

Little Disciples

Childcare



Statement of Purpose for September 2023 (Opening of Nursery Plus)

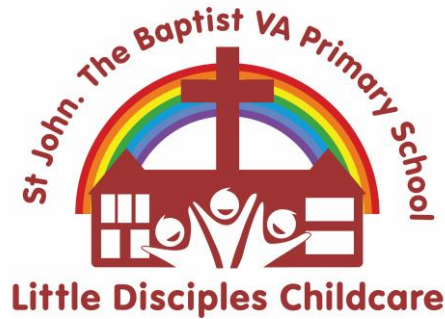
At Little Disciples Childcare, our aims and objectives are to provide and develop a reliable, affordable, and quality Childcare facility.

Approved by:	Little Disciples Senior Management Team
Adopted by:	Trustees of the Little Disciples Management Committee
Scheduled review date:	When any changes occur.
Agreed by Person in Charge: <i>Signature & Dated</i>	S. Gocher 05/06/2023
Agreed by Responsible Individual <i>Signature & Dated</i>	A. Stephens 05/06/2023

Little Disciples Childcare,
St. John the Baptist School,
Chester Road,
Penymynydd,
Flintshire,
CH4 0EN

Tel: 01244 478920

LittleDisciples2015@outlook.com



CIW Registration Number

W14/00000518

Charity Commission Number

1194380

Responsible Individual

Mrs. A Stephens

Manager & Person in Charge

Mr. S Gocher

Statement of Purpose for September 2023

Aims and Objectives

The aim of Little Disciples Childcare is to provide a quality, accessible Breakfast, Nursery Plus (Wrap Around), Afterschool and Holiday Club offering a range of play activities in a welcoming atmosphere.

Children for Whom Care is Provided

We operate for boys and girls of St John the Baptist aged 3-11 years as stated in the Admissions Policy.

Little Disciples Childcare is registered with the Care Inspectorate Wales to care for a maximum of **38** children at one time. Due to being registered for 38 children and provide 'Full Day Care' our manager is not included in any calculation of adult: child ratios, this allows them to be supernumerary.

Little Disciples Childcare offers a child-centered environment meeting the social, physical, intellectual, creative, and emotional needs of children and recognising the individual needs of each child who attends.

Little Disciples will always adhere to a minimum of two members of paid staff within the setting and will exceed as much as possible.

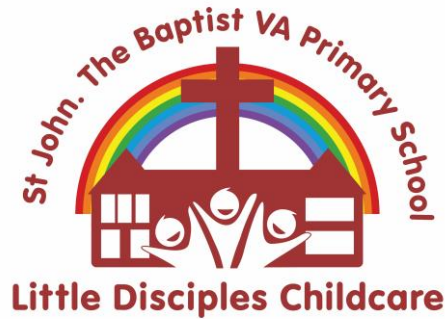
Opening hours

- The Breakfast Club opens between 7.50am and 8.20am every day during school term-time.
- The Free Breakfast Club initiative runs from 8.20 until 8.50am every day during school term-time, funding is provided by the Welsh Government to the school to provide children with this service.
- Our Nursery Plus service opens at 11.25am until 3pm every day during school term-time.
- The After-School Club opens between 3pm and 6pm every day during school term-time.
- The Holiday Club Opens between 8:00 and 5:30pm on a Tuesday, Wednesday and Thursday during the school holidays excluding the Christmas holidays and two weeks in the summer holidays.

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Staffing – Operational and Management Plan

Staffing levels always meet the requirements set by CIW.

Staff at Little Disciples

Responsible Individual	Mrs. Anna Stephens
Manager (Person in Charge)	Mr. Sam Gocher
Deputy Manager (Person in Charge)	Mrs. Eleanor Eccles
Play Worker	Mrs. Kathy Humphreys
Playworker	Miss. Ruby Humphreys
Playworker	Mrs. Denise Hodson
Nursery Plus Assistant & Playworker	Mrs. Jemma Williams
Midday Supervisory Assistant	Mrs. Donna Randle
Breakfast Club Assistant	Mr. Danny Freeman
Breakfast Club Kitchen Assistant	Mrs. Hilary Rimmer

Volunteers assist in the Little Disciples Childcare at various times. All staff and volunteers have Disclosure and Barring Service (DBS) enhanced checks and where relevant checks by the Independent Safeguarding Authority and a full induction to the Little Disciples Childcare.

Little Disciples Childcare is fully regulated by the CIW and parents are welcome to contact them should they have any questions, concerns, or queries. CIW can be contacted at:

Telephone: 0300 7900 126

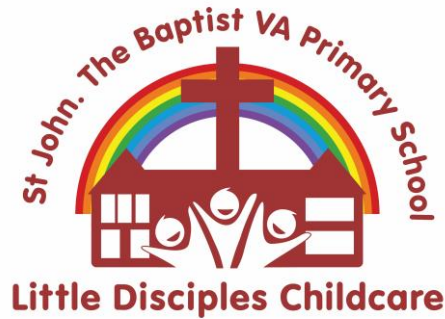
Email: ciw@gov.wales

Welsh Government office
Sarn Mynach
Llandudno Junction
LL31 9RZ

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Premises/Facilities Offered

Little Disciples Childcare is based in St. John the Baptist Primary School and has the use of the Hall, Library, Foundation Phase classrooms, Junior Classrooms, and Outdoor play areas which includes the school field and forest school area. We ensure that we follow the correct legal ratios.

Each child has access to toilets that are designated for their Class. All our toilets have recently been refurbished to a high standard and there is also access to a disabled toilet.

We provide appropriate areas for a range of needs including a food preparation/dining area, designated quiet time, a large play area, and an outdoor play space. Toilet and first aid facilities are available as well as storage and administrative office space. There are a suitable number of toilets available for use by the children attending Little Disciples, and separate toilets for use by staff. (All staff to use the accessible toilet on the ground floor)

Services Offered

Breakfast Club

Parents are required to book their child a space in either the Early Breakfast Session (7.50am-8:20am) or the Free Breakfast Session (Welsh Government Initiative) (8:20-8:50). When parents drop their children off at the breakfast club, they should supervise them to the main porch door where they will ring the main club doorbell, they will then be greeted by a member of staff and the member of staff will sign them into the club. Parents and staff can contact the breakfast club using the designated club mobile number or by the club email address.

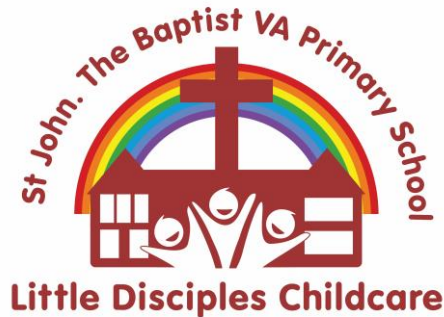
Nursery Plus

Parents/Carers are required to book their child into Nursery plus. Once their school session has finished at 11.25am their care is then managed by Little Disciples Childcare. During their time at Nursery Plus they're able to take part in an activity, choose freely and access the outdoor areas to enhance their play. Nursery plus is held in the Class 1 classroom and in the school hall. We always have two members of staff running the Nursery plus session every day. Children attending Nursery plus will eat their lunch in the classroom where it's quiet and then they will use the Early Years' outdoor area where they can play outside.

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After School Club

In line with the arrival and collection policy of the Club, a Playworker will collect foundation phase children from their individual classrooms and accompany them to the main school hall where the club is based. At key stage 2, the staff/children refer to the weekly timetable which is displayed on the class notice board and a member of the teaching staff will prompt them to go to the Little Disciples base.

Like a child being dropped off at Breakfast Club, all Parents are required to ring the main porch doorbell and wait at the door whilst the member of staff gets the child to collect their belongings, the staff member will then open the door and hand the child over to the trusted adult. To ensure we are in a secure setting children must not open the main door.

Food Provided

Snacks and drinks are available during the session. Children attending Nursery Plus also have the option to have a school lunch provided by NEWYDD catering at a cost of £1.25 which will be charged through school. All food and drinks offered are in line with our healthy eating policy and meet the dietary needs and preferences of children as indicated on the child's registration form. To ensure we maintain high levels of hygiene and ensure all staff and children are safe.

Languages Used

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

Routine

Breakfast Club Routine

7.50am until 8.20am	Paid Breakfast club provision: Breakfast is served, Free play & Activities
8.20am until 8.45	Welsh Government Free Breakfast Initiative: Breakfast is served, Free play & Activities
8.30am	Main School Gate is locked
8.30 until 8.50am	Children are supported in tidying up the setting by playworkers.
8.45-8.50am	Children are dismissed to their classrooms – Children with ALN are support to their classrooms.

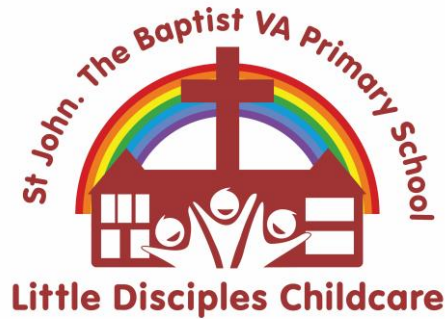
Nursery Plus Routine

11.30am until 12pm	Story time/ quiet time
12pm until 12.30pm	Lunchtime
12.30pm until 1pm	Outdoor Free Play
1pm until 2pm	Adult-Led activity and freely chosen play

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2pm until 2.20pm	Breaktime
2.20pm until 2.50pm	Adult-Led activity and freely chosen play
2.50pm until 3pm	Home Time/Getting ready for Afterschool Club

Afterschool Club

3:05-3.15pm	Little Disciples Staff to greet children in main hall. Register taken Free Play & Planned activities available – Indoors and Outdoors
3.15-3.45pm	Snack time and well-being/ catch-up time.
3.45-6pm	Free Play - Adult Led Activity, Free Access to Indoor and Outdoor Environment Parents/Carers Collecting

Holiday Club

8:00-9:00	Breakfast Time
9:00-12:00	Free Play (indoors and outdoors) Adult –Led Activity Free access snack
12-3:30	Free play (indoors and outdoors) Adult –Led Activity
4:00-4:15pm	Snack Time
4:15-5:30	Free Play and home time.

Terms and Conditions

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

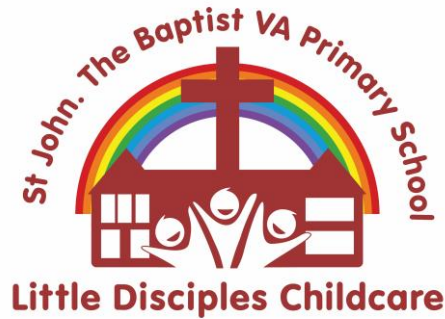
Admissions policy

Little Disciples is open to any child attending St John the Baptist. We have a detailed admissions policy which can be found in the Parent/Carer handbook. A copy can also be obtained from the Manager or on the school website.

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Contact Information

Contact name:	Mr. Sam Gocher (Manager)
Contact telephone number:	01244550838
Contact address:	St John the Baptist V.A Primary School, Chester Road, Penymynydd, Flintshire,
Post code:	CH4 0EN
Email address:	littledisciples2015@outlook.com

This address should be used for all written correspondence to the business, including any correspondence to the management committee and/or 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 manager 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, copies of which can be found in the family's handbook. A copy can also be obtained from the Manager.

Arrangements for dealing with an emergency.

Little Disciples has comprehensive emergency procedures. Details can be found in the parent handbook or can be obtained from the manager.

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. Little Disciples Childcare notifies parents/carers of any changes to the Club's policies and procedures.