



Statement of Purpose; Little Explorers.

The Adult Education Centre Site, Maryport Street, Usk, Monmouthshire, NP15 1AB.

Telephone – 07754540676 , Email – l.explorers.nursery@gmail.com – professional bodies
LittleExplorersTeam@icloud.com – advertising and parental contact

Little explorers provides care for up to 19 children per session aged 2 - 4 years. We are an not for profit nursery aiming to provide cost effective, high value and high quality childcare and education in Usk and surrounding areas. Little Explorers is an equal opportunities setting where inclusion is paramount, and is open to all families in the community. Individual needs of each child and family wishing to access the setting will be considered. Applications from families regardless of gender, culture, religion or disability are accepted. Little Explorers is accessible for wheelchair users, equipped for those with mobility difficulties and has a range of equipment to meet the needs of all children at the setting, including those with additional learning needs and individual requirements..

The setting is open from Monday – Friday, 8.30am - 3.00pm during term time, excluding bank holidays and inset days for the following sessions -

- Morning 8.30am-12.30pm - £17.50 per session.
- Lunch 12.30pm-1.30pm - £3.50 per session.
- Afternoon 1.30pm-3.00pm - £9.50 per session.
- Full Day 08.30 - 3.00pm - £27.00 Inc lunch Club per day.

Fees are payable half termly in advance (non- refundable).

Invoices will be issued half-termly with payment due in advance for each half term. Payment must be made within 7 days of receipt of the invoice and is accepted by cheque or cash, however, payment via BACS is preferred; the details for which will be on each invoice. Little Explorers will be registered for the Childcare offer when CIW registration is approved. Child care vouchers will also be accepted.

There is a £20.00 non-refundable membership fee payable prior to admission.

Funding is available the term following your child's 3rd birthday from Monmouthshire County Council for the first £10 per session, up to 5 sessions.

Our aim is to provide a stimulating educational environment that will encourage your child to engage in new challenges that will enable them to develop the necessary skills and knowledge needed to develop their learning in preparation for starting Primary School.

Little Explorers follow the New Curriculum, for Wales for funded non-maintained nursery settings. This gives children the opportunity to gain confidence in a stimulating and rewarding play environment which encourages development holistically and at a pace suitable for each individual child. The curriculum consists of 5 developmental pathways; belonging, communication, exploration, physical development and well being. enhanced provision around 'Seize the season', Celebrations, Children's interest and curiosities.

Activities are risk assessed and children are encouraged to contribute to any review or evaluation of their experiences as they are able and willing.

Little Explorers is a predominantly English medium setting with some use of the Welsh language. Little Explorers has two main rooms, one with authentic role play experiences, free choice of resources, big blocks, small parts, Alexa and a dancing area. The second room includes craft area, seize the season interest table, woodwork area, small group activity tables offering experiences like fine motor finger gym and play dough activities, snack and lunch area. There are two toilets, nappy changing facilities, fully equipped kitchen, office and storage. Extensive outdoor grounds including a summer house, sand and water stations, a large grassed area. These areas are separated and secured with gates to enhance safety features.

We will be registered with the Childcare Offer, if you are eligible and register as a service user with the Childcare Offer you will be able to have 30 hours funded with Little Explorers which equates to Monday – Friday 8.30 – 3pm term time without any additional fees.

We intend to meet children's individual needs by providing:

- A safe, friendly, stimulating environment
- Appropriate toilet and wash basin facilities.
- Provision for each of the developmental pathways
 - Belonging
 - Communication
 - Exploration
 - Physical development
 - Well being
- Age appropriate resources
- Sand/water play
- Science and exploration opportunities
- Mark making
- Construction
- Role play
- Arts and crafts and other activities that promote social, emotional, intellectual and physical development using various medium
- Dance, music and movement
- Encourage a basic understanding of the Welsh language
- Providing snack, meals and drinks through the day in line with our healthy eating policy
- Visits to the local library
- Links with the local community– visiting guests and speakers, outings
- Local and multi-cultural celebrations

Little Explorers works in partnership with the Local Education Authority (LEA) to provide term-time Early Years Education. We undertake a combined self- evaluation and Quality Of Care Report. Following a review, at least annually, any changes made to this Statement of purpose will be notified to parents and the Care Inspectorate Wales (CIW). Whenever practicable, this will be done with at least 28 days' notice prior to changes taking effect.

Our staff are trained to level 5 in Childcare Learning and Development, trained in Paediatric First Aid, safeguarding, safe handling, food hygiene, fire risk assessment and attend external training courses to enhance their qualifications and to promote professional development. All staff and volunteers are DBS checked by the Disclosure and Barring Service.

Staff

There will be a minimum of 2 staff present at all times, and we will operate on a

- 1 - 8 ratio for over 3's and
- 1 - 4 ratio for 2 year olds.

Nursery Owner/Responsible individuals:

Kathryn O'Neil - Person in Charge, Mon/Tue/Wed/Thur/Fri

Gaynor Rea - Person in Charge, Mon/Tue/Wed/Thur/Fri

Available cover staff on an adhoc basis:

Owen Atwell – Final year BA (hons) Education.

Admissions policy

It is the policy of Little Explorers to welcome all children and families who, in line with our statement of purpose, may want to attend.

We do this by:

- Accepting applications from families for their children regardless of gender, culture, religion or disability.
- Taking account of the Equality Act 2010.
- Making sure that advertisements for Little Explorers are accessible, reflect the needs of the community and are displayed in the local community and the local authority Families Information Service.
- We have an open door policy if parents would like to speak to a member of staff
- We arrange parent consultations
- We invite parents and families to attend a concert at Christmas and attend a summer concert.
- We understand the importance of working in partnerships with families, understanding individual needs.
- Implementing an effective settling in policy and procedure.

Fees:

- Fees are paid half termly in advance and Payments are not refundable.
- Fees are payable if a child is absent for a short period of sickness/family holiday.

- Parents/carers are advised to speak to the Manager about payment of fees in cases of prolonged absence.
- A child's place at Little explorers is dependent on continued payment of fees.

Notice:

Little Explorers requires half-term notice in writing of a child leaving the provision except for their transition to primary school aged 4 years.

Allocation of places:

Little Explorers allocates places fairly in the following way:

- While available places exist they are allocated on a first come first served basis
- Places can be reserved in advance on payment of the registration fee of £20.00.
- If, in exceptional circumstances, Little Explorers is not able to admit a child we will provide a written statement of the reasons and information about how any appeal against the decision can be made.

Starting in Little Explorers:

- Parents/carers complete and sign the contract and registration form and confirm they have read and understood the policies and procedures and agree to the terms and conditions before their child attends.
- Parents/carers agree to inform of any changes to information they have provided.
- Parents/carers give one half term's notice in writing to the Manager to terminate their contract with Little Explorers.

Snack and lunch provision

Snack – parents/carers are asked for a voluntary monetary contribution half termly. We will provide and prepare snack subject to dietary requirements and preferences.

Water is available all day throughout the day. Milk is provided at snack time.

Parents/carers are asked to provide a packed lunch that adheres to our healthy eating policy.

Settling In policy

Little Explorers acknowledges the importance of parents/carers 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 do this and Little Explorers respond to their needs on an individual basis.

- To help children settle quickly and feel comfortable and confident in their new surroundings parents/carers are advised to dress their child in clothes that are suitable for messy play and help their child towards independence (for example, toileting).
- Parents/carers and their child are invited to visit the setting and to meet the Manager before registering so that their individual needs, preferences and requirements can be discussed, as far as practicable, before they attend to ensure the best possible care for the child.

- Little Explorers keeps spare clothes available for use in the event of an accident, but parents/carers may want to provide a change of clothes for their own child.
- Children may bring their comfort objects with them until they feel confident about being without them children have free access to their belongings so please bear this in mind.
- Parents/carers are encouraged to discuss the settling in process for their child with the Manager at any time.

Policies and procedures

Little Explorers has 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.

Summary of collection procedure

Little Explorers Nursery recognises that parents/carers will always aim to collect their children on time but on occasion could be delayed or later. Every effort will be made by Little Explorers to contact parents/carers or emergency contacts in the event that a situation such as this arises.

- Little Explorers may charge an additional fee each time a parent/carer fails to collect their child at the agreed time. The charge reflects two members of staff at national minimum wage with a minimum of two staff required to stay.
- A child will not be released to the care of any person without permission of the parent/carer. However, in an emergency situation a telephone call for, the parent/carer saying that another adult will collect the child may be accepted providing the adult can give proof of their identity on arrival.
- If after 1 hour there has been no contact with parents/carers Little Explorers will contact Monmouthshire local authority social services and follow their guidelines and procedures.

If a child is not collected at the end of the session we will implement our non collection policy and inform CIW within 14 days of the incident occurring.

Summary of emergency procedure

If a child should require hospital care, emergency services will be contacted and we will contact parents/emergency contact numbers. If an ambulance arrives before an authorised adult, a member of Little Explorers staff will accompany the child to hospital.

If there is an incident within nursery which requires evacuation of nursery premises we will contact parents/carers to collect their children. All contact details are stored in the register.

A full report of incidents will be recorded and if necessary reported under RIDDOR. CIW will be informed within 14 days

Daily Routine:

Parents must check in on our Whatsapp group prior to attending session.

- 8:30 am – Arrival for morning / all day sessions / play
- 8:45 am – Circle time, welcome, weather, counting and rhymes
- 9:00am – Free play
- 10:00 am – ‘Amser snack’ - Healthy snack time
- 10:30 am – Outdoor play/PE session
- 11:15 am – Outdoor play / Free play / Focused activity / Cookery
- 11.30am – Morning funded children home time
- 12.10 am –Story, Songs and rhymes
- 12.30 am – Home time / Lunch / (Arrival)
- 1:30 pm – Home time / Arrival for afternoon session / Welcome and circle time
- 1:45 pm – Free play / Pre-school session / Focused activity / Rest time
- 2:30 pm – Outdoor play / Free play
- 3:00 pm – Home time /Focused activity

This routine is a general guide and subject to change, for example, to accommodate visiting guests, sports coaches, outings, celebrations and special occasions

Complaints and compliments

In the event of a compliment, concern or complaint Little Explorers welcomes discussion with parents/carers about the service they and their child can expect from us. At any time during the process of the complaint being resolved, the complainant has the right to contact CIW at: CIW South East Wales, Welsh Government, Rhydycar Buisness Park, Merthyr Tydfil, CF48 1UZ, telephone 03007 900126 e mail; CIW@gov.wales and at www.CIW.org.uk . Although CIW is happy to receive information about any social care service, it is not a complaints agency and has no statutory powers to investigate individual complaints between people and their service providers. They cannot make judgments on behalf of people or decide who is right or wrong. When CIW receives information about a service they will consider it and inform the complainant of any action they may take. Please see Little Explorers Complaints Policy for full and further information on these procedures.

This Statement of Purpose was passed for use in Little Explorers Nursery.	
On:	
By:	Position:
Date of planned review: Annually or earlier if required	