00 per session including snack and are paid weekly unless other arrangements have been made with the setting prior to the child starting.

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

Parents/guardians are advised to speak to Helen or Louise about payment of fees in cases of prolonged absence.

A child's continued place at Amlwch Pre-school Playgroup is dependent on continued payment of fees.

Starting in the provision: Amlwch Pre-school Playgroup acknowledges the importance of parents/guardians 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/guardians may stay for part of the session, depending on the needs of their child (please refer to the admissions policy).

Pets/Animals Amlwch Pre-School Playgroup do NOT have any pets of any kind in the property. If animals are bought in from an external place parents will be informed and permission will be sought before any contact is made. Cat's are found outside, so every effort is made to clean equipment before use. Any allergies please make staff aware.

Observations, assessment and record keeping: Amlwch Pre-school Playgroup's 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. Amlwch Pre-school 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/ guardians at any time.

Admissions Children may attend Amlwch Pre-School Playgroup from the day they turn two years old. A child can still be in nappies and we will change them when necessary. Children with little or no speech are also welcome and staff will do their utmost to engage and support in any way that benefits your child. Any concerns can be spoken about and a way forward can be made in the best way for your child.

Complaints, Concerns & Compliments. It is the policy of Amlwch Pre-School Playgroup to share our achievements, reflect on our work and look for ways to improve our services. We welcome constructive/positive feed back from all who use our service. We avoid the potential for escalation of any issues by responding, recording and resolving complaints quickly, effectively and where possible in a positive and informal manner. Our complaints policy and procedure can be viewed at any time.

Emergencies All staff are First Aid trained and follow Emergency procedures in the event of accident, fire or incident. In all emergencies we will follow our policies that are in place to protect the children and staff. Parents/Guardians will be called/made aware of all incidents that involve any first aid administered by staff. Accident/incident forms are filled out after any form of accident/incident.

The terms and conditions are set out in the contract between parents/ guardians and Amlwch Pre-school Playgroup and implicit within our policies and procedures.

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

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

CIW and parents/guardians are informed of any changes made to this statement of purpose which is reviewed at least annually or as a result of a change in operational practice. These changes will be made by Leader Helen Smith or Responsible Individual Rachel Jones.

(This statement of purpose is supported by Amlwch Pre-school Playgroup's operational plan and any changes to one will be reflected in the other.)

This **statement of purpose** for Amlwch Pre-school Playgroup was passed for use

On:

By: Position:

Date of planned review:

AMLWCH PRE-SCHOOL PLAYGROUP		
PROFIT & LOSS STATEMENT		
September 1st 2022- 21st August 2023		
INCOME		
Childcare	£10,394.00	
Parent / Toddler Fees	£333.00	
Grants / Fundraising	£7,993.89	
TOTAL INCOME	£18,720.89	
EXPENSES		
Wages	-£14,670.13	
Rent	-£2,711.30	
Other	-£606.00	
Stationary / Supplies	£105.77	
Sundries / Equipment	-£168.54	
TOTAL EXPENSES	-£18,050.20	
NET INCOME	£670.69	