**Statement of purpose**

**Tiny Treasures Day Nursery will be managed by Claire Edwards and Gail Williams.**

**Tiny Treasuresaims 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.
* Encourage and support parents to understand and provide for the needs of their children. We will ensure the quality of care we offer is continuously improving and that children and parent/carers voices are heard.
* Support children to reach their individual needs and potential allowing them to feel valued and safe in a stimulating and nurturing environment that promotes health and wellbeing. Helping the children to achieve the best possible outcomes through care learning and play.

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Tiny Treasures willfollow Welsh Government initiatives by implementing *The Foundation Phase, Design to Smile, NPT Families and links to local communities.*

*Tiny Treasures is now a flying start setting. We provide a service to children age 2 years to access 2.5 free hours of funding per day from the Welsh Government.*

*Our aim is to provide an inclusive accessible and good quality care for all children attending the day nursery within an equal opportunities’ framework. Making sure children feel valued, safe, healthy and confident. Children with all abilities will be accepted. A range of activities with a welcoming friendly atmosphere will be provided including outdoor play provision. Activities will be child centered to help develop the social, emotional, creative, physical and intellectual needs of the children. Our services offers a range of needs including children with additional learning needs will have the same access throughout the day with extra support from staff when needed in order to promote their welfare and development. In addition we aim to ensure that equality and diversity is delivered appropriately. All cultures will be celebrated and explored through activities. Bilingual books will be available for children with English as an Additional Language (EAL) All children will have the opportunity to take part in all cultural celebrations. All children and their families will be treated with respect by ensuring excellent communication and confidentiality. Invite parents to share cultural knowledge such as traditional stories or songs. Display pictures that children draw of their families or have a book titled our families where each child has a page.*

*Each child will have their own ‘My Progress Tracker’ these will be available for parents to view. Along with this children who are still in nappies will have a daily record sent home of their meal times, changing and sleeping patterns.*

*We have attended extensive courses and workshops for caring for children with additional needs and we have been able to put this into practice in our nurture setting at our workplace. We have also had experience of working in a additional learning needs classroom where we have been able to deliver numerous strategies and relationship based play activities to help with the children’s emotional issues.*

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| Claire Edwards and Gail Williams are registered by Care Inspectorate Wales (CIW) under part 2 of The Children and Families (Wales) Measure 2010 and [The Regulation of Child Minding and Day Care (Wales) Order 2016](http://www.legislation.gov.uk/wsi/2016/98/made) to provide day care.  Joint responsible individuals: Gail Williams Claire Edwards  *(*The person in charge on a day to day basis is Claire Edwards)  Mrs Claire Edwards  Responsible Individual  Mrs Gail Williams  The day nursery will be managed by Gail Williams and Claire Edwards. |

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| **The main contact** for **Tiny Treasures***)* is:  Claire Edwards, Gail Williams Tiny Treasures Taibach Limited 13, Commercial Road Taibach, Port Talbot SA13 1LN Tel: 01639 887468 Email: [tinytreasurestaibach@outlook.com](mailto:tinytreasurestaibach@outlook.com)  Tiny treasures is a limited company  **Please contact this person for all enquiries.** |

Tiny Treasures welcomes boys and girls and is registered by CIW to care for *29* children up to the age of 12 years. The maximum number of children at any one time is 29.

Birth to under 2 years: 9 babies = 3 member of staff

2 to under 3years: 12 children = 3 members of staff

3 to 7years: 8 children = 1 member of staff

8 years to under 12 years: 0

We meet children’s needs as individuals and within groups as a provider of full day care/ out of school.

Tiny Treasures are covered by public liability and employer’s liability insurance. Certificates will be displayed in the office*.*

**Operational hours:**We are open Mon – Fri each week 7.30am – 5.30pm See our **admissions policy** for details about how we manage applications to our service.

**Staff:** We will ensure all staff employed will have the correct qualifications and training to work with children age 0 to 12 years and in line with the national minimum standards.Tiny Treasures welcomes, volunteers, students and visitors who enrich the experiences of children. Tiny Treasures has nine members of staff working at the setting. A child/ staff ratio has been put in place:

Birth to 2 years 1:3

2 to 3 years 1:4

3 to 7 years 1:8

Over 8’s 1:10

**Facilities available:** Tiny Treasures operates in a purpose-built premise’. Ground floor: Baby room, playroom for toddlers, playroom for over 3years, cot room, nappy changing room. Kitchen, dining area, outdoor provision, 4 toilets and hand basins, office. First floor: staff rest area 2 classrooms, 1 babyroom,

3 toilets and balcony area.

**Baby room**

Age appropriate educational toys:

Sensory mats

Walkers

Soft books

Age appropriate musical instruments

**Toddler room:**

Building blocks

Shape sorter

Tap Tap Box

Busy feet/children’s yoga

Construction

Reading books

Calm Corner

Woodland investigation

Sensory area

Home Corner

**Over 3’s room:**

Home corner

Construction

Small world

Writing area

Creative area

Role play

Let’s investigate

Fine motor skills

Tiny Destination

Precious Table

Rolling Snack Station

Magnetic Wall

Play unit

**Services offered** include transport to and from school. Snacks/meals/drinksthroughout the day. Water is always available for children to drink. Children’s individual needs and preferences are noted and recorded as they register to join the provision. Wheelchair access to first floor via chair lift available. Parents must complete a contract and are encouraged to use our ‘settling in’ service to help with their child’s transition to our care. We offer full day ‘half day or before and after school care.

**Activities offered** In the moment planning to suit children’s age, stage and individual needs and meet our aims and objectives and reflect Welsh Government current strategy and the new curriculum.

We provide mainly child-led experiences with adult support, interaction to scaffold children’s learning. Alongside this child observation.

Activities will be risk assessed and due to the new curriculum it is vital that children take reasonable risks where they are supervised by adults at all times. 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:

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| 7.30 -8.30 am  Arrival and breakfast. Welcome parents/carers and children into the nursery to start their day.  Children that are attending school will be transported to the local school between 8.30 am and 9am | 8.30 – 8.45am  Children shake their sillies out action song. Children then chose if they would like to access the indoor or outdoor area. | 8.45- 10.15 am  Free play. The children are encouraged to do whatever activities they wish. In area of their choice. | 10.15- 10.25 am  Tidy up time. The children tidy away materials they have been working with. | 10 .25– 10.45am  Rolling Snack.  This is available for 45 minutes where the children can access snacks. They chose and cut their snacks with adult supervision. They wash the dishes themselves allowing them to become independent and learn about cleanliness. |
| 10.45- 11.15 am  Children chose indoor and outdoor play/range of different activities provided for children to access at any time. Nursery children pick-ups from school plus 11.30am flying start home time. | 11.15- 12.15pm  Lunch time  Nursery school drop off. | 12.15- 1pm  Nursery school drop offs.  Nap time.  (we will be flexible with every child’s routine) | 1pm-2.45pm  (1pm time to welcome afternoon nursery children)  Children’s choice for indoor or outdoor play | 2.45-3pm  Snack time |

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| 3pm  Children’s choice for indoor or outdoor play  School pick ups | 3.45- 5.30pm  Children choose if they would like to listen to a story/ shake their sillies out/ yoga etc. or continue with their play. |  |  | 5.30pm  Nursery closes, time to say goodbye until next time. |

Times are flexible to suit all children. Children are provided with drinks and snacks if required. Babies will be fed by their keyworker with their individual home routines.

All play activities are provided for the children following the new curriculum. Appropriate activities will be provided following the child’s level of development. Our provision will be enhanced regularly with different resources to stimulate children’s play.

There will be no animals kept on the premises.

**The language used:** Tiny Treasures is an English medium setting with some use of Welsh medium service. Staff will be encouraging children to use daily welsh phrases, songs and rhymes.

**Parental involvement:** Early years Wales believes that parents are the prime carer’s and educators of their children and as such should be involved in all aspects of the provision. Tiny Treasureswelcomes parents who would like to become involved in volunteering in the setting*.*

**Training:** we will have a system in place to ensure that regulatory training in food hygiene, pediatric first aid and child protection is maintained. We aremembers of Early Years Wales and ensure that we keep up to date with current developments and initiatives in the field of childcare and education.

Tiny Treasures work with the support of Early years Wales to invest in our staff’s commitment to their continuous professional development through reliably endorsed courses, regional meetings, events and training pathways, and parents are kept informed about these.

**Fees** (see also: admissions policy)**:** Fees are payable by the sessionpaid monthly in advance.

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

Parents are advised to speak to Claire Edwards or Gail Williamsabout payment of fees in cases of prolonged absence.

A child's continued place at Tiny Treasures is dependent on continued payment of fees.

* **Starting in the provision:** Tiny Treasures acknowledges the importance of parents and staff working together to help children settle into our care 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 may stay for the whole or part of the session, depending on the needs of their child (please see our settling-in policy).
* A child is never released into the care of any person without the written permission of the parent. However, in an emergency, a telephone call from the parent stating that another adult will collect the child may be accepted provided that an accurate description of the adult is given and that the adult can give proof of their identity on arrival. However, if someone different is collecting a child because of unforeseen circumstances and this person is not already known to staff. The staff will ask for a password in a way of identifying them. In the event of a parent being late to collect their child, the parent will be contacted and reminded of the collection time, the child concerned will not be made aware of this and carry on with activities until the parent arrives. If this becomes a prolonged time and the child becomes distressed staff will comfort and reassure the child.

**Observations, assessment and record keeping:** Tiny Treasure’sstaff will 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 will be assessed by observation and recorded. We are following the ‘in the moment planning’ for observations and assessment that has been recommended through the new curriculum. Tiny Treasureshas a duty to share some information with the local authority and CIW. Our records will be available for discussion with parents at any time and are kept in line with our confidentiality policy.

**The terms and conditions** are set out in the contract between parents and Tiny Treasures are implicit within our policies and procedures.

The contract must be signed, and the registration form must be completed by parents before their child attends. This information includes:

Parents contact details

Emergency contact details

Child’s ethnicity

Child’s information including doctors, medical needs, dietary needs and allergies any other sensitive information the parent feels we need to be aware of.

**Policies and procedures:** we haveproduced 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 will be reviewed annually and updated (and CIW informed of any significant changes) as necessary. The policy pack will be available for all who visit, work in or use Tiny Treasures to see. It will be available to see on our website.

**Arrangements for dealing with complaints and concerns:** we welcome comments from parents and aim to resolve any concerns quickly. Please speak to Claire Edwards or Gail Williams. You may also make a complaint in writing to Tiny Treasures, 13 Commercial Road Taibach, Port Talbot Sa13 1LN Tel: 01639 887468 As well as this you can contact Care Inspectorate Wales (CIW)

*Care Inspectorate Wales*

*Government Buildings*

*Picton Terrace*

*Carmarthen*

*SA31 3BT*

*Tel: 03007900126*

**Arrangements for dealing with emergencies:** our staff are trained in pediatric first aid and we have procedures in place for keeping your child safe while in our care. In the event of an accident or medical emergency 999 will be contacted immediately and parents will be informed. Advice will be followed from the emergency telephone operator. An allocated member of staff will be placed outside the premises to direct emergency services to the patient. (Keeping in line with our staff /child ratios) Our contract ensures that we keep all contact details for parents up to date. We will carry out risk assessments on activities and the premises and maintain a log of emergency evacuation drills.

Samples of the contract, registration form and the full set of policies and procedures are available from Claire Edwards/ Gail Williams.

This statement of purpose is reviewed annually or as a result of a change in operational practice. Parents will be informed of any changes as they occur and CIW is informed of any changes within 28 days.

**Summary of fire evacuation procedure:**

In the event of a fire children will be escorted out of the front exit and lead to the local library building. However, if the fire occurs at the front of the building the children will be escorted out the back via the back lane to the local library. If there are children 8 years and above in the upstairs after school area, a member of staff will escort them through the upstairs corridor onto the outside balcony, down the steps to our outside area. They will then continue to the library carpark via the back lane. Permission has been agreed with library manager to assist us with this procedure. A fire register will be taken to account for all children and adults. A fire evacuation register is placed at the front of the building in the foyer, at the back of the building in the creative/ dining area and upstairs in the after school area. A key holder with a number password will be secured to the wall and will hold the upstairs key to open the fire exit door. A key holder with number password will be secured to the outside wall and hold the key for the back gate. The fire service will be contacted.

Changes due to covid 19

1. Door stop drop off
2. Staggered starting and finishing times for each child in order to minimize social interaction and promote essential social distancing
3. Masks and facial coverings must be worn, except in the case of an exemption
4. Parents not to congregate outside premises
5. Be alert to any signs of covid 19
6. Please pay attention to any signage
7. We are ensuring good respiratory hygiene-promote the ‘catch it, bin it, kill it,’ approx.- snuffle station
8. Cleaning frequently touched surfaces
9. Parents will be reminded that anyone who needs to discuss any issues with a member of staff must be through appointment only or over the telephone/ email

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| This **statement of purpose** for Tiny treasures was passed for use  On: 30/11/20  By: Gail Williams Claire Edwards Position: Directors  Date of planned review: 30/11/2024 |