**Pendoylan Childcare**

**Statement of Purpose**

**Aims and Objectives**

We aim to provide the best quality, accessible childcare, offering a wide range of adult led activities and play opportunities in a welcoming, safe, secure and stimulating environment.

**Children for Whom Care is Provided**

Pendoylan Childcare operates for boys and girls of Pendoylan Primary School aged 3 - 4 years as stated in the admissions policy. The playgroup caters for a maximum of 30 children, in line with our Care and Social Services Inspectorate Wales (CSSIW) registration.

Pendoylan Childcare offers a child centred environment meeting the social, physical, intellectual, creative and emotional needs of children and recognising the individual needs of each child who attends.

**Opening hours**

* Pendoylan Childcare operates within the school nursery and opens at 11.50pm to 2.50pm during school term-time.

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| Pendoylan Childcare Manager | Angharad Davies |
| Pendoylan Childcare Practitioner / Deputy Manager | Ruth Clapham |
| Childcare Assistant Practitioner | Sian Tambini |
| CSSIW Responsible Individual | Paula Vaughan |
| CSSIW Person in Charge | Angharad Davies |

**Facilities Offered**

Pendoylan Childcare operates at the Pendoylan Church of Wales Nursery in Pendoylan, and has the use of all facilities there including outside play area.

Pendoylan Childcare provides appropriate areas for a range of needs including a food preparation/dining area, a quiet area, a large play area and outdoor play space. Toilet and first aid facilities are available as well as storage and administrative space. There are a suitable number of toilets available for use by the children attending Pendoylan Childcare.

There are no animals kept on the premises during playgroup hours. On occasion, external activity providers may bring animals to the setting, but in each case a risk assessment will be completed, and the safety of the children will be paramount at all times.

**Training development**

All staff will have regular appraisals and training will be provided on a regular basis.

The development of the childcare provided by Pendoylan Childcare will continually be reviewed and updated.

**Services Offered**

In line with the arrival and collection policy of Pendoylan Childcare, staff collect children as necessary and they are escorted to the playgroup premises where the children are registered.

All food and drinks offered are in line with our healthy eating policy, and meets the dietary needs and preferences of children as indicated on the child’s registration form.

**Activities Offered**

A wide variety of activities are offered. Activities will be planned weekly in line with Foundation Phase Framework and Early Years Wales Guidance, whilst still offering opportunities for free play. Children will be encouraged to participate in the planning and evaluation of activities and ideas for equipment when it is being purchased.

**Languages Used**

The main language of the playgroup is English. Bilingual signs will be used where appropriate.

**Playgroup Routine**

Usual routine of Pendoylan Childcare:

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| 11.50pm | Complete daily attendance register  Lunch break – food provided by parents. |
| 12.50pm | Planned activities/cooking/activity/crafts/free-play |
| 2.50pm | Pendoylan Childcare closes – parents to sign children out of afternoon session |

**Terms and Conditions**

The terms and conditions for using Pendoylan Childcare are set out in our parent/playgroup contract and playgroup policies and procedures. Parents/carers must sign this before their child starts attending Pendoylan Childcare. This contract includes arrangements for collection of fees.

**Admissions policy**

Pendoylan Childcare is open to any child attending Pendoylan Church in Wales Primary School (or for those who have applied for a Nursery place). We have a detailed admissions policy which can be downloaded from pendoylan.com or a paper copy requested from the Person in Charge.

**Contact Information**

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| Contact name: | Mrs P Vaughan |
| Contact telephone number: | 01446 760272 |
| Contact address: | Pendoylan Childcare, Pendoylan Church in Wales Primary School, Pendoylan |
| Post code: | CF71 7UJ |
| Email address: | pendoylanps@valeofglamorgan.gov.uk |

This address should be used for all written correspondence to Pendoylan Childcare, including any correspondence to the Responsible Individual.

**Arrangements for complaints and concerns**

We welcome suggestions and constructive criticism from parents/carers and children to help us maintain a high quality provision. Please speak with the senior person in charge if you would like to make any suggestions. However, from time to time a parent/carer or child may find it necessary to follow the complaints procedures, a summary of which can be found in the Parent’s Booklet. A paper copy can also be obtained from the senior person in charge upon request or downloaded from pendoylan.com website.

**Arrangements for dealing with an emergency**

Pendoylan Childcare has comprehensive emergency procedures. An overview can be found in the Parent’s Booklet, or fully policies can be obtained from the Person in Charge upon request (or downloaded from Pendoylan.com website).

**This Statement of Purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes in regulation and at least annually. Any changes to the service are notified to CIW. The playgroup notifies parents/carers of any changes to the playgroup’s policies and procedures.**