

Statement of Purpose and Operational Plan **Ysgol Llandrillo Yn Rhos Day Care**

Address: Elwy Road, Rhos on Sea, Conwy, LL28 4LX.
Tel 01492 549648 Ext 4
Email: HollidayN@hwbmail.net

Ysgol Llandrillo Yn Rhos Day Care provides care for children who attend the school from ages 3-11 years. We are open from 9am to 6pm term time and 8.30am - 5.30pm in school holidays, we do not operate on Bank holidays. We operate 3 sessions in term time; session 1: 9am till 12.45pm, session 2: 11.30am till 3.15pm this is our wrap around session. Session 3: 3.15pm till 6pm in term time is our afterschool club session. Wrap around sessions can accommodate 20 children in each session aged 3-4 years who attend the school nursery, afterschool club can accommodate 64 children aged 3-11 years, the adult to child ratio will be 1 adult to 8 children. Children in wrap around will be collected from the nursery classroom and brought to our class on foot, infant aged children in afterschool club will be collected by staff from the infant site, the junior children who are in the same building as us will make their own way to the hall to be registered. We are an inclusive service, children with additional needs can be catered for and support staff can be applied for where needed. We work closely with the WPPA and Clybiau Plant and any other outside agencies that will benefit the children in our care. Upon request we can take a child from another school, the child must of been previously registered with us already, the parent is responsible for providing the transport to get the child to the setting.

The registered people are Mrs Nicola Holliday and Mrs Gaynor Highcock, the Day Care manager is Mrs Nicola Holliday. There are 11 members of our team; Nicola Holliday level 5 CCLD, Leanne Priestley level 3 Playwork, Tanya Thomson level 3 CCLD, Debbie Williams NNEB, Paula Lawrenson level 3 Playwork, Sion Jackson Ba Ed, Kay Roberts Playwork level 2, Jemma Owens level 3 childhood studies, Leslie Daniels Playwork level 3, Jean Lee and Karen Roberts. Wrap around supervisors are Leanne Priestley and Jemma Owens, afterschool club supervisors are Tanya Thompson and Paula Lawrenson. All staff are DBS checked before they work in the setting, they are trained in child protection, most staff have first aid and food safety. We as a setting are committed to training staff, we are always looking for ways to ensure the staff have the latest training to help keep our service current.

A registration form must be filled in before we accept any children with appropriate consent signatures signed. All contact details should be filled in, children will not be accepted without emergency telephone contact details or emergency treatment consent signatures given. Our policies are available to view in written format in the daycare entrance, policies are also available to view on www.llandrillo.jenlu.com. If a complaint about our service is raised with a member of staff we aim to resolve it within 14 days,

please see our complaints procedure for more details. Parents/carers can contact the CIW at any time with a complaint at the address given at the end of this document. In the event of an illness, accident or emergency we will act on the parents behalf and take such action as we consider appropriate. This may include taking your child from the nursery to seek medical attention. Every effort will be made to contact parents in all cases of emergencies. Children must only be collected from the people listed on the registration form. The quality of care, statement of purpose and policies and procedures will be reviewed at least annually, we carry out yearly questionnaires to obtain the views of the parents who use our setting. We have an open door policy and welcome any suggestions and comments you feel will help us to improve our service.

Our fees are £10 a session in wrap around and £4 an hour or £10 for the whole session for afterschool club. Holiday club fees are £20 a day, on Wednesdays in holiday club we take our weekly trip to local attractions, Colwyn bay zoo, Foel farm, Bodelwyddan castle etc on this day we charge £22.50. Child care vouchers are accepted. We accept children who are eligible for the 30 hour free childcare offer. School provides 12.5 hours already therefore you can use the remaining 17.5 hours in wrap around and afterschool club. The 17.5 hours will be applied to any booked wrap around sessions first then any remaining hours will be applied to afterschool club. You can also use your full 30 hours in holiday club.

Children will be offered a healthy snack and drink in all three sessions, children in wrap around also have the option of paying for a school meal provided by CCBC or they can bring their own packed lunch, parents are advised pack lunches are stored inside and need to provide their own ice packs to keep individual lunches cold. In holiday club there is no hot dinner option so child do require a packed lunch. In afterschool there is the option of a hot meal which is included in the whole session price, a menu is on show in our entrance, children with dietary requirements will be provided for.

Children in wrap around have their own classroom which is a safe warm inviting space for them to explore a variety of games, craft, ICT, singing, reading, role play, dressing up, we have age appropriate toys for the children to use. We also have direct outside access which we allow the children the freedom to choose if they play inside or outside. The garden provides a wealth of outside activities, sand, water, tree climbing, gardening, mud kitchen, ball games, play house and slides. The infant children in afterschool club also use this for their outdoor play. The junior hall is used for afterschool club where we have age appropriate games, craft activities, cooking every week, we have the use of an ICT suite, a library and a large outdoor play area with a football area, gym equipment and climbing frame. In wrap around, afterschool club and holiday club the children have the use of all the school facilities, the children can enjoy sand play in digger land, the use of bikes and scooters, climbing frames on both the infant and junior sites. The children also have access to loose part play, this is a concept we have invested staff training into and believe children have a right to play, play that is both challenging and is child led. More information on loose play

is available to view on display in the wrap around classroom, information is also online on playwales.org.uk

If the number of children in wrap around in sessions 1 & 2 exceeds 20, which may occur at lunch times when both sessions are together (11.30am-12.45pm) then part of or the whole group will have access to the junior hall as well. They will have toilet facilities and a wash area.

Children will be encouraged to use both English and Welsh language, we encourage the use of every day Welsh where ever we can.

We are regulated by the CSSIW there details are as follows:

CIW
North Wales Region
Government Offices
Sam Mynach
Llandudno Junction
Conwy
LL31 9RZ

Telephone CIW on 0300 7900 126
E mail CIW.LlandudnoJunction@gov.wales

CIW will be informed immediately of any changes to the service provided