



## **Bradley Playgroup Statement of purpose**

### **Mission Statement**

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

#### **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 Early Years Wales.

Bradley Playgroup follows Welsh Government initiatives by implementing *Funded Early Education, The Curriculum for Wales, Flying Start, Designed to Smile 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 managed by a Voluntary group of Committee Members/ Trustees 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: *Vervaine Edwards and Alexzandra Newland*

*The person in charge on a day to day basis is: Alexzandra Newland*

The committee officers are:

Chairperson: Alanna Wynne, Secretary: Sian French, 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 Twelve 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 9.00am-12.10pm. The Playgroup is closed on a Friday as a Parent & Toddler group is run by Wendy Thomas (If you would like further information on this group, please message us via our email: [bradleyplaygroup@outlook.com](mailto:bradleyplaygroup@outlook.com)).

### **Facilities.**

Bradley Playgroup offers many opportunities for child-initiated play. The hall in which we reside is set up in line with The Curriculum for Wales, which incorporates natural resources with every day objects.

Bradley Village Hall has access to plenty of toilet facilities as well as a quiet room/cloak room which is set up for children to independently hang their coats and bags. This room also doubles up as a quiet space where children can sit and look at books or interact with sensory resources. Occasionally, the quiet room is used for purposes where a child may need one to one time with a member of staff or a multi-agency professional.

Our main outdoor area provides a large multipurpose space for children to explore and be physically active. From May onwards the indoor environment transitions outdoors where areas of learning are expanded. Children are encouraged to use free flow access to a garden area which contains a mud kitchen, raised bed, physical space, music area and mark making opportunities.

A small, well equipped kitchen forms part of the main hall. Staff are able to prepare healthy snacks for each session, and children are encouraged through adult support, to participate in cooking activities (Our snack menu can be found on the Parental Information boards by the front door or in the main hall).

*\*A copy of our snack menu can be shared on request.*

### **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 New Curriculum for Wales provision we incorporate Welsh into the sessions that can be easily used by the children.

### **Children with additional learning 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 – ([Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)).
- 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 Additional Learning Needs code of practice 2018 (<http://wales.gov.uk>) and the Equality Act 2010 on the Identification, Assessment and Education of Children with Additional Learning Needs. *For providers registered with Estyn and CIW 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 Learning Needs (ALN) 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 ALN and in routine activities, adapting our resources and risk assessments 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](http://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/carers 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 – Alexandra Newland

Telephone: 07547 691301

Bradley Village Hall,

Email: [bradleyplaygroup@outlook.com](mailto:bradleyplaygroup@outlook.com)

Bradley

Website: [www.bradleyplaygroup.com](http://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 Curriculum for Wales which is set out by The Welsh Assembly Government ([Curriculum for Wales | Sub-topic | GOV.WALES](#)). Activities are varied with all staff being actively involved in the process. All of our child led experiences are planned in the moment through daily observations and assessments of the individual child.

Each area is 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 and assessment as their main tool to plan activities to ensure each individual child's needs are met. The progress of children is assessed by observation and assessment, along with my moments. 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 and GDPR 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 Safeguarding.

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 at snack time to introduce social interaction, songs to indicate various times of the day e.g. snack time, and home time, along with encouraging and promoting independence with self-registration, name recognition, toileting, hand washing, and preparing their own snack.

## **Playgroup routine:**

9.00 – Greeting at the door, Hanging up our belongings, self-registration, toileting and free play

9:05am – The main gates will be locked for safeguarding purposes, unless a visitor to the setting is expected, then the main door to the building will be locked.

10:15am – Hand washing, Bore Da Ffrindiau, Ble Mae and Snack routine. After snack free flow play indoors/outdoors.

(11:15am – If Early Education children are going home, there will be Amser Stori and Amser Canu).

11:30am – Any Early Education children who are going home will leave.

11:30am – Toothbrushing.

11:45am – Amser tacluso / tidy up time.

11:55am - Together time before going home (Story, Song, Physical).

12.10pm – Amser Cartref / Home time.

## **Arrival and Collection at Playgroup.**

When children arrive at playgroup, children and their families are greeted at the main door by a familiar member of staff. Children will then be escorted to the quiet room by another familiar member of staff where they are encouraged to locate their peg and hang up their coat and bag. Children then use the self-registration process whereby each child removes a photo of themselves off their peg and then takes it and places it onto a branch of the Playgroup together time tree. 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.

The outside gates are locked at 9:05am so that free flow play can take place.

If a child is not collected by 12:25pm, a late fee of £5 per every 5 minutes will be added onto your next 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.

Members of staff that wish to use the service and bring their children along to the sessions, must make sure that risk assessments are completed for those who will be in the building before or after the session. The Lead Supervisor will inform CIW and the relevant insurance companies of these arrangements.

**\*Collection of children from Playgroup by someone under the age of 16 years of age, will be at Playgroup's discretion.**

## **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.

## **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 (Alexzandra Newland) or another member of staff will contact an ambulance and then proceed to contact a parent or carer off the emergency contact list. A responsible individual will also be contacted for assistance and staff cover. If an emergency contact person or parent cannot be reached, Alexzandra Newland will accompany the child in the ambulance to the hospital and arrange to meet the parent/ carer there.

## **Safeguarding.**

It is the policy of Bradley Playgroup to make all individual children's and adult's safety, wellbeing and protection our highest priority while in our care/ sessions. If you have any concerns related to Safeguarding please speak with our Designated Safeguarding officer or our Deputy Safeguarding Officer listed below:

**THE DESIGNATED SAFEGUARDING OFFICER IS ALEXZANDRA NEWLAND**

**THE DESIGNATED DEPUTY SAFEGUARDING OFFICER IS WENDY THOMAS**

**\*Please note, if SPOA need to be contacted at any point while caring for your child(ren), we are not obligated to inform you. By signing the contract attached to this document, you are giving consent for the Designated or Deputy Safeguarding officer to make this decision confidentially. Please see our Safeguarding policy for further information.**

## **Complaints/ Concerns.**

In the event of a complaint please contact Alexzandra Newland (Lead Supervisor), who will then deal with the issue in line with our complaints policy (Please see our complaints policy for further information).

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.**

### **Registration membership fee - £5.00**

Playgroup fees are **£16.50p per session which includes a healthy snack.**

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 within 7 days of receipt.
- Any failure to pay outstanding bills may incur 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.**

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

On: 17<sup>th</sup> March 2025, 14<sup>th</sup> March 2025, 14<sup>th</sup> February 2025, 9<sup>th</sup> September 2024, 1<sup>st</sup> September 2024, 1<sup>st</sup> March 2024, 22<sup>nd</sup> March 2023, 1<sup>st</sup> April 2022, 30 April 2021

Amended on: 17<sup>th</sup> March 2025, 14<sup>th</sup> March 2025, 14<sup>th</sup> February 2025, 6<sup>th</sup> December 2024, 9<sup>th</sup> September 2024, 4<sup>th</sup> September 2024, 2<sup>nd</sup> September 2024, 19<sup>th</sup> July 2024, 11<sup>th</sup> July 2024, 13<sup>th</sup> May 2024, 1<sup>st</sup> March 2024, 2<sup>nd</sup> February 2024, 12<sup>th</sup> January 2024, 16<sup>th</sup> October 2023, 11<sup>th</sup> September 2023, 30<sup>th</sup> June 2023, 22<sup>nd</sup> March 2023, 25<sup>th</sup> January 2023, 23<sup>rd</sup> December 2022, 2<sup>nd</sup> December 2022, 6<sup>th</sup> September 2022, 1<sup>st</sup> March 2022, 17<sup>th</sup> September 2021, February 5<sup>th</sup> 2021, September 3<sup>rd</sup> 2020, 31<sup>st</sup> January 2020, 22<sup>nd</sup> November 2019, 05<sup>th</sup> July 2019, 30<sup>th</sup> January 2019, 24<sup>th</sup> November 2018, 16<sup>th</sup> November 2018, 23<sup>rd</sup> August 2018, March 2018, January 2017, 11<sup>th</sup> May 2017, 13<sup>th</sup> July 2017, 21<sup>st</sup> Sept 2017, 14<sup>th</sup> October 2016

By: Alexzandra Newland

Position: Lead Supervisor

Date of planned review: March 2026