



Bradley Playgroup

4. Statement of purpose

Mission Statement

“Empowering children to take their first steps on to the learning ladder”

Due to COVID-19 some of our policies and details may have changed to fall in line with CIW and Welsh Assembly Government guidance. Please see our COVID-19 Risk Assessment for further information.

Aims:

- 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 Wales Pre-school Providers Association.

Bradley Playgroup follows Welsh Government initiatives by implementing *Funded Early Education, Foundation Phase Curriculum and Tiny Tums Healthy Food.*

LEGAL STATUS.

Bradley Playgroup is a Registered Charity CIO (Number 1179530)

The Playgroup operates in Bradley Village Hall, LL11 4BB. It is privately 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 a non-incorporated organisation.

The responsible individuals are: *Claire Harrison and Vervaine Edwards*

The person in charge on a day to day basis is: Amy Cheetham

The committee officers are:

Chairperson: Claire Harrison, Secretary: Catherine Guy, Treasurer: Vervaine Edwards

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

Additional information when considering applying for a place.

Registration Information.

It is a requirement of the Children Act 1989 that providers of day care for children under the age of eight are registered. Bradley Playgroup is registered with the Care Inspectorate for Wales (CIW) to provide care for a total of 19 children. Our latest CIW Inspection Report can be seen on the Playgroup website.

Opening hours.

The playgroup is open term time Monday to Thursday between 9.15am and 11.45am. The Playgroup is closed on a Friday as a Parent & Toddler group is run by Wendy Thomas (More information available).

Playgroup Plus operates January – July (11:45am – 2.45pm) term time only. ***Please note; Playgroup Plus will only operate if there are sufficient numbers.**

Management.

Bradley Playgroup is a registered charity which is run by a voluntary committee made up of parents and carers of the children who attend. We also have dedicated local supporters. The committee works hard to ensure that the playgroup is a viable organisation for the children who attend now and in the future.

As a self-funding organisation, it is necessary to organise various fundraising activities throughout the year to supplement the necessary finances required to allow the group to maintain sustainability. Fundraising events are always a good opportunity to get to know the other parents in the group. Friends made in playgroup carry on as the children move on up their learning ladder.

We hold an Annual General Meeting in October to appoint a committee for the year. We ask that parents/carers attend, as without a committee the group is unable to operate.

Language through which care is provided.

The primary language of the setting is English. Some of our staff speak Welsh as a second language and we are very happy to discuss with parents how we can support children who are bi-lingual. As part of our Foundation Phase provision we introduce the children to the Welsh language.

Children with additional needs or disabilities.

Bradley Playgroup is committed to our policy of inclusion and equality. We aim to provide equality of access and opportunity to all children. However, in some circumstances specialist provision may be subject to the availability of external funding needed for specialist equipment and/ or additional staff.

It is the policy of Bradley Playgroup as members of Early Years Wales, to be fully committed to the active promotion of equality of opportunity for all children and adults involved in our provision.

We do this by:

- Taking account of the Equality Act 2010 – (<http://wales.gov.uk/topics/equalityactatwork>).
- Operating an inclusive admissions policy and procedure.
- Recognising and respecting individuality and potential of all children and adults who may work, use, or visit Bradley Playgroup.

Bradley Playgroup has regard for the Special Educational Needs Code of Practice for Wales (2002) (<http://wales.gov.uk>) and the Equality Act 2010 on the Identification, Assessment and Education of Children

with Special Educational Needs. *For providers registered with Estyn to deliver Early Years Education this is a statutory requirement and for other providers it is best practice.*

We do this by:

- Welcoming children with additional/special needs who may be admitted (in line with our admissions policy) after full consultation with parents/carers, staff, referral scheme co-ordinators and any other relevant agency workers involved.
- Including children with additional/special needs and in routine activities, adapting our resources to meet the specific needs of the child.
- Requesting additional assistance as appropriate, such as via a local referral scheme.

(For further information please see our policy file in the Playgroup setting or by accessing our Playgroup website: www.bradleyplaygroup.com)

Admission policy.

We are committed to equality of access and opportunity. Playgroup places are allocated to children regardless of gender, ethnicity or culture. Our ability to accommodate new admissions is governed by the availability of a place within the appropriate adult/ child ratio for the child's age. Before starting playgroup, it is usual for children to visit our setting and have settling in sessions. While we encourage all parents to take advantage of our settling in policy we must stipulate that if your child is staying for snack that a donation of £1 is given to a member of staff at the beginning of each session to allow for the purchase of extra snack and refreshments (Please read our Admissions Policy for more information).

Contact Information.

Lead Supervisor – Amy Cheetham

Telephone: 07547 691301

Bradley Village Hall,

Email: bradleyplaygroup@outlook.com

Bradley

Website: www.bradleyplaygroup.com

Wrexham

LL11 4BB

Activities provided for the children.

Activities are planned to meet the developmental needs of each individual child. In planning activities, we follow the Foundation Phase Curriculum which is set out by The Welsh Assembly Government (www.wales.gov.uk/childrenyoungpeople/). Activities are varied and all staff are actively involved in playing and interacting socially with the children. We provide adult led and child led experiences that are planned daily, weekly and termly 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.

Observations, assessment and record keeping.

Bradley Playgroup's staff take a reflective approach to their work ethic using observation as a tool to plan activities to ensure children's needs are met. The progress of children is assessed by observation and record. Bradley Playgroup has a duty to share some information with the local authority, CIW and in the case of the Child Development Assessment Profile, Welsh Government and SPOA (Single Point Of Access). Our records are kept in line with our confidentiality policy and are available for discussion with parents/ carers at any time.

Staffing.

Staff are recruited and work to or exceed regulatory requirements at all times. The playgroup employs a Lead Supervisor and a Supervisor. Additional staff are employed if the number of children increase as the year progresses.

All of the staff at the playgroup undertake regular training in various areas such as Food Hygiene, First Aid and Child Protection.

The ratio of staff to children consist of:

2 – 3 years 1:4

3 years 1:8

Routines.

During the session at playgroup children are encouraged to participate in the daily routine of the group. While respecting individual needs we introduce several routines for the children such as: sitting together in small groups at snack time to introduce social interaction, songs for washing their hands before snack, songs to indicate various times of the day e.g. registration time, snack time, and home time.

Playgroup routine:

9.15-9.25 – Hanging up our belongings, self-registration, hand washing/toileting.

9.25am – 9.45am – Free play – indoors and outdoors. Children can settle into the setting.

9.45 - 10:00am – Amser clych (circle time) followed by hand washing, ready for snack.

10:00am – 10.15am – Snack time. Helpwr heddiw is chosen and children are encouraged to be independent.

10.15am – 11.25am – The fun begins! Endless opportunities indoors and outdoors to encourage development.

11.25 – 11.40am – Amser tacluso (tidy up time) then we get our belongings and come together for songs and stories.

11.45am – Morning children go home.

Playgroup plus routine:

11.45am – Afternoon children arrive - children wash their hands for dinner

12:00pm – 12:30pm – Dinner time. Children will have their packed lunches which will be stored in our fridge.

12:30pm – 1.00pm – Active play

1:00 - 1:45pm – Free play (indoors/ outdoors) / Rest period if required.

1:45 – Amser tacluso (Tidy up time)

1:50 – Wash hands

2:00 – 2:15pm – Snack (Fruit option)

2:15- 2.35pm – Free Play

2.35pm – Coats on and ask what the children have enjoyed during the session, good bye song

2:45pm – Home time.

Sleep provision.

During Playgroup Plus we will implement provisions for children who require a rest period. If a child needs a sleep during this time. Soft mats will be provided. Children are required to bring a labelled blanket with their name clearly written as it will be sent home at the end of each session.

Arrival and Collection at Playgroup and Playgroup Plus

(Due to COVID-19 this has changed. Please see the COVID-19 Risk assessment for further information).

When children arrive at playgroup, parents or carers are encouraged to accompany the children to the story/cloak room where the children will hang their bags and coats on their own peg. Children then use the self-registration process. The time that the child arrived will then be recorded on the playgroup register. The time that the child leaves the building at the end of the session will also be recorded. If a child is to be collected by someone other than the primary carer, we require authorisation from the parent/ carer with the use of the personal password which will be written on your registration forms.

If a child is not collected by 11:45am or 2:45pm, a late fee of £5 per every 5 minutes will be added onto your invoice. If a child is not collected and an emergency contact cannot be sourced. Social Services will be informed and they will advise of the next steps to take.

Playgroup Policies.

We have a comprehensive policy file covering all aspects of playgroup procedure and routine. Parents and carers are encouraged to read these policies which can be found in the setting or on the playgroup website (www.bradleyplaygroup.com).

Emergency evacuation process.

In the event of a fire during any of the playgroup sessions we will follow our fire evacuation procedure which can be read in our policy file.

In the event of a child needing medical attention. The Lead Supervisor (Amy Cheetham) will contact an ambulance and then proceed to contact a parent or carer off the emergency contact list. A registered individual will also be contacted for assistance and staff cover. If an emergency contact person or parent can not be reached, Amy Cheetham will accompany the child in the ambulance to the hospital and arrange to meet the parent/ carer there.

Complaints/ Concerns.

In the event of a complaint please contact Amy Cheetham (Lead Supervisor), who will then deal with the issue in line with our complaints policy. If the concern is still not resolved it can be referred to the Care Inspectorate Wales (CIW) on: 0300 7900 126.

The terms and conditions are set out in the contract between parents/ carers and Bradley 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.

Playgroup Fees – Correct as of June 2022

***For the time being due to COVID-19 we are unable to offer the duty option. Therefore, fees are currently set at £12.50p per session with 35p per session for snack.**

Playgroup fees are £12.50p – Snack per session £0.35p

We operate a Parent Duty Role, where parents or carers assist in the daily setting on a rota basis agreed with the parent. This is to cover our statutory adult/ child ratio requirement. Parents/ Carers who opt into this scheme will receive a discount of £2.50p per session. However, if you do not wish to participate in the role of “Duty Helper” at playgroup the discount of £2.50p will not be applied.

Invoices are given out at the beginning of each month with a clear break down of the number of days your child is registered for and the total amount for that month. All invoices must be paid in full through the means of cheque, bank transfer or child care vouchers. Any failure to pay outstanding bills may include a £5 per day late payment fee and result in the child’s position at the playgroup being terminated with immediate effect.

This Statement of Purpose is reviewed at least annually or as a result of a change in operational practise. This Statement of Purpose is supported by Bradley Playgroup’s Operational Plan and any changes to one will be reflected in the other.

Playgroup Plus fees.

The fees are £12.50p per session. The days which you register for at Playgroup Plus are set and we cannot take days away. However, we are able to add days on.

This **Statement of Purpose** for Bradley Playgroup was passed for use

On: 1st April 2022, 30 April 2021

Amended on: 1st March 2022, 17th September 2021, February 5th 2021, September 3rd 2020, 31st January 2020, 22nd November 2019, 05th July 2019, 30th January 2019, 24th November 2018, 16th November 2018, 23rd August 2018, March 2018, January 2017, 11th May 2017, 13th July 2017, 21st Sept 2017, 14th October 2016

By: Amy Cheetham

Position: Lead Supervisor

Date of planned review: March 2023