



## Statement of Purpose

**Group Name:** Holt Under Fives Playgroup & Toddlers  
**Address:** Chapel Street  
Holt  
Wrexham LL13 9DJ

Email: [helen.jowett1@btinternet.com](mailto:helen.jowett1@btinternet.com)  
Telephone: 0780 304 5024 / 07535 795254  
01829 270021 (Holt CP School Landline)

Charity Reg No: 1122862

CIW No: W140000762 (from start November 2014)

### **Background**

Holt Under Fives is a day care setting based in Holt CP School in the centre of Holt village. This important family service has been in operation for over 40 years and has developed into a key contributor to the community of Holt and its surrounding villages. As well as the play space/work space for the children and staff, we have a kitchen with a fully closing door, 2 toilet cubicles, nappy changing space & mat, a lockable office space, lockable storage cupboard and access to a walled/fenced outdoor area (grass & paving) which is independent of the rest of the School.

We aim to provide a caring, fun and educational environment where each child is encouraged to develop and grow through play-based learning. Holt Under Fives is managed by a fabulous team of staff and a voluntary committee who use their experience and skills to ensure the smooth running of the setting.

Our Staffing team is Playgroup Leader, Helen Jowett, Playgroup Supervisor, Sarah Jones and Playgroup Assistants Kelly Credidio and Zoe McWilliams. Mia Munnerley covered maternity leave at the close of February 2018 until July 2018 and is now available to work if training commitments or short notice cover is required. Laura Davies has decided not to come back yet, spending time with her new baby. Our Registered Person with CIW (Care Inspectorate Wales) is Julie Suckley and Persons in Charge are Helen Jowett and Sarah Jones. All our staff are local, well qualified and value Holt Under Fives not only as a vocation, but as part of the local community.

Our committee includes Nicola Lautrete – Chairperson, Gemma Gaade – Secretary, Emma Pridding – Treasurer, Jeanette Woods – Vice Treasurer, Fleur Barlow – Payroll Treasurer. Contact details for staff and a full committee list are on the final page of this document.

Our latest inspection report from CIW is found with our Policies and Procedures or can be accessed via [www.ciw.org.uk](http://www.ciw.org.uk). Reporting from Estyn can be found at [www.estyn.gov.uk](http://www.estyn.gov.uk). The joint inspection took place in June 2019 and the Judgement across Wellbeing, Learning, Care & Development, Teaching & Assessment, Environment, Leadership & Management was Good.

We are members of Early Years Wales (formally Wales Pre-School Providers Association). A copy of the Constitution is available for perusal – please ask.

## **Admissions**

Holt Under Fives is open to all boys and girls from the age of 2 years until they start school. We are registered with CIW (Care Inspectorate Wales) and can take up to 19 children. We utilise the Staff ratios of one adult for every four 2 year olds and one adult to every eight 3-4 year olds (National Minimum Standard 15).

Facilities cater for all children regardless of ability, ethnic origin, gender or cultural background, class and language (as per National Minimum Standard 16 and the Equality Act 2010). Children are offered places from the waiting list in line with the Admissions Policy. Children with special needs may be accepted as a priority. Two places are always kept free in case of special needs. The group is fully insured with public and employers liability which is clearly displayed.

Payment of fees is outlined on our Contract documentation. Please speak with Helen Jowett if you have any concerns/queries before signing off your Contract documentation.

Introduction/settling in for a child/children at Holt Under Fives is in accordance with our policy Parental Involvement – Settling in at Playgroup. A Contract between ourselves and a parent/carer will be agreed (paperwork to be completed before the child/children begin). Registration processes are in line with National Minimum Standards for Regulated Child Care (Revised March 2012) (Standard 2 and 5).

Our partnership with parent/carers is vital to the success of Holt Under Fives. We are sensitive to parents and children during the settling in process and accommodate parents for as long as they wish to stay with their child, whilst gently encouraging separation as the child is more settled.

Our Registration form details requests that parents/carers identify who will be collecting/dropping off individual children. If we are not happy that we can identify the person collecting the child as being one of those named on the form (or that we have been notified in advance and information exchanged to enable us to be confident in handing over the child) then we will keep the child at the setting until the primary parent/carer can be contacted and a solution worked out.

Our Admissions & Collections - Procedure outlines how staff ensure children are secure and cared for as soon as they are passed over right up until hand over to a known, named contact.

## **Hours**

We are open Monday, Tuesday, Wednesday, Thursday and Friday each week during term time (Wales) from 9.00am – 3pm. Sessions run from 9am-11.30am, 11.30am-12.30pm (lunch) and 12.30pm-3pm. Holiday details and training days will be included in updates provided by our Playgroup Staff.

Holt Under Fives will discuss the number of sessions appropriate for a child to attend in a day with their family. Occasionally due to parents/carers work commitments and if their child has been in a Private Nursery setting for a large part of their time

## **Hours (contd\...)**

after 6 months of age, a 2 year old would be able to remain with us from 9.00am – 3pm (with no set nap time). More often families with 2.5 year olds upwards will consider more sessions after 11.30am. Please ask for details in relation to funding opportunities for 3 year olds (WCBC Early Entitlement) or 30 hour Childcare Offer.

Those who attend Holt CP School's Nursery class in the morning (aged 3 ½ - 4 ½ ) will be collected by a staff member of Holt Under Fives at 11.30am if they are attending lunch/lunch and afternoon sessions. Parents/carers can collect their child at 11.30am, 12.30pm or continue our care into the afternoon hours to 3.00pm.

3 - 4 ½ aged children may stay at Holt CP School's After School Club (Coolcats) if spaces are available. It is the responsibility of Holt Under Five's Staff to pass over these children to Coolcats' Staff at 3.00pm.

## **Services/Activities/Routine**

A typical session includes full access to our continuous provision areas (developed in conjunction with the Early Years Team (Wrexham) and Early Years Wales (formally Wales PPA) and reflect the Welsh Government strategy: [www.wales.gov.uk/childrenyoungpeople/](http://www.wales.gov.uk/childrenyoungpeople/) This is to ensure that children have a range of experiences including freely chosen, unstructured and self directed play. Adult led activities, Amser tacluso (tidy up time), snack time, outdoor play and Ticw time (story time about Ticw the Teddy and songs in Welsh and English) are scheduled within each session. Obviously out of the ordinary occurrences are fully embraced (such as snow). Children's individual needs and preferences are noted and actioned as necessary by staff members from registration paperwork. Termly, weekly and daily experiences are prepared in advance by our staffing team.

Children are encouraged to become independent in dressing, feeding themselves and going to the toilet. They access our continuous provision which supports their emotional, physical, social, intellectual, language and creative development. These include make-it table, painting, mark making, music, dressing up, home corner, construction, small world, finding out, table top, books, sand, water, dough, number & physical. There is a quiet area which children are welcome to use independently at any point in the session.

Our staff work closely with Deb Roberts (Early Years Team) and implement guidance provided by Early Education Wrexham to ensure continuous development within the 'learning through play' curriculum. What each child does is observed by staff and recorded to help plan next steps in their development. Our aim is to ensure that the children in our care receive equal opportunities to do so. Staff are happy to discuss the learning environment we provide at any time, either at the setting or at a venue selected by the parent/carer.

With guidance from Playgroup staff, all children will be supported in the assessment of risk during play and exploration activities. Community life and experiences outside the setting are embraced. Full risk assessments are carried out and permission received from parents/carers. Staff organise play and learning opportunities within

## **Services/Activities/Routine (contd\...)**

other areas of Holt CP School – the children love their time spent in Rebecca's Garden, peddling and scooting on the playground and climbing on the play equipment. These experiences also provides familiarity of the environment that they will access during the next step of their learning journey.

We are fortunate to have the use of a fully fenced/walled in large garden for the children to play in at the front of the setting. Play based learning continues in this area and provide shade in the summer months. The children have their own garden, where they experience the growing process (vegetables, fruit, herbs and flowers) which they are encouraged to explore, taste or cook during Playgroup.

This outdoor space has a mud kitchen, water station (with pump) and our outside container holds resources relating to maths, language, literay & communication, small world, physical, construction. Outside areas will be enhanced just as inside resources are.

Snack time provides a range of healthy food and milk or water is available to the children throughout the session. This is in line with the Healthy Eating Programme we implement (see Food & Diet (including Oral Hygiene) Policy).

## **Language**

The language used at Holt Under Fives is English with Welsh incorporated through songs/rhymes and simple spoken phrases. Should a family not utilise these languages in the first instance, support would immediately be sought to ensure the Registration process and subsequent care of the child/children is successful.

## **Staffing Team**

The staff we employ work to or exceed regulatory requirements at all times. They are DBS checked to an appropriate level. Our Registered Person is DBS checked through a meeting at CIW's offices and Persons in Charge submit their DBS certification also. They work to child/adult ratios that ensure the highest care of children attending our sessions (National Minimum Standard 15).

Staff complete documentation regarding Mobile Phone Use, Use of Electronic Equipment, Internet & Social Networking and Confidentiality. At induction all Policies & Practice will be worked through and then in scheduled Staff Meetings.

All our staff have or are working to recognised childcare qualifications and attend regular courses to keep their knowledge up to date. Courses are offered by Early Years and Wrexham Family Information Service. Practical advice and initiatives are also reviewed through Early Years Wales publications, events and training courses.

With a wide range of other life experiences, staff have a mature and well-rounded approach to childcare. They provide each child with the security, stability and continuity of care they need in the early years.

## **The Staffing Team (contd\....)**

Policies are in place relating to student placements, volunteers and visitors to ensure a child's well being and safety.

Staff produce a newsletter to update everyone on Playgroup matters (events for Baby & Toddlers will also be covered when appropriate). Parents/carers are invited to contribute to planning/curriculum ideas, work in conjunction with the committee and to come along to committee meetings and fundraising events.

## **Observations/Assessment & Record Keeping**

Observations of children within our setting are used as a tool to plan activities and ensure children's needs are met and that their learning journey is engaging and effective. Holt Under Five's have a duty to record some information that is shared by the Local Authority, CIW and in the case of Child Development Assessment Profile – the Welsh Government.

All records are kept in line with our Confidentiality Policy and the General Data Protection Regulation (GDPR), stored in a lockable cabinet in a locked office area and available for discussion with parents/carers at a suitable time for all parties.

*Note: Holt Under Fives registered with the ICO (Information Commissioners Office) from 25 May 2018 in relation to the GDPR. Yearly registration is required and our Certificate is displayed on the noticeboard*

## **Parents/Carers**

All parents/carers are actively encouraged to come along/comment/volunteer to help within the setting or with fund raising activities and attendance at committee meetings.

We hold celebration sessions throughout the year, display artwork, pictures of experiences in and out of the setting, regularly pass over work (pictures, writing, cutting etc) generated by your child/children and at the close of your child's journey with us, a photographic record is passed over.

Please utilise our suggestion box or complete questionnaire documentation when Staff or committee pass it over to continue the development of the services provided by Holt Under Fives.

## **Policies & Procedures**

All policies are designed to offer the best possible environment and experience for the children and families in our group. They are in line with National Minimum Standards and relevant legislation in areas of operational practice, complaints/concerns and outline procedures in event of an emergency. The policies are reviewed regularly and updated as necessary with CIW informed when required.

The policies are kept in a separate folder and are available at any time. Emailed versions are offered at the beginning of the Registration process. Any comments and suggestions are welcomed.

## **Policies & Procedures (contd \....)**

Parents/carers should read through and sign their agreement to our Policies and Procedures, essential privacy information and permissions regarding email/text correspondence and preference regarding Facebook usage prior to completion of the Registration process.

### **Complaints**

Parent/carers are encouraged to discuss any aspect of Playgroup with us, and we will always respond positively and constructively to any feedback. We have a detailed Procedure in place to allow parents/carers to raise any concerns or complaints and to be confident that all matters raised will be taken seriously (National Minimum Standard 19). A personal copy of this procedure is issued to all parents/carers at the time of registration (where possible by email to reduce paper use and promote good environmental choices).

For matters unresolved by this process, parents/carers are welcome to contact CIW at:

CIW (Care Inspectorate Wales)  
North Wales Region, Government Offices  
Sarn Mynach  
Llandudo Junction                      Tel: 0300 7900126  
Conwy LL31 9RZ                              Email: CIW@gov.wales

*Please note we have a separate Child Protection/Whistle Blowing Policy and work with SPOA (Single Point of Access team for Child Protection/Whistle Blowing referrals in Wrexham). The Policy also refers to PREVENT.*

### **In the Event of an Emergency**

The Playgroup Leader/Playgroup Supervisor will give clear instructions on the route to be used to leave the building to gain access to the assembly point. If safe to do so, they will have put on a high visibility jacket which will be stored just inside the office space.

The Playgroup Leader/Playgroup Supervisor will lead the exit from the building, taking with them (if safe to do so) the register, emergency contact numbers and Visitors Sheet. The other member(s) of staff will ensure that all the children and visitors follow on in an orderly fashion.

All staff, children and visitors will congregate at the assembly point – directly opposite the main entrance to the setting on the grass by the neighbours fencing. The register and Visitors Sheet will be checked. (If it has not been possible to bring this documentation, a headcount must be undertaken of staff, children and visitors to ensure all present).

Should the assembly point be unsafe, the Playgroup Leader/Playgroup Supervisor will lead children and other staff members to the grass area the other side of the railings to the Community Centre car park. We are also permitted to utilise Bellis' Country Market which is safely away from our setting in order to convene to contact parents/carers and await collection of the children.

## **In the Event of an Emergency (contd\...)**

The Fire Brigade and/or appropriate emergency service will be contacted.

*Note: Our full Emergency Evacuation Procedure is to be reviewed before sign off of contract and registration paperwork (as previously mentioned, a paper copy is in the setting and an emailed version provided upon request).*

## **Terms & Conditions**

Terms & Conditions are set out in the Contract between parent/carer and ourselves. The Contract must be signed and Registration form completed before any child/children begins their time with us. (Please refer to the heading Policies & Procedures on Page 5). Signatures and completed paperwork will also be required in relation to the 30 hour Childcare offer.

Contract and Registration documents are available from Helen Jowett, Playgroup Leader or Sarah Jones, Playgroup Supervisor. When possible, Policies & Procedures are emailed through to parents/carers to assist the admission and settling in process. As mentioned previously, a paper copy of these are available at the setting to be taken and read at any time.

Any parent/carer and CIW will be informed of changes to documents at the time of review or through developments in operational practice or amendments in National Minimum Standards/legislation. Our Quality of Care Report is available on request; a copy is kept in the setting.

Please see our Operational Plan in support of this Statement of Purpose. Any changes to one will be reflected in the other.

Date	September 2019
Checked	Julie Suckley / Nicola Lautrete / Helen Jowett / Sarah Jones (Registered Person/Chairperson/Playgroup Leader/Playgroup Supervisor)
Review Date	June 2020

## **Contact Information**

<u>Registered Person</u>	Julie Suckley	Tel: 01829 271267 Mob: 07713 886558
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<u>Persons in Charge</u>	Helen Jowett Sarah Jones	Tel: 0780 304 5024 Tel: 07535 795254
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### Staff

Playgroup Leader	Helen Jowett	Tel: 01829 270477 Mob: 0780 304 5024
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Playgroup Supervisor	Sarah Jones	Mob: 07535 795254
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Playgroup Assistant	Zoe McWilliams	
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Playgroup Assistant	Kelly Credidio	
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Playgroup Assistant	Mia Munnerley	Emergency Cover
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Playgroup Assistant	Laura Davies	Emergency Cover
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### Committee

Chairperson	Nicola Lautrete	Mob: 07932 714552
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Secretary	Gemma Gaade	
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Treasurer	Emma Pridding	Mob: 07968 962308
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Vice Treasurer	Jeanette Woods	Mob: 07772 882848
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Payroll Treasurer	Fleur Barlow	Mob: 07715 747614
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General Members	Julie Suckley Linzi Godwin Becky Astin	Mob: 07713 886558
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