

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.

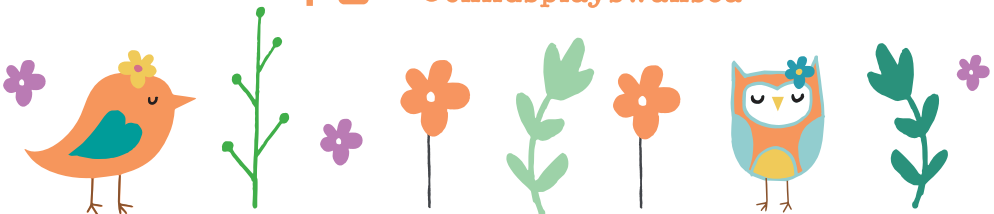
### Contact Us

Tel 07708 315 118

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

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

  @childsplayswansea





# 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 is essential for staff to continue with their 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. The experience has helped to shape the setting and create a wonderful environment that children love to spend time in.



**Tiffany** - Tiffany is our General and our Holiday Club Manager. She has worked in childcare for over 10 years and has a wealth of experience after managing various settings including as a pre-school leader and ALN Officer. She is CCLD 4 qualified. She enjoys bringing new ideas to the team and is continuously updating her knowledge.



**Lily** - Lily is our Deputy Manager. She has worked in Child's Play for 8 years and is qualified to CCPLD level 3. She has also carried out lots of additional childcare related courses as well as having a degree in youth and community. She has worked across all settings and is a regular face at school collections. She has formed great relationships with our children and families, leading to her promotion to deputy manager.

# Services Provided

## Morning Playschool (8:00am – 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 ensures 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.

## Flying Start (9:00am - 11:30am)

We are delighted to offer 2.5 hours of funded childcare to children age 2.

For further information or to check eligibility see [www.swansea.gov.uk/flyingstartchildcareeligibility](http://www.swansea.gov.uk/flyingstartchildcareeligibility) or call Swansea family information services on 01792 517222.



## 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 finish off with a movie. Holiday club does not run over Christmas or May half term.

# Session Fees

## Toddler Room for 1 – 2 years

Session	Time	Price
Morning Play School	8:00am - 12:30pm	£42.00
Full Childcare (School Day)	8:00am - 3:15pm	£52.00
Full Childcare	8:30am - 5:50pm	£61.00

## Playschool for children 2 – 4 years only

Session	Time	Price
Early bird session (added to any AM session for 2 years and over)	8:00am - 9:00am	£8.00
AM Playschool	8:00am - 11:40am	£28.00
PM Wraparound Playschool & Lunch	11:45am - 3:10pm	£36.00
Llywnderw Pick up 11am	11am - 3:10pm	£40.00
Llwynderw Drop off lunchtime	8:00am - 12:30pm	£40.00
School Day	8:40am - 3:10pm	£47.00
Full Day	8:00am - 5:50pm	£57.00

## After school club and activity club - for school aged children and as optional add-on's for playschool children

Session	Time	Price
Activity Club	3:20pm - 4:30pm	£11.00
After School Club	3:20am - 5:50pm	£16.00

## Casual Bookings

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

Extra Charges	Price
Internal walking pick up's after school club	£2.00
External walking pick up's after school club	£2.50
Transport pick up's after school club (sibling discount available)	£4.00
Handover Collection Fee ½ day playschool	£5.00

## Administration Charges

Item	Price
Amendment to bookings WITHOUT 14 days' notice	£10.00 per Change
Registration fee per family	£25.00
Fee for yearly records required e.g.tax credit/student finance etc.	£10.00
Late fee	£20.00
Failure to inform setting of child's absence	£10.00

There is a 28 day notice period to cancel a booking completely. With casual bookings, we have a 48 hour cancellation policy.

### Snacks and drinks in Playschool

We now provide children with a healthy snack however, if you want to pack an extra snack please pop it in the child's bag clearly labelled. 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

We provide nappies and wipes in all settings but if parents have a preferred brand they can provide their own. We record nappy changes in your child's diary /portal. 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, provide 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 as flexible as 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.

We require a 28 day notice period to cancel bookings completely. With casual bookings, 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 communicate with our families digitally every day. This informs parents of highlights of the day and achievements.

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)

This Statement of Purpose provides information of our provision. It is to be given to parents/carers and read in conjunction with the Operational Plan.

At Child's Play 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 aims to:

- Provide high quality bespoke childcare that meets the varied and complex requirements of families and their children aged from 1-12years.
- Provide day care which is divided into sessions that can be 'picked and mixed' from the following for 1-12 years:
  - o Early Bird Session
  - o Playschool session AM
  - o Flying Start AM session
  - o Wraparound Playschool session PM + lunch
  - o School Day
  - o After school club
  - o Activity Club
- Provide day care which is divided into 3 sessions that can be 'picked and mixed' from the following for 1-2 years:
  - o Morning half day - 8am - 12.30pm
  - o School Day - 8am - 3.30pm
  - o Full Day - 8am - 5.50pm
- Provide playschool sessions for children aged 1-2 years and 3-4 years in 2 separate classrooms
- Provide cost effective, safe collection and drop off to neighbouring schools.
- Provide cost effective options including sibling rates:
  - o Regular bookings booked in advance and paid via direct debit (GoCardless)
  - o Playschool packages for 1-2 years and 2-4-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 Early Years Wales.

Child's Play follows Welsh Government initiatives by implementing the New Curriculum, 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 2 staff members undertaking staff development.

### **Stay and Play**

Every Friday morning term time we operate a Stay and Play session 9:30am-10:30am for 1-2 year olds. This session offers the chance for parents and carers to meet and interact with other like minded families and their children in a safe and secure environment. Our activities include various themed activities including sensory play, crafts, stories, singing and visits from guest speakers. The session will be run by Tiffany Bennett with another member of staff. Parents are required to complete an agreement prior to attending the session and are responsible for their own child whilst in setting.

### **Legal Status**

Child's Play is owned and managed by Child's Play at Ltd. The Responsible Individual is Samantha Smith. The Managers of the setting is Tiffany Bennett, the Deputy in their absence is Lily 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 persons in charge on a day-to-day basis are Tiffany Bennett. The deputy manager in their absence is Lily Smith/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: [childsplayswansea@outlook.com](mailto:childsplayswansea@outlook.com)  
Tel: 07708 315 118  
*Please contact the above for all enquiries*

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

- 38 children in total
- After School Club (3:20pm – 5:50pm): 38 Children aged between 1 years & 12 years \*
- Playschool sessions and social lunch (8:50am – 3:10pm): 32 children aged between 2 and 4 years
- Playschool sessions and social lunch (8:30am – 3:30pm): 6 children aged between 1 and 2 years

*\* Please not 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. Children aged 1-2 years will be kept in a separate group with their own keyworker. 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 WI60002875**

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

Child's Play 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. Our Admissions Policy gives details about how applications for admission to Child's Play are managed.

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

MON	TUES	WED	THURS	FRI
AM Playschool Aged 2-4 only 8:00am - 11:40am	AM Playschool Aged 2-4 only 8:00am - 11:40am	AM Playschool Aged 2-4 only 8:00am - 11:40am	AM Playschool Aged 2-4 only 8:00am - 11:40am	AM Playschool Aged 2-4 only 8:00am - 11:40am
Flying Start Aged 2 9am-11:30am	Flying Start Aged 2 9am-11:30am	Flying Start Aged 2 9am-11:30am	Flying Start Aged 2 9am-11:30am	Flying Start Aged 2 9am-11:30am
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 Toddler Room**

MON	TUES	WED	THURS	FRI
Morning Half Day 8:00am - 12:30pm	Morning Half Day 8:00am - 12:30pm	Morning Half Day 8:00am - 12:30pm	Morning Half Day 8:00am - 12:30pm	Morning Half Day 8:00am - 12:30pm
				Stay and Play 9:30am-10:30am
School Day 8:30am - 3:10pm	School Day 8:30am - 3:10pm	School Day 8:30am - 3:10pm	School Day 8:30am - 3:10pm	School Day 8:30am - 3:10pm
Full Day 8:00am - 5:50pm	Full Day 8:00am - 5:50pm	Full Day 8:00am - 5:50pm	Full Day 8:00am - 5:50pm	Full Day 8:00am - 5:50pm

**Staff**

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

### **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 rooms. The rooms are furnished with age appropriate equipment. Within the base rooms 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 1-2 years have a separate room, resources and activities with consistent and named staff
- After school club 3-4 years have a separate room, resources and activities with consistent and named staff
- After School Club; 5-12 years have a separate room, 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 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** 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/childreyoungpeople](http://www.wales.gov.uk/childreyoungpeople).

We provide adult-led and child-led experiences that are planned termly, weekly and daily in advance. Children will be encouraged to assist in the planning of activities, ensuring they have ownership of their childcare setting. 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 in the toddler room (1-2 years):**

**8am – 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.

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.

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**

**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)**

**8am – onwards:** Child's Play external door opened, and children admitted. Parents can buzz intercom for admission. A member of staff will open door and escort children to the Child's Play base room. Staff register and sign children into the building.

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 – 9am:** Playschool children's registration begins with free play and settling in time

**9am-9:15am:** Flying start children's registration begins with 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 – 11:30am-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.

**12.15am – 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 schools 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.

## **The language used**

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

## **Parental involvement**

Child's Play 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 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 is kept up to date with current developments and initiatives in the field of childcare and education. We receive Small Talk, Early Years Wales' 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, NDMA, Clybiau Plant Cymru, After School Support and PACEY.

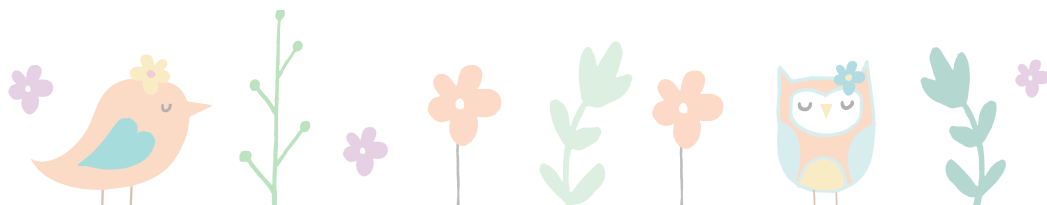
Child's Play works with the support of the above organisations to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, events and training pathways, and parents/carers are kept informed about these.

## **Policies and Procedures**

Child's Play 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 to see.

## **Fees and booking**

Child's 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**

Child's 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 Tiffany Bennett 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 2 weeks in arrears.
- 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 £8.00 per hour/ part of hour.

A child's place is dependent on continued payment of fees.

### **Starting in the Provision**

Child's Play 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. Children are invited to join us for a free taster session (playschool only) so we can all assess the child's transition needs. 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'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 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's Operational Plan and any changes to one will be reflected in the other).

This **Statement of Purpose** was passed for use in Child's Play At Limited

**On:** March 2025

**By:** Samantha Smith of Child's Play At Limited

**Position:** Responsible Individual

**Date of planned review:** July 2026

## Conditions of Use

### Payments

- Child's Play At use the Family App booking system. Once bookings have been entered onto the system, Family will generate monthly invoices to families. When your first invoice via email there will be a link to follow to set up GoCardless which is our Direct Debit system
- Invoices will be generated monthly in advance and need to be paid on time.
- Fees for all sessions are expected to be paid in advance. Any additional bookings/casual bookings made after invoice date will be added on to the following months invoice. No cash will be taken by Child's Play At staff in setting.
- It is parents/carers responsibility to check the invoices are correct. From the date that the invoice is sent parents/carers have 7 days to respond. If no query is raised, we will assume the invoice is correct.

### Absence

- In the case of absence due to sickness fees will still be charged. This is to ensure your child's place at Child's Play is kept open.
- In case of prolonged absence parents/carers are advised to contact us via email about payment of fees.

### Sickness

- Child's Play At Ltd. does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending.
- If a child becomes unwell during their stay with us, we will contact the parent/carer at the earliest opportunity.
- Setting staff at Child's Play At Ltd. have undertaken appropriate training to deal with an emergency. (Please also refer to our Health and Hygiene, Admissions and Medication policies.)
- While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency, call the emergency services.

Fees are payable if a child is absent. We require 28 days written notice for a regular session to be cancelled permanently.

### Child Leaving Setting

- Child's Play At Ltd requires 28 days minimum notice in writing of a child leaving the provision
  - If a child leaves setting it is the parents/carers responsibility to cancel direct debits/voucher payments. Refunds cannot be issued if these continue after a child has left setting. A child's place is dependent on continued payment of fees
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.



# 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)
--	---

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 [ ]
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 [ ]



Registration form also available in Welsh.

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

### Parents'/Carers' Details:

TITLE:	[ ] Mrs	[ ] Mr	[ ] Miss	[ ] Ms
FULL NAME:				
RELATIONSHIP:				
HOME ADDRESS:	.....			
HOME TEL:		WORK TEL:		
MOBILE TEL:				
EMAIL ADDRESS:				
Does this parent have parental responsibility?	Yes [ ]	No [ ]		
Emergency Contact?	Yes [ ]	No [ ]		

TITLE:	[ ] Mrs	[ ] Mr	[ ] Miss	[ ] Ms
FULL NAME:				
RELATIONSHIP:				
HOME ADDRESS:	.....			
HOME TEL:		WORK TEL:		
MOBILE TEL:				
EMAIL ADDRESS:				
Does this parent have parental responsibility?	Yes [ ]	No [ ]		
Emergency Contact?	Yes [ ]	No [ ]		



## 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: .....

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

Signature of parent/carer: .....

Date: .....

---

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 [  ]

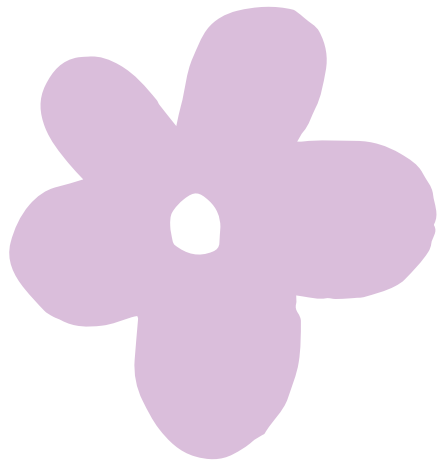
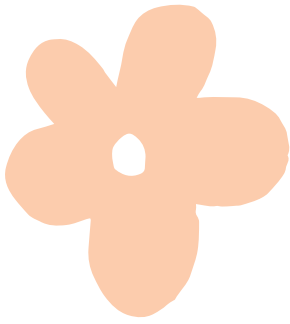
I can dress and undress myself independently [  ]

### HANDWASHING

I can wash my hands independently [  ]

I can wash my hands with support [  ]





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