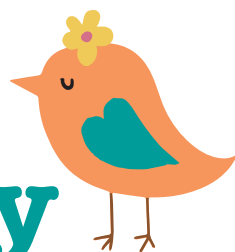




call us to come  
and see our  
lovely setting!



# child's play

Bespoke childcare for families

## at St. David's School

Child's Play is a vibrant, busy and happy setting based in it's own building within the beautiful grounds of St.David's Primary School in West Cross.

## Welcome Pack

We are delighted to welcome you and your family to our happy childcare community. At Child's Play we aim to provide a bespoke childcare service that puts families at the heart of everything we do.

### Contact Us

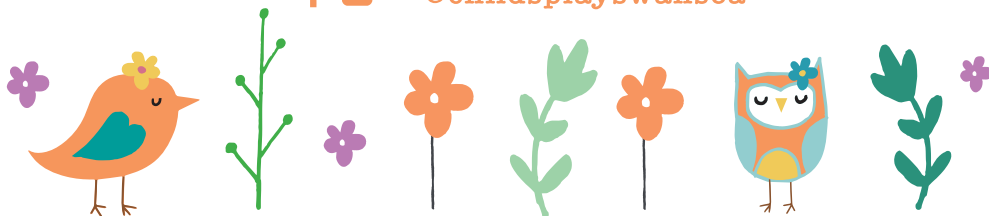
**Tel** 07708 315 118

**Email** [admin@childsplayswansea.co.uk](mailto:admin@childsplayswansea.co.uk)

[www.childsplayswansea.co.uk](http://www.childsplayswansea.co.uk)



@childsplayswansea



# OUR ETHOS

All children deserve the right to feel happy, secure and respected.

Our main aim is to ensure that children feel safe, happy, motivated and respected whilst being able to develop and grow to their fullest potential.

We will involve all children from age 2 upwards in decision making processes such as choosing activities, helping to prepare snacks and organising rewards systems etc.



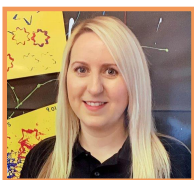
## Inclusive Setting

# Meet the Team

At Child's Play at St. David's we are blessed with the most amazing team who genuinely love and care for all the children who join us. The majority of our staff are qualified up to the mandatory level 3 in childcare. We believe that it essential for staff to continue with the professional development as this ensures your children get the best care possible. Aside from this, our team are happy, enthusiastic, caring, kind, bubbly, a little crazy, (in a good way), and absolutely committed to ensuring your child gets the best care possible.



**Sam** - is the founder of Child's Play and a Mum to three children. She has worked extensively with children from newborn up until 12 years. She has an NVQ level 3 in childcare and development and has been an invaluable classroom assistant, special educational needs support practitioner, children's transition officer and early years' developmental play worker during her career in childcare and education. This experience will help to shape the setting and create a wonderful environment that children love to spend time in.



**Kirsty** - is our General Manager; she has many years' experience working successfully in childcare settings and as a Nanny. Since joining Child's Play, we were so impressed with Kirsty's professionalism that she was promoted to Manager where her enthusiasm, expertise, and caring nature shines through.



**Lisa** - is our Setting Manager and has extensive experience in childcare management and previously worked as a team leader for Flying Start team. She is also our additional learning needs officer. She is qualified in CCLD Level 5.



**Laura** - is our Toddler Room Manager. Laura has worked at Child's Play since 2017. She has completed a CCLD Level 3 certificate as well as playworks, baby room leader and child development birth to 5 years. She has been working in the toddler room for the last 2 years and due to her kind and caring nature was a natural choice to take on the role of Toddler Room Manager.



**Chloe** - is our Holiday Club Manager. Chloe rejoined us back in 2022 and is qualified to CCLD level 3 having worked in childcare for 8 years. She has extensive experience of working with ages from newborn up to 18 years and is looking forward to working closely with Kirsty Evans to build on the success of our popular holiday club.

# Services Provided

## Early Bird Club (7:30am - 8:30am)

Early Bird session allows for a more relaxed start to the day at 7:30am until school begins. Children aged 1-4 and Nursery age years join us in a fun, friendly and chilled environment. We like to give everyone a gentle start to the day with relaxing and laidback activities such as colouring, drawing, construction kits, chill out music and a story corner. We set up an area for breakfast and you are welcome to send your child in with a healthy breakfast that they can eat at their leisure. After Early Bird Club, we invite your children to stay for a fun packed Morning Playschool session.

## Morning Playschool (8:40am – 11:40pm)

We invite little ones from 1-4 years to enter our world of imagination and creativity in our Morning Playschool Sessions. Our playschools follow the foundation phase curriculum and ensure that children's wellbeing is at the centre of all we do. We create wonderful learning opportunities using our lovely, well-resourced base room and our outside areas including the adventure garden, outside area, access to bikes and trikes, sand & water, woodland walkway and nature reserve.



## PM Wraparound (11:45am – 3:10pm)

We invite little ones from 1-4 years to enter our world of imagination and creativity in afternoon playschool. We create wonderful learning opportunities using our lovely, well-resourced base room and our outside areas.



## After School Activity Club (3:20pm – 4:30pm)

### JOIN OUR EXCITING ACTIVITY CLUBS

Monday - Cooking Club

Tuesday - Art Attack

Wednesday - Games Galore

Thursday - Explorers & Investigators

Friday - Film Friday

## After School Club (3:20pm – 5:50pm)

Children automatically have the opportunity to join in with all Activity Clubs. Once the activity clubs have finished children are served a snack and a drink to tide them over until teatime. Ongoing activities such as art and crafts, board games and outside play are always available.



## Holiday Club (8:30pm – 5:20pm)

We run a fun packed holiday club in St David's for part of each half term, Easter and summer holidays. We have indoor and outdoor activities, fast and furious activities, arts and crafts, cooking each afternoon, role play then finished off with a movie.

# Session Fees

## Toddler Room 1-2 year olds only

Session	Time	Price
Morning Half Day	7:30am - 12:30pm	£27.00
Full Childcare (School Day)	8:30am - 3:15pm	£39.50
Full Childcare	7:30am - 5:50pm	£47.50

## Playschool for children 2 – 4 years only

Session	Time	Price
Early Bird Club	7:30am - 8:30am	£7.00
Morning Playschool	8:40am - 11:40am	£19.50
PM Wraparound	11:45am - 3:10pm	£22.50
Full Childcare (School Day)	8:40am - 3:10pm	£37.00
Full Childcare	7:30am - 5:50pm	£45.00

## After School Club and Activity Club for children 2 – 12 years

Session	Time	Price
Activity Club	3:20pm - 4:30pm	£7.00
After School Club	3:20am - 5:50pm	£12.00

## Holiday Club

Age of Child	Full Day
2 - 4 years old	£34.00
5 - 12 years old	£27.00

Extra Services	Price
Pick-up 30 hour Offer (internal/walking)	£1.50
Pick-up (internal/walking)	£2.00
Transport Pick-up (Car)	£3.50

## Casual / One Off Bookings

Please note we are no longer able to offer casual bookings as a separate tariff. Instead, there will be a 20% fee applied to the regular charge for each session. All casual bookings are subject to availability.

## Administration Charges

Item	Price
Registration Fee (one off)	£15.00 per Family
Amendment to bookings (without 14 days' notice)	£10.00 per Change
Fee for yearly records e.g. Tax Credit/Student Finance etc.	£10.00

There is a 2-week notice period required to amend regular bookings or take a holiday and a 28-day notice period to cancel bookings completely. With casual bookings we have a 48-hour cancellation policy.

### **Snacks and drinks in Playschool**

We ask children to bring a healthy snack with them each time they attend. We also ask children to bring in a beaker or plastic cup from home clearly marked with your child's name. Experience shows that children like the familiarity of something from home and little touches such as this will help with transition from home to Playschool. Throughout the session, a jug of water will be available next to the children's cups and we will encourage and support the children to independently get water as and when they need it.

### **Please remember Child's Play is a NUT FREE Zone**

### **Clothes for Playschool**

We ask for children to come to Child's Play in comfortable, easy to put on and take off clothes, such as track suits. Many of our activities are messy and whilst we do provide aprons, invariably a little bit of messiness is unavoidable. So, we recommend not putting children in best clothes. We ask that all children always have an appropriate waterproof coat, clearly labelled with their name.

### **Footwear**

We recommend children wear comfortable, easy to remove and put on shoes, Velcro fastenings are preferable. If children could bring welly boots into Playschool in a carrier bag each day, clearly marked with their name. Then we can go outside to play regardless of the weather.

### **Nappy Changing and Toileting**

If your child has nappies. Please ensure there are 4 nappies in their bag each day along with a pack of wipes. We do have nappies and wipes as a back-up. But due to parents having preferred brands and children reacting to certain wipes we ask parents to provide their own. We will record nappy changes in your child's diary.

Children are regularly reminded to go to the toilet. If you are potty training your child, we are happy to discuss progress and try to follow the same routines/techniques you are using at home. Experience shows children prefer their own potty so we will request you provide the potty when it is being used.

### **Collection and Drop Off**

We ask parents to buzz on the intercom, a member of staff will come to the door. We do ask for your patience as sometimes we are in midst of very important activities such as slime and playdough, at other times we could be mid-way through potty training.

We will always get to the door as fast as we can. We aim to greet the children at the door and get them to say their goodbyes to you there.

Similarly, at home time we try and bring them and all their bits and bobs to you at the door. Experience has taught us that having parents in the Child's Playroom can unsettle other children and your own child. However, we work at your child's pace to ensure that this procedure is a happy and smooth one.

Please note children must be picked up promptly at the end of their session. It is upsetting for children to be collected late whilst also impacting staffing level needs and potentially compromising the safety of other children. **Late pick up will incur a penalty charge**



### **What do I do next and how do I book a place?**

Email us [Childsplayswansea@outlook.com](mailto:Childsplayswansea@outlook.com) and we will book you in for a visit for you and your child. At this point we can answer all your questions, a registration pack and arrange your free taster session. The taster session is a great opportunity for us to work out the best transition for you and your child and at this point we can book in the sessions that are required.

Once you have joined us, we ask you not to attempt to book sessions via the staff in setting, email is the most reliable method. We ask you to direct all bookings to us via email so that we can make sure we have a paper trail of bookings.

To guarantee you always have a space and to receive childcare at a lower cost, we recommend a regular ongoing booking. There is an option to have a casual booking, these cost a little more due to extra administration required, there is also a risk that we will be full.

### **After School Club**

The easiest way is again to email us your requirements. To guarantee you always have a space and to receive childcare at a slightly lower cost, we recommend a regular ongoing booking. There is an option to have a casual booking, these cost a little more due to extra administration required, there is also a risk that we will be full.

### **How many sessions do I book and pay for?**

We invoice families at the beginning of the month for the childcare booked. The majority of families use our regular bookings option, so the invoice is generated and sent to you monthly. Childcare does need to be paid for before it commences. If you have booked in casual sessions in addition to your regular bookings, these will be added onto your next invoice, e.g., October invoice will include all October dates and any extra September dates that were used.

### **Is it possible to book different sessions each week?**

We try to be flexible where possible. But experience has taught us that to guarantee you have a space, make your bookings regular and / or long term. We will book (within reason) to suit shift patterns, but these need to be provided on a long-term basis.

There is a 2-week notice period required to amend regular bookings or take a holiday, 28-day notice period to cancel bookings completely. With casual booking we have a 48-hour cancellation policy.

### **Is there any help available to cover some of the costs of childcare?**

Child's Play accepts employer's childcare vouchers and the 30-hour childcare offer.



### **What is the policy if my child is ill?**

We will not accept unwell children. Clearly it is not in their best interest to attend if they are unwell, nor is it in the best interest of others. We have a duty to limit the spread of infection and illness to other children and staff. Sessions missed due to ill health will still need to be paid for.

If your child falls ill during a session, you will be required to pick them up as soon as possible. Again, it is not in the best interest of your child to remain in setting if they are unwell. We also have a duty to limit the spread of infection and illness to other children and staff. Sessions missed due to ill health will still need to be paid for.

### **How will I know what my child is doing during the days and how they are progressing?**

In playschool we have a blue communication diary which we write in each day. This informs parents of highlights of the day, achievements, issues and answering any queries that are written in the book by parents.

We also have a learning journal, which is used to record your child's wonderful developmental journey whilst they are with us. This is yours to keep as a keepsake once they leave us.

### **How Does Child's Play keep in touch with news of important dates, holidays etc?**

Each setting will put notices on the doorway for parents to read when they are collecting and dropping off children. We also put information on social media and in newsletters.





# Statement of Purpose

## (Information about our provision)

*(To be given to parents/carers and read in conjunction with the operational plan.)*

At Child's Play at St David's we aim to provide a safe, secure and inclusive childcare service that will stimulate, enrich and support all children who attend. We want to invite children from 1 years to 12 years into a colourful world full of imagination, friendship, creativity and laughter; into an environment that children are encouraged to have ownership of and where their views are respected, valued and heard.

### **Child's Play at St David's aims to:**

- Provide high quality bespoke childcare that meets the varied and complex requirements of families and their children aged from 1-12 years.
  - Provide day care which is divided into 5 sessions that can be 'picked and mixed' from the following;
    - o Early bird session
    - o Playschool session AM
    - o Playschool session AM with social lunch
    - o Playschool session PM with social lunch
    - o After school club
  - Provide playschool session for children aged 1-4 years
    - o Regular bookings; booked in advance and paid via direct debit (GoCardless)
    - o Playschool packages for 1-4 year olds
    - o 20% increase if sessions are booked as casual bookings to reflect the administration costs
  - The day care provided will enhance the development, care and education of pre-school and school age children in a safe and stimulating environment, where they learn through play in partnership with parents/carers.
  - Encourage parents/carers to understand and provide for the needs of their children.
  - Embrace the ethos and principles of Wales Pre-school Providers Association.
- Child's Play At St David's follows Welsh Government initiatives by implementing: the Foundation Phase, National Minimum Standards. We have positive links with the following training providers;
- o Gower College Swansea
  - o ITEC
  - o Clybiau Cymru Plant
  - o NDNA Cymru
  - o Swansea Family Information Service



Our training needs are met via the above providers in respect of all mandatory ongoing training and more formal qualifications such as CACHE LEVEL 2, 3,5 and PLAYWORKS. We encourage our staff to continue with their development and at any one time we have at least 1 staff member undertaking staff development.

### **Legal Status**

Child's Play at St David's is owned and managed by Child's Play At Ltd. The Responsible Individual is Samantha Smith. The Manager of the setting is Kirsty Evans, the Deputy in her absence is Lisa Strevens or Samantha Smith.

Child's Play At Ltd. is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide day care.

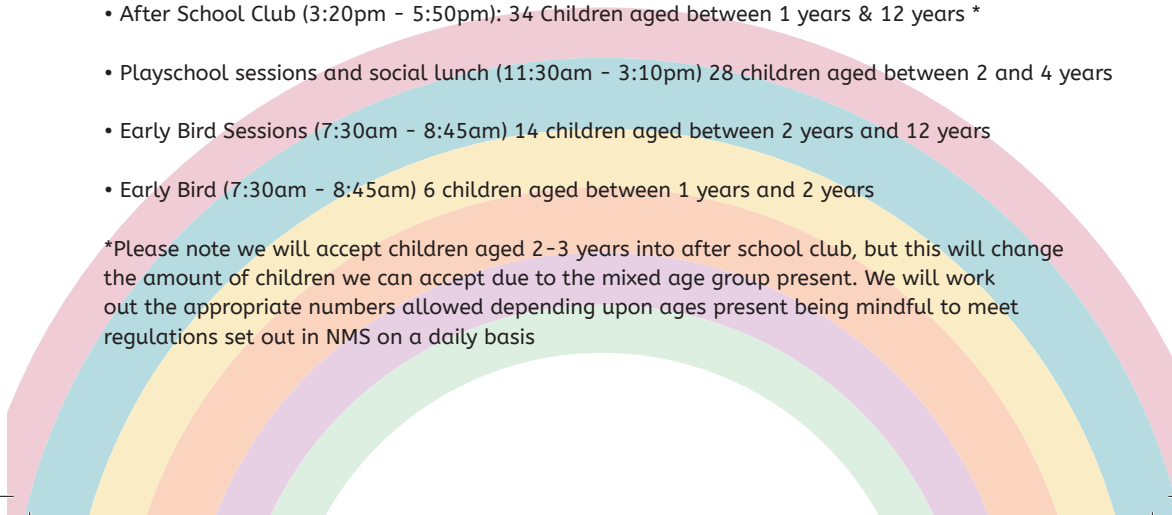
The person in charge on a day to day basis is Kirsty Evans. The deputy manager in her absence is Lisa Strevens or Samantha Smith.

The main contact for Child's Play at St David's is:  
Samantha Smith  
Child's Play At Ltd.  
9 Chapel Street  
Mumbles  
SA3 4NH  
Email: childspayswansea@outlook.com  
Tel: 07708 315 118  
Please contact either/both of the above for all enquiries

Child's Play at St David's welcomes boys and girls and is registered by CIW to care for:

- 34 children in total
- After School Club (3:20pm - 5:50pm): 34 Children aged between 1 years & 12 years \*
- Playschool sessions and social lunch (11:30am - 3:10pm) 28 children aged between 2 and 4 years
- Early Bird Sessions (7:30am - 8:45am) 14 children aged between 2 years and 12 years
- Early Bird (7:30am - 8:45am) 6 children aged between 1 years and 2 years

\*Please note we will accept children aged 2-3 years into after school club, but this will change the amount of children we can accept due to the mixed age group present. We will work out the appropriate numbers allowed depending upon ages present being mindful to meet regulations set out in NMS on a daily basis



**CIW registration number is W1600002875**

We endeavour to meet children's needs where it is feasible both as individuals and within groups as a provider of full day care including early bird club, out of school care and playschool sessions.

Child's Play at St David's is covered by Public Liability and Employer's Liability Insurance, (Morton Michael; The Childcare Insurance Specialist). Certificates are displayed in the Child's Play base room.

**Operational hours: 2-4 years Playschool and 2-12 years After School Club**

<b>MON</b> Early Bird Club 7:30am – 8:30am	<b>TUES</b> Early Bird Club 7:30am – 8:30am	<b>WED</b> Early Bird Club 7:30am – 8:30am	<b>THURS</b> Early Bird Club 7:30am – 8:30am	<b>FRI</b> Early Bird Club 7:30am – 8:30am
AM Playschool Aged 2-4 only 8:40am – 11:40am	AM Playschool Aged 2-4 only 8:40am – 11:40am	AM Playschool Aged 2-4 only 8:40am – 11:40am	AM Playschool Aged 2-4 only 8:40am – 11:40am	AM Playschool Aged 2-4 only 8:40am – 11:40am
Sociable Lunch 11:45am-12:50pm	Sociable Lunch 11:45am-12:50pm	Sociable Lunch 11:45am-12:50pm	Sociable Lunch 11:45am-12:50pm	Sociable Lunch 11:45am-12:50pm
PM Playschool Aged 2-4 only 12:50pm – 3:10pm	PM Playschool Aged 2-4 only 12:50pm – 3:10pm	PM Playschool Aged 2-4 only 12:50pm – 3:10pm	PM Playschool Aged 2-4 only 12:50pm – 3:10pm	PM Playschool Aged 2-4 only 12:50pm – 3:10pm
Activity Club 3:20pm – 4:30pm	Activity Club 3:20pm – 4:30pm	Activity Club 3:20pm – 4:30pm	Activity Club 3:20pm – 4:30pm	Activity Club 3:20pm – 4:30pm
After-school club 3:20pm – 5:50pm	After-school club 3:20pm – 5:50pm	After-school club 3:20pm – 5:50pm	After-school club 3:20pm – 5:50pm	After-school club 3:20pm – 5:50pm

**Operational hours: 1-2 years Playschool and After School Club**

<b>MON</b> Morning Half Day 7:30am – 12:30pm	<b>TUES</b> Morning Half Day 7:30am – 12:30pm	<b>WED</b> Morning Half Day 7:30am – 12:30pm	<b>THURS</b> Morning Half Day 7:30am – 12:30pm	<b>FRI</b> Morning Half Day 7:30am – 12:30pm
School Day 8:30am – 3:30pm	School Day 8:30am – 3:30pm	School Day 8:30am – 3:30pm	School Day 8:30am – 3:30pm	School Day 8:30am – 3:30pm
Full Day 7:30am – 5:50pm	Full Day 7:30am – 5:50pm	Full Day 7:30am – 5:50pm	Full Day 7:30am – 5:50pm	Full Day 7:30am – 5:50pm

**Staff**

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. Child's Play at St David's welcomes students on placement, volunteers and visitors who enrich the experiences of children. Policies and procedures that ensure children's safety and well-being are paramount at all times are used.

### **Staff Ratios**

- Playschool (2 – 3 years) – 1 adult : 4 children will be the minimum staff ratio which will be maintained at all times.
- After School Club (2-3 years) – 1 adult: 4 children will be the minimum staff ratio which will be maintained at all times
- After School Club (3-12 years) – 1 adult: 8 children will be the minimum staff ratio which will be maintained at all times.
- Toddler Room Playschool and after School Club (1-2 years) – 1 adult to 3 children will be the minimum ratio at all times

### **Facilities available**

Child's Play operates out of a bright and sunny ground floor nursery building inclusive of toilets and a cloak rooms, set in its own private outdoor play area within Primary School grounds. Facilities within the Child's Play base room comprises of a kitchen area, staff room, office, staff toilet, a separate food preparation workstation, 2 base rooms, a carpeted area, and an area with easy clean flooring. We refer to these rooms as Child's Play base rooms.

### **Playschool Sessions**

All operate in the Child's Play base room. A room which is furnished with age appropriate equipment. Within the classroom there is ample storage space including locked and secure cupboards that are out of reach of children.

### **After School Clubs**

During After School Club activities are appropriate and differentiated for both foundation phase and KS2 with activity zone's with appropriate activities and resources provided.

Child's Play arranges care for children in age groups and sibling groups as follows:

- After School Club; 2-12 years have separate rooms, resources and activities with consistent and named staff
- Ensuring the children's differing needs are met. Each age range will also have a named staff member who is responsible for the planning, care and handover of their children to parents/carers.

### **Further Facilities Available**

We have direct access to our own private and enclosed patio area equipped with age appropriate play equipment such as sand tray, water tray, trikes, bikes, etc. There is also a gardening area and an outside classroom, and a storage shed which is exclusively owned by Child's Play and stores after school outside play equipment.

### **Services offered** – Include (within the preschool sessions)

- Healthy snacks and drinks brought in from home and a jug of fresh water will be offered and available throughout the day in line with our healthy eating policy. Children's individual needs and preferences are noted and recorded as they register to join the provision.
- As children enter with specific and/or additional needs we will do our best to adapt our setting/staffing to ensure we can accommodate and provide appropriate measures; ensuring positive outcomes where possible for all.
- Parents/carers are encouraged to use our 'settling in' service to help all with their child's transition to our care.

**Activities offered** are from a wide range that are planned to suit the children's age, stage and individual needs and meet our aims and objectives and reflect Welsh Government current strategy [www.wales.gov.uk/childrenyoungpeople](http://www.wales.gov.uk/childrenyoungpeople).

### **A sample of a typical day in the toddler room (1-2 years) routine:**

**7.30am – onwards** – Child's Play external door opened, and children admitted. Parents can buzz intercom for admission. A member of staff will open door and welcome children to the Child's Play base room. Staff register and sign children into the building.

**7.30am – 8.30am** – Early Bird Club – chilled activities are laid out in easily accessible areas to start the day off calmly in the Child's Play base room. Children can help themselves to books and toys in the reading corner where there are bean bags, blankets and fairy lights and gentle music on allowing them the opportunity to adjust and wake up in a soothing environment.

**8.30am – 9.00am** – Breakfast time is aimed to match the children at home routines as close as possible. Interactive breakfast time where they are encouraged to be as independent as possible for their age and ability.

**9.00am – 10.15am** – Focused indoor and outdoor activities to develop all aspects of development and are topic/ theme at the time such as tuff tray/ messy play/ foam/ water/ sand play. This is where observations are carried out and recorded. Free play (indoor and outdoor). Activities for children to explore and develop physical development whilst they are wide awake and fully energised. Soft Play/ balls, push/pull/ roll on toys, to walkers/balance type bikes to encourage steps and confidence to move around.

**10.15am – 10.30** – Snack time to encourage independence to wash their hands and feed themselves healthy snacks provided from home.

**10.30am – 11.00am** – Singing/ story time where children will have the opportunity to wind down sitting in a circle on the carpet area.

**11.00am – 11.30am** – Outdoor activities to develop all aspects of development and are topic/ theme at the time such as tuff tray/ messy play/ foam/ water/ sand play.

**11.45am – 12.15pm** – Sociable lunch – children will be supported and encouraged to wash hands and feed themselves (if appropriate), paying attention to each child's weaning stage with healthy food provided from home. Children have the opportunity to take their time in a quiet environment following the Hygee approach.

**12.15am – 1.00pm** – Children who need time to sleep/rest will be taken into the sleep room. Those children who don't require sleep will have sensory toys on carpet area and help themselves to puzzles/ books in the reading corner.

**1.00pm – 2.15pm** – Sensory activities and tuff tray play, using bubbles/building/nature baskets/mirrors/ painting to explore new materials in a fun environment.

**2.15pm – 2.30pm** – Children to wash hands and have healthy snack and water provided from home.

**2.30pm – 3.00pm** – Outdoor play and activities, physical play with bikes, scooters and climbing frame, exploring our outdoor area.

**3:00pm – 3:30pm** – Carpet time where children can sing, choose musical instruments such as drums and shakers along with interactive toys. Enabling schemas eg filling and emptying baskets, construction and building.

**3:30pm – 5.00pm** – Children are given the opportunity for free play where they get to choose and move around the room to explore.

**5.00pm – 5.45pm** – At the end of the day children will be given the opportunity to mix with children from the other rooms as the setting gets quieter. Storytime / interactive and educational dvds, reading corner etc to wind down at the end of the day.

## **Additional information**

### **A sample of a typical day in the toddler room (1-2 years) routine:**

**Feeding** – some children will require milk/ additional feeds etc as each child is individual and have different needs. We aim to accommodate each child's feed (milk time routine) as close as possible. If parents are breast feeding and need space to do so in setting a quiet area will be provided for them.

**Sleep** – as above we recognise that each child has different needs and aim to be as accommodating and mirror each child's routine as much as we can for the child's well-being. Some children will require more than one sleep session while in our setting, which we will also cater for.

**Nappies** – nappy changes will be carried out regularly and when needed. We aim to change before or after mealtimes. However, we recognise that each child has individual needs and will be treated accordingly, in line with our policies and procedures and checked often, changing whenever required. We will also encourage potty training when communicated from home to maintain continuity.

A sample of a typical day's routine in Playschool (2-4 years):

**7.30am – 8.30am** – Early Bird Club – chilled activities to start the day off calmly in the Child's Play base room, which will have gentle music and the opportunity to eat packed breakfast from home.

**8.40am – 8.50am** – Playschool children's registration begins.

**8.50am – 9.15am** – Free play and settling in time.

**9.15am – 9.30am** – Hello and introduction to the day including singing, music and sensory activities.

**9.30am – 10.30am** – Indoor and outdoor play (mostly child-led). One focused activity per session. Areas available include large and small construction, small world play, such as dolls house, jigsaws, role corner, messy play and creative activities and ICT.

**10.30am – 11.40am** – Toileting, handwash, sociable snack time and outdoor play/ activities. Children not staying for lunch get their coats on, sing goodbye song and go home.

**11.40am – 12.15pm** – Sociable lunch begins for AM preschool children; chilled activities, preschool dvd/ storytime etc are available on the carpet from 11.50am onwards. 11.45am children collected from school nursery, visit toilet and wash hands, then join us for sociable lunch.

**12.15pm – 12.50pm** – When children finish lunch they join others on the carpet for chill out activities.

**12.50pm – 1.10pm** – Children come in and sit on the carpet for hello's and register and introduction to the day's activities.

**1.10pm – 2.00pm** – Indoor and outdoor play (mostly child-led). Areas available include large and small construction, small world play such as dolls house, jigsaws, role corner, messy play and creative activities and ICT.

**2.00pm – 2.45pm** – Toileting, handwash, sociable snack time. Outdoor play/ work on our nature walk/ activities.

**2.45pm – 3.05pm** – Chill out activities including quiet carpet activities, opportunity to lie down on sleep mats if tired, preschool dvd and yoga movements.

**3.05pm – 3.10pm** – Taken to reception area, sing goodbye song and collected by parent/ carers or registered for after school club.

**3.20pm – 3.30pm** – Staff bring children from neighbouring school's to base room 2 for registration into after school club.

**3.30pm – 4.30pm** – Activity time (indoor and outdoor) children have the opportunity to join in with the activity clubs. Activities are tailored into foundation phase and KS2 zones.

**4.30pm – 5.00pm** – Healthy snack time.

**5.00pm – 5.50pm** – Activity time (indoor and outdoor opportunities). Activities are tailored into foundation phase and KS2 zones. painting to explore new materials in a fun environment.



### **The language used**

Child's Play at St David's is an English medium setting with some use of Welsh.

### **Parental involvement**

Child's Play at St David's believes that parents/carers are the prime carers and educators of their children and as such, should be involved many aspects of the provision. Child's Play at St David's welcomes parents/carers who would like to become involved in.

- Fundraising
- Leading skills sessions; e.g. firepersons/police/artists coming in to speak about their professions/experiences.

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.

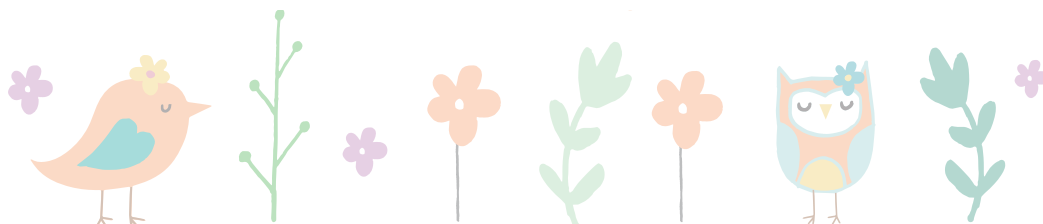
### **Training**

Through our membership of Early Years Wales, and Swansea Family Information Services, Clybiau Plant Cymru we ensure that Child's Play at St David's is kept up to date with current developments and initiatives in the field of childcare and education. We receive small talk, Wales PPA's magazine, which offers practical advice and up-to-date information, and we are happy to share this with parents/carers. The provision also has access to other publications from Early Years Wales. Alongside this we work closely with Gower College, supporting career development of staff, NDNA, Clybiau Plant Cymru, After School Support and PACEY. Currently staff have renewed their Paediatric First Aid and registered to do the transitions Playwork's qualification through Clybiau.

Child's Play at St David's works with the support of the above organisations to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, events and training pathways, and parents/carers are kept informed about these.

### **Policies and Procedures**

Child's Play at St David's has produced 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, work in or use Child's Play at St David's to see. It is available on the web site and hard copies are kept on the parent communication board.



### **Fees and booking**

Childs Play operates on a first come, first served basis, as such we encourage parents/carers to book regular sessions in advance to guarantee they have a space.

### **Fees are Paid**

Childs Play operates on a first come, first served basis, as such we encourage parents/carers to book regular sessions in advance to guarantee they have a space.

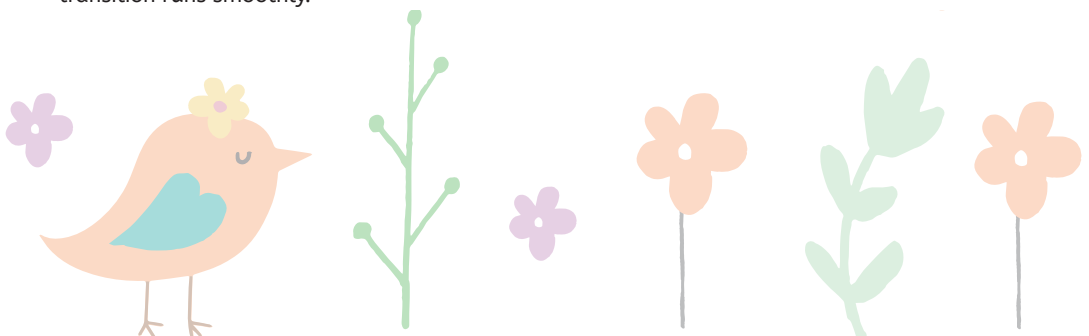
- Parents/carers are advised to speak to Samantha Smith or Kirsty Evans about payment of fees in cases of prolonged absence. We will always try to support families.
- 30 hours childcare offer
- The offer requires us to book childcare sessions with the local authority a month in advance e.g: - end of January = March dates submitted  
end of February = April dates submitted
- As such we ask for dates for childcare to be provided a month before they are to be taken as above example.
- A daily collection/drop of fee of £1.50 is due before childcare occurs.
- We are unable to 'carry across' unused hours from week to week. The local authority reserves the right to audit us at any time and our childcare offer bookings must match with attendance registers. The local authority will only fund the agreed number of hours eligible per week.
- Any extra childcare required above the agreed hours will be charged at £4.50 per hour/part of hour.

### **Holidays**

If a child with a regular, long term place has a holiday booked, Child's Play require 28 days' notice. *A child's place is dependent on continued payment of fees.*

### **Starting in the Provision**

Child's Play at St David's 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 invited to join us for a free taster session (playschool only) so we can all assess the child's transition needs. Parents may stay for the whole or part of the subsequent sessions, depending on the needs of their child (playschool only). We advise parents with children who have additional needs to meet with us prior to children starting afterschool club so that children's needs are fully met and their settling in transition runs smoothly.



### **Observations, Assessment and Record Keeping**

Child's Play at St David's's staff take a reflective approach to their work, using observation as a tool to plan activities and ensure children's needs are met, particularly playschool. The progress of children is assessed by observation and recorded. Child's Play at St David's has a duty to share some 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.

### **Terms & Conditions**

The terms and conditions are set out in the contract between parents/carers and the Child's Play At Ltd. are implicit within our policies and procedures. The contract/registration form must be completed by parents/carers and registration and fees paid before their child attends. Samples of the contract, registration form and the full set of Policies and Procedures are available from the Responsible Individual Samantha Smith. CIW and parents/carers are informed of any changes to this statement of purpose which is reviewed at least annually or as a result of a change in operational practice. (This statement of purpose is supported by Child's Play at St David's's Operational Plan and any changes to one will be reflected in the other.)

This **Statement of Purpose** for Child's Play At Ltd. was passed for use

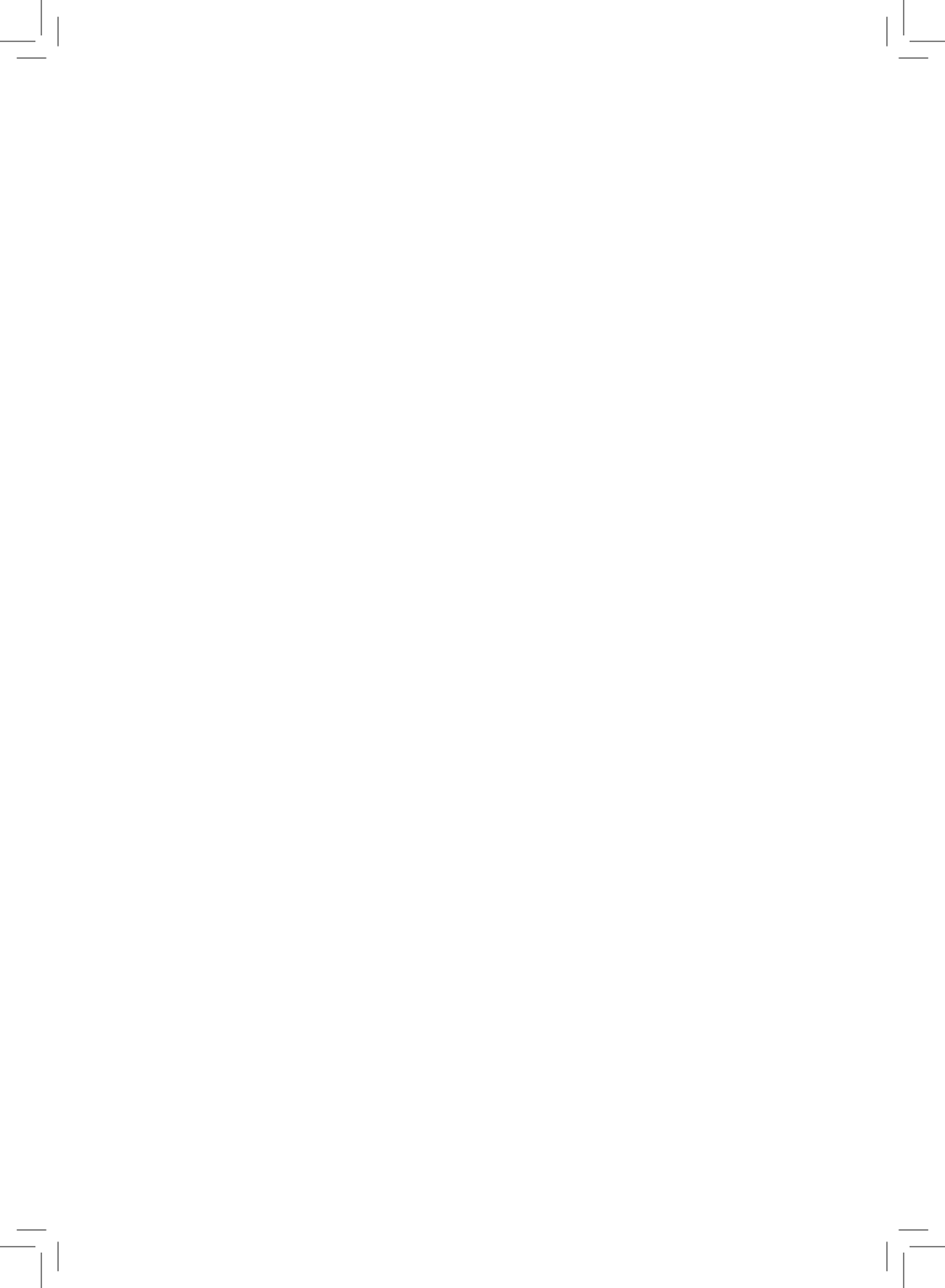
On: August 2023

**By:** Child's Play At Ltd.

**Position:** Responsible Individual

**Date of planned review:** September 2024





# Registration Form

All information recorded here is kept confidential and in line with GDPR guidelines. Our full Policy is available for review in setting or by email request.



## Childs Personal Details:

FULL NAME:			
GENDER:		DATE OF BIRTH:	/ /
HOME ADDRESS:			
POSTCODE:			

GP's NAME:	
SURGERY NAME:	
ADDRESS:	
TELEPHONE:	

Does your child have any Medical Conditions?	Yes [ ] No [ ] (Briefly describe below)
--	---

Is your child currently taking any medication?	Yes [ ] No [ ] (Briefly describe below)
--	---

Does your child have any dietary requirements?	Yes [ ] No [ ] (Briefly describe below)
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Does your child have any allergies?	Yes [ ] No [ ] (Briefly describe below)
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I agree that a Child's Play At Ltd. member of staff may administer basic first aid? <i>(of which a written record will be kept)</i>	Yes [ ] No [ ]
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I agree that a Child's Play At Ltd. member of staff may sign any written form or consent required by hospital authorities if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety?	Yes [ ] No [ ]
--	----------------



Do you give permission for your child to be photographed/videoed for assessment and display purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you give permission for your child to be photographed/videoed to be used on social media, marketing, external displays?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What language(s) is/are spoken at home?	
Childs ethnicity?	
<input type="checkbox"/> White	<input type="checkbox"/> Black/Black British
<input type="checkbox"/> Mixed Ethnic Groups	<input type="checkbox"/> Prefer not to say
	<input type="checkbox"/> Asian/Asian British
	<input type="checkbox"/> Other (specify below)

### Parents'/Carers' Details:

TITLE:	<input type="checkbox"/> Mrs			<input type="checkbox"/> Mr			<input type="checkbox"/> Miss			<input type="checkbox"/> Ms			
FULL NAME:													
RELATIONSHIP:													
HOME ADDRESS:													
HOME TEL:							WORK TEL:						
MOBILE TEL:													
EMAIL ADDRESS:													
Does this parent have parental responsibility?	Yes <input type="checkbox"/>						No <input type="checkbox"/>						
Emergency Contact?	Yes <input type="checkbox"/>						No <input type="checkbox"/>						

TITLE:	<input type="checkbox"/> Mrs			<input type="checkbox"/> Mr			<input type="checkbox"/> Miss			<input type="checkbox"/> Ms			
FULL NAME:													
RELATIONSHIP:													
HOME ADDRESS:													
HOME TEL:							WORK TEL:						
MOBILE TEL:													
EMAIL ADDRESS:													
Does this parent have parental responsibility?	Yes <input type="checkbox"/>						No <input type="checkbox"/>						
Emergency Contact?	Yes <input type="checkbox"/>						No <input type="checkbox"/>						





### Emergency Contact Details:

TITLE:	<input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms			
FULL NAME:				
HOME ADDRESS:				
HOME TEL:		WORK TEL:		
MOBILE TEL:				
EMAIL ADDRESS:				

TITLE:	<input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms			
FULL NAME:				
HOME ADDRESS:				
HOME TEL:		WORK TEL:		
MOBILE TEL:				
EMAIL ADDRESS:				

☐ I confirm that all information in this form is correct.

☐ I confirm it is my responsibility to inform Child's Play At Ltd. of any changes to the above information.

Signature: ..... Date: .....

Print Name: .....

Relationship to Child: .....





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**I have read, understood, and agree to the Conditions of Use.**

**Name of Parent/Carer 1:**.....

**Signature of Parent/Carer:**.....

**Date:**.....

---

**Name of Parent/Carer 2:**.....

**Signature of parent/carer:**.....

**Date:**.....

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**Name of person in charge/responsible individual on behalf of Child's Play At Ltd.:**

**Signature on behalf of**.....

**Child's Play At Ltd:**.....

**Date:**.....

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# All About Me

What makes me happy?

What makes me sad  
or nervous?

What helps me to  
feel better?

## My Self Care Skills

\* Please tick relevant option

### TOILETING

I can use the toilet independently [ ]

I can use the toilet with support [ ]

I'm in nappies [ ]

### FEEDING

I can feed myself with a spoon and fork [ ]

I can finger feed myself [ ]

I can sit at a table to eat my lunch independently [ ]

I need support to sit at a table to eat my lunch [ ]

### DRINKING

I can drink from a cup/beaker independently [ ]

I can drink from a cup/beaker with a straw [ ]

### DRESSING

I can dress myself independently [ ]

I can undress myself independently [ ]

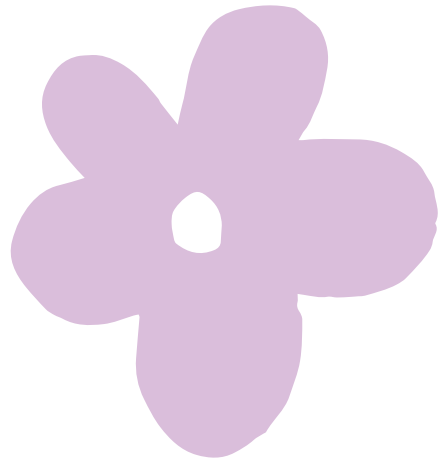
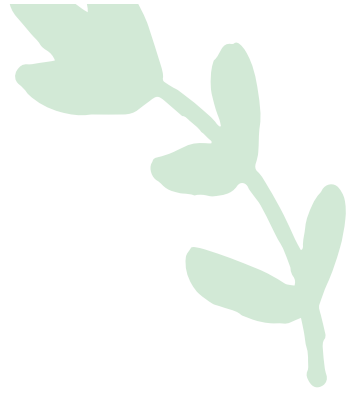
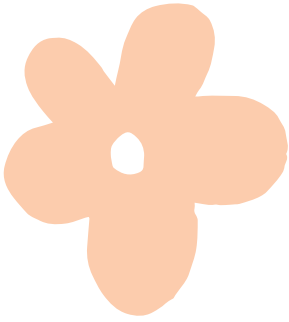
I can dress and undress myself independently [ ]

### HANDWASHING

I can wash my hands independently [ ]

I can wash my hands with support [ ]





**child's play**

Bespoke childcare for families

