



# Little Oaks Full Day Care Statement of Purpose

## Mission statement:

*'An inspired approach to childcare and early education.'*

### Aims

We aim to

- Ensure that every child's safety and well-being are paramount and override all other considerations.
- Celebrate the uniqueness of each individual child.
- Create a friendly, safe, comfortable and stimulating environment.
- Create an environment that promotes playwork and the playwork principles.
- Create an environment where children feel valued, are listened to and are confident to participate and contribute to what is going on around them.
- Provide broad, balanced and quality learning experiences through appropriate active learning.
- Promote a partnership between home and the setting and create opportunities for links with the school.
- Respect that children will have an individual path of development and learning and provide appropriate opportunities to help each child's potential to be achieved.
- Promote happiness, a love of, and an excitement for learning.
- Value and respect all individuals for their own qualities, differences and achievement.
- Allow all children to have the opportunity for self-expression.
- Provide excellence in care and early years' education.
- Provide children with the benefits of current research relating to children's health, wellbeing and development.
- Support the training and development of professionals in various fields related to children.

## Additional information for parents considering applying for a place for their child

### **Registration Information**

It is a requirement of the Children Act 1989 that providers of day care for children under the age of twelve are registered. Little Oaks is registered with the Care Inspectorate for Wales to provide care for a total of 24 children at any one time, aged 3-11 years. Little Oaks comprises of Flying Start, Early Education, Acorns, which provide nursery wrap around, Conkers which is the out of school club and a Holiday Club that runs during most school holidays. Provision is carried out in a purpose built building, situated on the site of Ysgol Alexandra.

### **Opening hours**

The setting is open Monday to Friday between 8am and 5.30pm and is closed on teacher training days and bank holidays. Information about the different services are as follows:

**Flying Start:** Our Flying Start provision operates Monday-Friday from 8.45am-11.15am. This is available for all eligible 2-3 year olds, where we can care for up to 8 children in receipt of Flying Start funding.

**Early Education:** Our EE sessions run during the Spring and Summer term for all eligible 3 year olds. We have space for 8 EE children. These sessions run Monday-Friday from 12.45pm-2.45pm.

**Acorns:** We can cater for maximum of 16 children aged 3 -4 years old, during each session which operate mornings and afternoons, Monday-Friday. If your child is in nursery school in the mornings, we can provide care from 11.30am until 3pm and if they have nursery in the afternoon, we can provide care from 9am until their afternoon nursery session begins. Morning Acorn children can use the breakfast club service operated at Ysgol Alexandra, which can be booked directly through them. We will collect the children at 8.40am and provide a breakfast wrap around service until 9am when the Acorn session begin. Children attending Acorns will need to bring a packed lunch with them (Please see our packed lunch policy). Children can attend the after school club, which is to be booked separately through the ipal system.

**Conkers:** The after school club are able to cater for a maximum of 24 children aged 3 – 11 during each session. It operates for 5 sessions per week and opening times are from 3pm – 5.30pm. A healthy snack will be provided and children will have access to drinking water.

**Holiday Club:** A holiday club operates for most school holidays, following the Wrexham term dates, from 8am – 5.30pm Monday-Friday. The provision is closed on Bank Holidays and does not run over the Christmas Holidays

All children are eligible to be registered for the setting regardless of ability, religion, language, culture, health or disability.

We recognise the importance for children to have opportunities for rest and to sleep, if they so wish, and have made provision available to support this if required.

### **Management**

Little Oaks is operated by Active Childcare Ltd. The Responsible individual is Rebecca Mottram who has a Foundation Degree in Early Years, a Level 5 Children's Care Learning and Development (CCLD) Advanced Practice, Level 5 CCLD Management and NVQ Level 4. It is Rebecca's responsibility to ensure that this document is regularly reviewed, at least annually and that CIW are informed of any changes to the service provision. The Persons In Charge and managers of the setting are Acorns: Shelley Williams, Conkers: Melissa Shaw and Holiday Club: Elizabeth Hughes. All are extremely well qualified and committed to providing the very best of care that supports the needs of all children.

### **Language through which care and education is provided**

The primary language through which care and education is provided is English. English is the language of the majority of activities and is the main language of communication with all children. Welsh is introduced to all children and through the use of greetings, songs, stories and games and is used incidentally through the sessions. The proportion of Welsh used varies according to the linguistic ability of the staff. English is the language of the setting's administration. The setting communicates with parents in English. We are also happy to discuss with parents any particular needs of children for whom English is an additional language.

### **Children with additional needs or disabilities**

Little Oaks is committed to a policy of inclusion. We aim to provide equality of access and opportunity for all children although in some circumstances specialist provision might be subject to the availability of external funding for specialist equipment and / or additional staff. Parents of children who have particular needs are welcome to discuss such needs with the managers. A detailed additional learning needs policy is in place and parents are encouraged to read this.

### **Admissions policy**

We are committed to equality of access and opportunity. Places are allocated to children regardless of gender, ethnicity or culture. Our ability to accommodate new admissions is governed by the availability of a place, us meeting the appropriate adult/child ratio for the child's age and us being confident that we have the resources to meet the individual needs. Should a place be available it will be allocated in order of date of application (subject to restrictions contained in the Admissions Policy). Before starting the setting, it may be beneficial for children to visit and have settling in sessions. The nature, length and number of such sessions is dependent on the needs of individual children and will be agreed between the manager and parents.

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

### **Address and Contact information**

Little Oaks is based in a purpose built building, on the Ysgol Alexandra site. The club provides appropriate areas for a range of needs including a food preparation area, quiet area, large play area and outdoor play space. Toilet and first aid facilities are available as well as storage. There are a suitable number of toilets available for use by the children and separate toilets for use by staff.

Contact information:

Rebecca Mottram  
Little Oaks Full Day Care  
Ysgol Alexandra  
Bodhyfryd  
Wrexham  
LL12 7AZ

[littleoaks@activechildcare.co.uk](mailto:littleoaks@activechildcare.co.uk)

Telephone: 07368123761

### **Activities provided for children**

A wide variety of activities are offered. There is a wide range of appropriate equipment to allow for a variety of play experiences such as physical activities, arts, crafts, construction toys, role play toys, board games and books. Some activities will be planned weekly by practitioners and play workers whilst still offering opportunities for free play. Children's voices will be listened to – giving ideas for activities, ideas and for equipment when it is being purchased.

Activities are planned to meet the developmental needs of children. In planning activities, we take account the current guidance and frameworks in Wales that are in place for the Early Years and set out by the Welsh

Government. Activities are varied and staff are actively involved in playing and interacting with the children in supporting their holistic development.

Snacks and drinks are available during all sessions. All food and drinks offered are in line with our healthy eating policy and meet the dietary needs and preferences as indicated on the child's registration form. Drinking water is available to children at all times.

### **Staffing**

Our staff are well qualified and trained to a high standard. All of our staff undertake regular and continual training in various areas such as Food Hygiene and First Aid as well as professional qualifications in childcare and play work. The normal staff: child ratios within which we work are:

2-3years	1:4
3 years plus	1:8
8 years plus	1:10

### **Staffing in Flying Start, Early Education and Acorns:**

Shelley Williams	Person in charge
Kamila Szatkowska	Childcare practitioner and playworker
Anna Jones	Playworker

### **Staffing in Conkers:**

Melissa Shaw	Person in charge
Shelley Williams	Person in charge
Kamila Szatkowska	Childcare practitioner and Playworker/ 1:1 Support
Anna Jones	Playworker
Laura Camps (MAT leave)	Playworker
Sophie Wright	Playworker

### **Staffing in Holiday Club:**

Elizabeth Hughes	Person In Charge
Anna Jones	Playworker

Seasonal staff with relevant qualifications and staff from our sister nurseries are used to ensure that the adult:child ratios are consistently maintained at all times.

### **Registration and collection of children**

When children arrive at the setting, their time of arrival is recorded on the register. The time that children leave will also be recorded. If children are to be collected by someone other than the parent/primary carer we require authorisation from the parent/primary carer.

### **Policies and Procedures:**

We have 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 significant changes) as necessary. The policy pack is available for all who visit, work in or use Little Oaks. We carry out risk assessments on activities on the premises and maintain a log of emergency evacuation drills.

### **Complaints /Concerns**

In the event of any concern over the quality of provision or any complaint, parents/primary carers should raise the matter with the manager. Should any concern not be addressed satisfactorily it may be referred to Rebecca Mottram, at the settings address. If the concern is still not resolved or at any other time it may be referred to the Care Inspectorate for Wales (CIW). Telephone number: 0300 7900 126. A copy of our full complaints procedure is held in our policy file on site and is displayed on the parent notice board.

### **Emergencies**

In the event of an emergency, we have procedures to ensure that we respond quickly and appropriately.

Should a child require first aid, they will be attended to by a first aid trained practitioner. In the event that a child has a major injury an ambulance will be called to transfer them to hospital. In the event that a parent or carer is unable to accompany them, a practitioner will go with them to hospital.

If it is necessary to evacuate the building, (for example in the event of a fire) we will contact the emergency services and immediately follow our well- rehearsed evacuation procedures to ensure that all children and adults exit the building to the assembly point and are accounted for.

Our accident, emergency and evacuation procedures are detailed in our Policy File.

### **Review of Statement of Purpose**

This Statement of Purpose will be reviewed annually. Between reviews it will be revised whenever changes occur. The next planned review date is July 2026.