



Les Tous Childcare  
29 Park Road  
Barry

CF62 6NX

## STATEMENT OF PURPOSE

### AIMS AND OBJECTIVES

Our objectives are as follows:

- To provide high quality care for children in the local area.
- To provide a safe, fun and engaging environment for the children who attend a session at Les Tous.
- To give the children who attend opportunities to play, socialise and develop in a relaxed manner, in free-play sessions with a range of stimulating activities that will incorporate and promote development in accordance with the Foundation Phase.
- To ensure that the care is provided in accordance with the National Minimum Standards, adhering to all relevant policies and procedures.

### SERVICES

Our HQ at 29 Park Road will cater for a maximum of 19 children at any one time.

We aim to cater for children with varying abilities across a range of developmental stages. We offer a wrap-around service for children who attend state nursery. Children who are above the age of 3 years old who do not currently attend a state nursery are welcome to attend our playgroup for full day care, as according to our admissions policy.

Parents must provide a packed lunch if the children are to stay with us for lunch time care.

The service operates during the following times.

### TERM TIME

From 07:30 to 17:45 Monday to Friday from the play rooms and outdoor play areas (weather permitting) at Les Tous HQ, 29 Park Road, Barry, CF62 6NX.

We will provide a Breakfast Club service from 07:30 to 09:00.

We will provide Playgroup services (morning and afternoon sessions) between 09:00 and 15:00, including lunch time care and collection/delivery from/to state nursery.

We will provide After School Club from 15:00 to 17:45 for children aged 3 to 11.





In the event of parents needing care all day, for example in cases of school INSET days or a parent opting out of sending their child to a state school nursery, a child may attend full day care at Les Tous HQ, 29 Park Road, providing spaces are available.

### **SCHOOL HOLIDAYS**

School holiday care is catered for at Les Tous HQ, 29 Park Road, Barry, CF62 6NX.

Holiday Scheme at 29 Park Road will be limited to 19 spaces at any one time, according to our registration.

School Holiday opening hours are from 08:00 - 17:30, Monday to Friday, excluding bank holidays. We do not provide care during the Christmas holidays. We close for two weeks during the Summer holidays.

### **WEEKEND CARE**

We aim to provide occasional Saturday morning care opportunities, which parents will be notified of in advance at different times during the year (for example, the build up to Christmas time for parents to shop child-free.)

The hours of operation for weekend care will be 09:00 - 13:00 on Saturdays (when available.)



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## **SNACKS AND DRINKS**

Snacks will be provided mid-morning and mid-afternoon during the day. We endeavour to make snack times as healthy as possible, offering pre-packaged snacks such as crackers and fruit. Drinks are available throughout the day when requested by the children. Water, squash and milk are available.

Snack time will be taken as a group where children are encouraged to sit and eat while being able to socialise calmly and engage in conversation, promoting good table manners and respect for others and the eating environment. A television may be utilised during snack time in order to play child appropriate programming (English and Welsh.) Weather depending, snack time may be taken outside.

An example of a weekly snack menu is provided in our snack menu.

## **ACTIVITIES AND RESOURCES**

We provide the following resources:

- Boxed toys, including dolls, action figures, train sets and building blocks
- Dressing up with a range of styles from princesses to superheroes
- Tablets are available for child-friendly games
- Gymnastics mats and equipment
- Soft balls and ball games for indoor sports
- Outdoor sports equipment
- Outdoor space hoppers and diddy cars
- A variety of arts and crafts equipment
- Den building
- Quiet area
- Age appropriate TV, movies and video games

Activities will be provided primarily in English with occasional use of incidental Welsh for greetings, instruction, counting and praise. We also incorporate occasional use of Spanish and German when counting or giving simple translation of questions or instructions.

Additional activities will be offered when the circumstances allow. These include trips off site to various locations, messy craft, cake decorating and seasonal craft.



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Activities are provided with the objective of promoting self expression and development of social, motor and problem solving skills. Free play is encouraged and children are able to choose the activities they do or do not wish to take part in.

## **FACILITIES**

There are two child accessible toilets and two child accessible wash hand basins. A hand dryer is available with paper towels as an alternative.

There is a spacious indoor play area that is carpeted for use of boxed toys and indoor play. This is linked with our quiet craft area for children to relax when they feel the urge.

There is a separate storage area for the storage of coats and bags. This area will be used for a greeting area for parents to collect their children.

There are is a storage/kitchen area that is only accessible by adults, including a staff toilet.

There is separate room, primarily for dining and occasional messy craft and games consoles/TVs.

There is a spacious outdoor play area to enable the use of a variety of outdoor play equipment such as slides, bouncy hoppers, "diddy cars", sand pit, water tray and play kitchen. The outdoor play space has an astro-turfed area, concrete area and manoeuvrable rubberised mats.

The premises has two dog residing in an attached residence (upstairs flat). The animals have no access to areas where business is conducted during hours of operation.

## **STAFFING**

The staff:child ratio for the ages catered for will be 1:8 (ages 3 and up).

Playgroup staff will be fully trained and hold a CCLD Level 3 qualification or above in order to meet trained staff quotas.

Support staff will have undertaken relevant training and will have experience in child care. Staff ratios will be in accordance with the National Minimum Standards (80% trained staff for daytime care and 50% trained staff for out of school care.)

Necessary staff will also hold an up to date Paediatric First Aid and Food Safety certificate.





## ROUTINES

Children arriving at the **Playgroup** will be welcomed by a staff member, coats and bags will be stored appropriately and children signed in using a register.

Free play will be available throughout the day, with breaks in play for snack and lunch times.

Parents/guardians will provide a packed lunch if their child is staying with us for lunch.

The children will be able to use the outdoor facilities from 10:00 onwards, weather permitting.

The children will be offered a snack at 10:30 and 14:00.

Craft will be available throughout the day should the children wish to use craft supplies.

Messy craft will be planned and offered on a daily rota basis.

Parents are able to collect their children from Playgroup at any time during the day, preferably with prior notice so that staff can anticipate and plan activities accordingly.

For children who are attending the Playgroup who also attend half day school, the routine will be as follows:

**Morning playgroup** children will be welcomed by staff in the morning to commence in the days activities. After lunch the children will be transported to afternoon nursery at their state school by a member of staff at 12:45.

**Afternoon playgroup** children will be collected from their state school at 11:20 and transported to Playgroup by staff to have lunch and then commence in the days activities.

Children who will remain for After School Care will stay with us until 17:45. Parents are able to collect their children at any time from Les Tous HQ, 29 Park Road, Barry, CF62 6NX before 17:45.

Children attending may need to accompany staff during school collections. Staff:child ratios will be adhered to at all times.

Children attending **After School Club** at Les Tous HQ will be collected from school at the appropriate time and transported to Les Tous HQ to enjoy the afternoon until they are collected by parents.

After School Club will end at 17:45. Parent are welcome to collect their children at any time before then.

We offer a Drop-Off service, subject to availability, in order to assist parents who may not be able to collect their children by 17:45.





## **TERMS AND CONDITIONS**

When a parent/guardian would like to secure a space for their child we will provide an application pack which includes the following information:

- Information regarding the service we provide.
- A contract and application form with space to provide all relevant information about the child.
- A consent form for transportation, trips and photographs being taken while the children engage in activities.
- A payment policy and agreement for spaces booked.

Parents/guardians are given the opportunity to view any and all policies and procedures upon request.

Children attending the playgroup must be fit and well. Any child who is currently suffering with an illness that could put others at risk (chicken pox, vomiting and diarrhoea, flu etc.) will not be admitted until the child has returned to health or until 48 hours after the last instance of vomiting or diarrhoea.

Children are free to be collected at any time during the session by an approved person. In the event of a child being collected by an unknown person (family friend, unknown family member etc.) a password system is employed. This is to be approved beforehand by the parent/guardian of the child and a senior member of staff at the setting.

Parents are requested to give notice as early as possible to any changes in routine, such as reporting a child's absence or requesting additional sessions.





### **COMPLAINTS AND CONCERNS**

Please see our complaints policy.

### **EMERGENCY POLICIES AND PROCEDURES**

Please see our emergency policy.

### **CONTACT INFORMATION**

The playgroup address is:

**Les Tous Childcare**

**29 Park Road**

**Barry**

**CF62 6NX**

The e-mail address is: **[lestousgrands@gmail.com](mailto:lestousgrands@gmail.com)**

The website is **[www.lestousgrands.com](http://www.lestousgrands.com)**

The telephone contact number is: **07841 788450**

**This policy will be reviewed annually.**

**Date last reviewed: 19.03.23**

