



Statement of Purpose

Mini Explorers Childcare

Contact details:

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Brongest
Newcastle Emlyn
Ceredigion
SA38 9EX
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Email: miniexplorers.childcare@outlook.com

Responsible Individual(s): Laura-Jayne Bennett and Abby Jacques-Clare
Lead Responsible Individual: Laura Jayne Bennett
Persons in Charge: Laura-Jayne Bennett and Abby Jacques-Clare

Aims:

- To provide affordable, accessible, quality childcare and education
- To provide high quality day care for pre-school children in a safe and stimulating environment, that will allow each child to learn, play and grow to their full potential
- To work in partnership with parents/carers and to encourage them to become involved in the day to day activities of the Nursery
- To ensure the health and wellbeing of all the children and actively promote the concept of health and wellbeing to parents
- To meet children's needs as individuals and within groups

Care Capacity

Mini Explorers Childcare cares for a maximum of 18 children at any given time.

Staffing Ratios

Under 2 year olds	3 : 1
2-3 year olds	4 : 1
3- 5 year olds	8 : 1
5-11 year olds	8 : 1

Mini Explorers Childcare is also provides a breakfast club; after-school club and holiday clubs for 4 – 11 year olds.

Starting in the Provision:

Mini Explorers Childcare 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 settle. The treatment of each child as an individual is our main concern. Parents/carers are encouraged to use our 'settling-in' service to help with their child's transition to our care; they may stay for the whole or part of the session, depending on the needs of the child (please refer to the Admissions Policy).

There is a wrap-around service for children attending ½ day school sessions, as well as for children attending full time school; where breakfast club or after-school clubs are required. The nursery's 8-seater, fully insured people carrier is used to convey children to and from their school.

The nursery is open between the hours of 0800hrs and 1800hrs, Monday to Friday.

The nursery is closed on weekends, bank holidays and the period between Christmas and New Year.

The setting has a separate area for babies whilst embracing the Montessori multi-age grouping approach. There is sleep and sensory room at ground floor level.

Appropriate equipment, toys, books, games and learning materials are provided for all children.

There is a large outdoor play area consisting of hard-surfacing for bikes and trikes, bark chip surfacing for our mud kitchen and creation station, a large sand pit, as well as artificial grass for year round use. There is also a large secure grass area with climbing equipment, woodland den and seating. The setting is within a 2 acre meadow with its own fruit and vegetable garden, fruit orchard, polytunnel, and woodland for den building. We place much emphasis on the value of the natural world to develop children's skills, learning and enjoyment.

Staff:

Staff are highly qualified and experienced within the Early Years and Primary Sectors. Mini Explorers Childcare actively supports and encourages staff with their continuous professional development and up-skilling. We welcome students on placement, volunteers and visitors who enrich the experiences of children. Each will have enhanced DBS checks and first aid certificates and will implement all the Nursery Policies and Procedures, ensuring that children's safety and wellbeing are paramount at all times.

Meals:

Fresh, nutritious, seasonal, home-cooked meals are prepared daily. All our staff hold an up-to-date level 2 Food Hygiene certificate. Our menus provide children with the essential vitamins and minerals they need for healthy growth and development. We provide breakfast at 8:15am consisting of multigrain cereal, wholemeal toast, fruit and milk; a morning fruit snack (10:30am); a two course lunch (12:30pm); and a 4pm tea. Menus are regularly rotated to include seasonal produce at its best and highest nutritional value. Mini Explorers Childcare buys high quality produce locally. Water is available throughout the day. Every effort is made to meet any special dietary and/or cultural requirements. Children are encouraged to serve and feed themselves and become involved in the process of cooking. The onsite polytunnel and vegetable garden are used to teach children about where food comes from and the growing process, the produce is used wherever possible within the menus.

Areas of Learning:

Mini Explorers Childcare follows the Foundation Phase, which is based on the principle that early years' provision should offer a sound foundation for future learning through a developmentally appropriate curriculum.

The Framework for Children's Learning for 3 to 7 year-olds in Wales sets out the seven Areas of Learning, outlining what a child should be taught and their expected outcomes.

- Personal and Social Development, Well-being and Cultural Diversity
- Language, Literacy and Communication Skills
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development
- Welsh Language Development

Key Workers:

A dedicated member of staff is assigned to each child, giving them the reassurance to feel safe and cared for and building relationships with parents. When children are happy and feel secure they feel confident to explore and try new things. A key worker will:

- Help your child to become familiar with the setting and feel confident and safe within it
- Develop a genuine bond with the child and offer a settled, close relationship
- Meet the needs of the child in their care and respond to their feelings, ideas and behaviour
- Talk to parents to make sure the child is being cared for appropriately for each family and value that family
- Make regular observations, take photographs of a child's learning, monitor progress and intervene if there is an area of development which needs supporting

Language:

The setting is bilingual and English is the main language of communication/administration. Welsh is introduced to all the babies/children through the use of greetings, songs, stories, games and other learning activities. At least one member of staff working is a fluent Welsh/English speaker, all staff are enrolled onto Welsh language courses. Provision can be tailored to suit individual needs.

Activities:

Mini Explorers Childcare provides a wide range of equipment and educational resources. We place much emphasis and value on outdoor learning and believe time spent outdoors is essential for child development and enjoyment. The setting uses their outdoor space throughout the seasons. There are areas indoors and outdoors for 'messy play' and 'sensory play', activities are rotated and include water, sand, play dough and painting, many activities include natural resources. Activities are planned to suit children's ages and individual needs, whilst also creating intrigue, investigation and exploration. The Nursery primarily provides child-led experiences, whilst adult-led activities are incorporated thoughtfully. Activities are planned termly, weekly and daily, in advance, using themes based on the seven areas of learning in the Foundation Phase. The setting also recognises the importance of adaptation and flexibility and will change planned activities if learning or enjoyment opportunities arise, whenever it is safe to do so.

Activities are risk assessed and 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:

Please note that routines remain flexible in order to accommodate children's varying individual needs; the weather; and local, national and worldly events.

Children's nappies are checked regularly throughout the day by staff and periods of rest and feed times always reflect the needs of the child and the wishes of the parents.

8:00-9:00	A warm welcome, free play and settling in
8:15	Breakfast

8:30	Morning drop-off for school aged children
9:15	Musical circle time with singing and instruments
9:30-10:30	Outdoor exploring
10:30	Snack time
11:00	Arts and crafts, either indoors or outdoors
11:30-12:30	Free play, sensory play
12:30-13:00	Lunch time
13:00-14:00	Quiet time activities, nap time,
14:00-16:00	Outdoor/indoor exploring, free play, sensory play
16:00	Tea time
16:30	Circle time, stories and songs
16:00-18:00	Free play, home time

Circle time is tailored to suit the age range of the children.

Singing with young children helps them develop early language and literacy awareness, such as phonological awareness, auditory discrimination, vocabulary development and auditory memory. Music stimulates multiple areas of child development and skills for school readiness, including intellectual, social-emotional, motor, language and overall literacy. Movement and dance helps children build motor skills and practice self-expression.

Stories encourage babies to look, point, touch and answer questions, this aids social development and thinking skills. Babies improve language skills by copying sounds, recognizing pictures and learning words. As toddlers and young children, books stimulate imagination and expand their understanding of the world. Sharing stories builds many foundational skills, introduces vocabulary and provides a model of fluent and expressive reading.

Parental Involvement:

The lasting benefit of parental involvement in a child's development and pre-school education is now clearly supported by academic research, as well as providing a lot of pleasure for parents/carers and their children. Mini Explorers Childcare considers that parents are the prime carers and educators of their children and as such, will be encouraged to be involved in all aspects of the provision.

Policies and Procedures:

Mini Explorers Childcare has produced a comprehensive range of policies and procedures that include 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.

A full list and file containing of the policies and procedures adopted by the Nursery is available in the office and posted on the website.

Fees: (see also Admissions Policy)

£40.00	Nursery full day (8:00-18:00)
£25.00	Nursery morning session (8:00-13:00)
£20.00	Nursery afternoon session
£6.00	Breakfast club (8:00-school drop-off)
£15	After school club (school collection-18:00)
£25	Holiday club (8:00-18:00)

All meals are included. Fresh drinking water is available to the children throughout the day. Fees will be invoiced on the 1st of each month and must be paid by the 7th of each month. We accept payment by childcare vouchers, employers' vouchers, cash or BACs. A £25 registration fee is payable when you apply for a place. Families will be given one month's notice of any change to our fee structure.

Parents/carers are advised to speak to the Nursery Managers about payment of fees in cases of prolonged absence.

Mini Explorers Childcare accepts Childcare Offer for Wales, queries regarding eligibility or entitlement can be discussed with the Nursery Managers or via contact with gov.wales/childcare-offer-for-wales-campaign

The Nursery reserves the right to withdraw a place for a child if the payment of two invoices is left outstanding.

Observations, Assessment and Record Keeping:

Mini Explorers Childcare staff 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 is assessed by observation and recorded. The Nursery has a duty to share information with the Local Authority, CIW and in the case of the Child Development Assessment Profile, the Welsh Government. Our records are kept in line with our Confidentiality Policy and are available for discussion with parents/carers at any time.

Complaints and Concerns:

A complaint can be made by or on behalf of relevant children about the service they are receiving at the Nursery.

If any parent/carer should have cause for complaint they should in the first instance take it up with either of the managers, Laura-Jayne Bennett or Abby Jacques-Claire at the nursery. We will provide the details on our complaints form or you may ask for a complaints form.

If the matter cannot be resolved to your satisfaction, then you have the right to raise the matter with our registering and inspecting body, CIW. You may go straight to them if you feel the matter requires this:

Care Inspectorate Wales

Rhydycar Business Park

Merthyr Tydfil

CF48 1UZ

Telephone: 0300 7900 126

Email: ciw@gov.uk

Website: www.careinspectorate.wales

Following a complaint, Mini Explorers Childcare will endeavour to resolve the matter in house, within 14 days. This can be extended for up to a further 14 days with the agreement of the complainant.

Mini Explorers Childcare must confirm in writing to the complainant the agreed resolution. If the complaint is unable to be resolved by Mini Explorers Childcare the complainant can contact the registering body. Mini Explorers Childcare must, at the request of the registering body or any local authority which has arranged for the provision of day care for a relevant child, confirm the local resolution of a complaint.

The welfare of the child must be safeguarded and promoted and account must be taken of the ascertainable wishes and feelings of the child. Once a complaint has been made Mini Explorers Childcare must inform the complainant of their right to complain to the registering body or the local authority which has arranged for the provision of day care.

Mini Explorers Childcare must inform the complainant of any advocacy services which may be of assistance to the complainant. Mini Explorers Childcare must inform the complainant that a local authority receiving a complaint must provide information and assistance for complainants and must in particular offer help in obtaining an advocate.

Mini Explorers Childcare with the agreement of the complainant, can make arrangements for conciliation, mediation or other assistance for the purposes of resolving the complaint.

Mini Explorers Childcare must keep a written record of any complaint, the outcome of the investigation and any action taken in response.

The Registered Individual must supply to the appropriate office of the National Assembly at its request a statement containing a summary of the complaints made during the preceding twelve months and the action taken in response to each complaint.

Complaints are dealt with by way of formal consideration must be resolved as soon as practicable and in any event within 35 working days of the request for formal consideration. This time limit may be extended with the agreement of the complainant. If the complaint has not been resolved within the 35 days then Mini Explorers Childcare will inform the registering body the reasons for the delay. The outcome of a formal consideration must be confirmed in writing by Mini Explorers Childcare to the complainant and must summarise the nature and substance of the complaint, the conclusions and the action to be taken. A copy of this will be sent to the registering body and the local authority which has arranged for the provision of day care for a relevant child.

Mini Explorers Childcare welcomes suggestions and constructive criticism from parents/carers and children to help us maintain a high quality provision. Please speak with the Nursery Managers if you would like to make any suggestions. Parents are regularly invited to share their thoughts and experiences within the termly anonymous parental feedback questionnaires.

Arrangements for Dealing with an Emergency:

Mini Explorers Childcare has comprehensive Emergency Procedures. Details can be obtained from the Nursery Managers.

Terms and Conditions:

These are set out in the Fees document and Contract between Parents/Carers and Mini Explorers Childcare and are implicit within our Policies and Procedures.

The Contract must be signed and the Registration Form completed by parents/carers before their child attends.

Copies of the Contract, Registration Form and the full set of Policies and Procedures are available from Mini Explorers Childcare.

CIW and parents/carers will be informed of any changes to the Statement of Purpose which is reviewed at least annually or as a result of a change in operational practice.