



Statement of purpose (information about our provision)

The Burrows aims to:

- Provide high quality day care that enhances the development, care and education of pre-school children in a safe and stimulating environment, where they learn through play in partnership with parents/carers.
- Welcome parents/carers who want to become directly involved in the activities of the provision and provide opportunities to do so.
- Be flexible with attendance patterns to suit all working/circumstantial requirements.
- To employ caring staff who have exceptional abilities to care for and nurture children to reach their full potential.
- To provide structured and purposeful play activities.
- To treat all children as individuals, challenged and cared for according to age and stage of their abilities.
- Promote our low staff turnover, allowing children to have continuity of care and to build stable relationships with a number of significant adults.
- To provide balanced, nutritional meals and snacks through the day.
- Encourage parents/carers to understand and provide for the needs of their children.
- Embrace the ethos and principles of Wales Pre-school Providers Association.

*The Burrows follows Welsh Government initiatives by implementing *The Foundation Phase/Design to Smile* and the *Healthy Pre-school Scheme*. We have also been awarded a gold healthy snack award.*

We will be piloting Bridgend's Quality Assurance Scheme when it commences.

Legal status: *The Burrows is privately owned*

The Burrows is registered by Care and Social Services 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: Jasie Wright

Deputy is: Penny John

Responsible Individuals are: Kimberley Bethell, Julie Eastment



The main contact for *The Burrows* is:

Kimberley Bethell or Julie Eastment – Responsible Individuals

The Burrows Day Care Nursery...theburrowsnursery@yahoo.co.uk

1 The Precinct, Rowan Drive,

Nottage, Porthcawl

CF36 5AT 01656 771285 / 07477889590

The Burrows welcomes boys and girls and is registered by CIW to care for 55 children between the ages of 6 weeks and 12 years.

CIW registration number is: W130000275/01

We meet children's needs as individuals and within groups as a provider of *sessional/full day care/out of school care*.

The Burrows is open 52 weeks of the year.

Our latest inspection report by CIW can be seen on www.cssiw.org.uk (and the inspection report by Estyn, can be seen on www.estyn.gov.uk).

The Burrows is covered by public liability and employer's liability insurance. Certificates are displayed *in the office*.

Our **admissions policy** gives details about how applications for admission to The Burrows are managed. The Burrows also has a **Safeguarding policy**. The policy file can be found on the front signing in desk and is available at all times



Operational hours:

Mon am 7.30am – 1pm	Tues am 7.30am – 1pm	Wed am 7.30am-1pm	Thurs am 7.30am – 1pm	Fri am 7.30am-1pm
Mon pm 1pm – 6pm	Tues pm 1pm – 6pm	Wed pm 1pm – 6pm	Thurs pm 1pm – 6pm	Fri pm 1pm – 6pm

Suggestions and concerns can be dealt with by:

- Speaking to Jasie (a mutually convenient arrangement can be made to discuss any issues in confidence and outside operational hours).

Any action taken in response to suggestions, comments and concerns is fed back either verbally, in writing or if appropriate by Jasie placing a notice on the notice board about any changes made to operations as a result.

How to make a complaint about the service you receive at *The Burrows*:

In the event of a complaint please address your complaint to Jasie.

In all cases a written record of complaints is kept, which includes the following information:

- Name of complainant.
- Nature of complaint.
- Date and time of complaint.
- Action taken in response to complaint.
- Result of complaint investigation.
- Information given to the complainant, including the date of response.

At any time during the process of the complaint being resolved, the complainant has the right to complain to CIW or, where relevant, the local authority which has arranged for the care of a child at the provision.



Emergency procedure:

In any case of an emergency the nursery would first ring the emergency 999 services and then ring the parents.

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. *The Burrows* 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.

Julie and **Kim** are the **Nursery owners/Directors**. Julie has worked at the Nursery since 1996 and Kim since 2000.

Amanda joined the nursery in 2002 and holds an NNEB qualification in Childcare and Education. Amanda has also completed a NVQ 3 in Leadership and Management qualification.

Natasha joined the nursery in 2007 and is our **SENCO**. She holds a BTEC National Diploma. Natasha has achieved a Geiriau Bach level 4 Qualification in bilingualism in Early Years. She has also completed a course to Provide Early Support for Children with Additional Needs and their families. Natasha has also completed a Foundation Degree in Early Years Care and Education.

Emma C joined the nursery in 2006 and holds a CACHE Diploma in Childcare and Education.

Jasie (Assistant manager) joined the nursery in 2006 and holds a Level 3 QCF in Childcare and Education and recently a degree in management. Jasie is our Healthy and Sustainable Pre-school co-ordinator, attending regular training in order to deliver the scheme.

Liz joined the nursery in 1996 and holds a NNEB qualification in Childcare and Education.

Emma S joined the nursery in 2010 and holds a Level 3 NVQ in Childcare and Education. Emma has recently started a degree in Early Years

Charlotte joined the nursery in 2006 and holds a CACHE Diploma in Childcare and Education. Charlotte has completed a course to Provide Support to Children with Additional Needs and their Families. Charlotte has recently started a degree in Early Years.

Kathryn joined the nursery in 2012 and holds a NNEB Qualification in Childcare and Education. Kathryn is currently on Maternity Leave.



Penny joined the nursery in 2012 and holds a Level 3 QCF in Childcare and Education. Penny is **Pre-school Manager** and has completed a Level 5 qualification.

Sara joined the nursery in 2014 as part of a government funded scheme to get young people into work. For the first 6 months Sara was on Jobs Growth Wales, she is now in the process of achieving her Level 3 NVQ .

Tamzine joined the nursery in 2013. Tamzine holds a CACHE level 3 Diploma in Child Care and Education. Tamzine has completed an Early Years degree course.

Yvette joined the nursery in 2014. Yvette has held an NNEB Qualification in Childcare and Education.

Laura rejoined the nursery in 2016. Laura holds a NVQ level 3 qualification in Childcare and Education. Laura is currently on Maternity Leave.

Annette joined the nursery in March 2017 and is our evening housekeeper.

Megan joined the nursery in July 2017. Meg holds a CACHE level 3 in Childcare and education.

Chelsea joined the nursery in July 2017 to cover holidays during the summer and has stayed with us. Chelsea also attends university part time and is studying a childhood study degree.

Sharon joined the nursery in August 2017 and hold a NVQ level 5 in child care and management.

Michael joined the nursery in December 2017 and attends university part time to study a childhood degree.

Jess re-joined the nursery in December 2017 after taking time off to have her first baby. Jess holds a CACHE Childcare and Education level 3. Jess used to attend the nursery as a child. Jess has recently started a degree in Early Years.

Julie M joined us in February 2018 to cover maternity leave. Julie has worked in the care and nursing sector. Julie has recently signed up to complete a level 3 NVQ.

Emma A joined us in June 2018. Emma holds a NNEB qualification.

Nicola joined us in July 2018 as a nursery assistant. She has recently signed up to complete a NVQ level 3 qualification.

Danielle joined us in September 2018, working as a 1:1 specialist. Danielle holds a degree in Early Years Development and Education and a MA in Special Educational Needs (Autism)



Emily joined us in September 2018 as a nursery assistant. Emily has recently completed an Access to Health course at Bridgend College. Emily has signed up to complete a NVQ level 3. Like Jess, Emily attended the nursery as a child.

Susan joined us in September 2018 as our new cook. Susan has lots of experience and also as a school cook.

Ciera joined us in January 2019. She is working with us until September, covering Maternity Leave. Ciera then hope to attend university to study midwifery.

All staff hold certificates for:-

First Aid, Food Hygiene and Child protection. These are updated every 3 years.

All staff are required to participate in Continuous Professional Development opportunities. It is essential that any staff not yet qualified to Level 3 are working towards attaining this status.

Facilities available: *The Burrows operates in renovated premises with six play rooms in a building that once was a supermarket. The nursery consists of two small baby rooms, one large toddler room, one large pre-school room and a large reading/play room. There are toilet facilities, with two adult toilets and three smaller toilets for the children. There is a fully fitted kitchen and utility room and a small back porch which has a storage cupboard that houses the electric meter.*

There is an office at the front of the building, which has excellent visibility into one of the play rooms and across the outside terrace and car park.

The staff have their break in the clubhouse, which is a separate area used for After School and Holiday Club. From April 2019 our plan is to extend through to the next building, to provide a further 10 places. The outside area is completely safe with fencing and a locked gate.

There is outside play space on a long terrace, which has had safer surfacing fitted. The children have access to a climbing frame, bikes, scooters etc. The terrace also links the nursery to the clubhouse.

The Nursery has several storage areas both inside and outside.

The Nursery has 3 vehicles available for After School Club and Holiday Club



Services offered include *snacks/meals/drinks* 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. Parents/carers are encouraged to use our induction service to help with their child's transition to our care. This is to ensure that all essential information is gathered in order for the nursery to fully meet the child's needs.

The Burrows also offers a Breakfast/ After School/Holiday and After School Club. The Burrows has expanded After School Club/Holiday Club, by moving into a small unit next door the main nursery building. This provides a separate "Club House" for the older children. Both units are joined by the outside space. The Club House provides 1 large room for craft/homework, 1 smaller "Snug" room for tv/wii/reading, a small kitchen, 1 toilet and wash basin. There is undercover outside space.

From February 2019, The Burrows will also take over another unit next door to the Club House, which will double its size, inside and outside.

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

We provide adult-led and child-led experiences that are planned termly, weekly and daily in advance.

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 is:

9.00 - 9.15: Free play and settling in time.	9.15 – 10.30: Indoor and outdoor play (mostly child-led).	10.30 – 11.00: Register/weather Toileting and hand wash, sociable snack /circle time.	11.00 – 11.30: Outdoor play/work on crafts for our current theme	11.30 – 12.00: Tidy up time Story Toileting and hand wash Lunch
12.40 – 1.00 Quiet tv time. Some children then go home	1-1.15 Children who stay or arrive for afternoon session have tv time.	1.15-3.00 Indoor and outdoor play Children have an opportunity to nap if needed. They sleep on beanbags, and a member of staff supervises the children throughout this time	3.00-4 Toileting and hand wash, Sociable snack Story time	4.00-6.00 Toileting and hand wash Some children go home others stay for tea. Free play until home time.

Children attending *The Burrows* take part in caring for *our 2 goldfish, 2 gerbils* as part of their experience with us.

The language used: *The Burrows* is a predominantly English medium setting with some use of Welsh.

Parental involvement: Wales PPA believes that parents/carers are the prime educators of their children and as such should be involved in all aspects of the provision. As a member of Wales PPA, *The Burrows* welcomes parents/carers who would like to become involved in:



- Making suggestions and having structured comments
- Fundraising.
- Attending relevant training courses, workshops, and conferences.

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: membership of Wales PPA ensures that *The Burrows* 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 Wales PPA.

The Burrows works with the support of Wales PPA 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: *The Burrows* has produced a file 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 *The Burrows*. It is situated on the signing in desk in Pre School.



Fees

Please note : Attendance patterns can be tailored to individual needs.

<i>Full Time</i>	<i>7.30 - 6pm</i>	<i>£192.15 per week</i>
<i>Daily</i>	<i>7.30 - 6pm</i>	<i>£42.00 per day</i>
<i>Full Time</i>	<i>9am - 4pm</i>	<i>£164.32 per week</i>
<i>Daily</i>	<i>9am - 4pm</i>	<i>£36.75 per day</i>
<i>Extra hours</i>		<i>£5.25 per hour or part hour</i>
<i>Sessions</i>	<i>9am - 1pm or 12pm - 4pm</i>	<i>£23.10 per session.</i>
<i>After School Club</i>	<i>Until 5pm</i>	<i>£11.00 Inc. pick up</i>
	<i>Until 6pm</i>	<i>£15.00 Inc. pick up</i>
<i>Breakfast Club</i>	<i>7.30am - school drop off</i>	<i>£11.00</i>
<i>Holiday Club</i>	<i>7.30 - 6pm</i>	<i>£28.00 per day</i>
	<i>9am - 4pm</i>	<i>£26.00 per day</i>

Fees are payable for 52 weeks of the year and are to be paid in advance, on or before the first of the month.

Fees are payable if a child is absent without notice or for a short period of sickness/family holiday and Bank Holidays

The Nursery accepts Childcare Vouchers. The Nursery encourages fees to be paid to be made via the internet, cash or a standing order.

Childcare Tax credit can be claimed towards the cost of fees.

Local Education Authority Grants are available for 3 and 4 year olds.

Late payment of fees will result in a charge of £30.

Sibling discount is offered at 15%.

The Nursery will give 28 days' notice of any alteration/increase to the fee structure.

Parents will give 28 days' notice to any changes to their child/children's pattern or hours.

Parents/carers are advised to speak to Julie about payment of fees in cases of prolonged absence.



A child's continued place at *The Burrows* is dependent on continued payment of fees.

Bank Details if paying Direct Debit/Standing order
Account number: 42-76-84-68
Sort code: 30-67-34

Starting in the provision: *The Burrows* 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.

Observations, assessment and record keeping: *The Burrows* staff take a reflective approach to their work, using observation as a tool to plan activities and ensure children's needs are met. The progress of children is assessed by observation and recorded. *The Burrows* 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.

Face Book. You can find us on face book: The Burrows Day Care Nursery Ltd

We also have a closed group on facebook : **Burrows Buddies**. This is used for sharing ideas and suggestions.

Burrows hoodies and t shirts are available to purchase.

The terms and conditions are set out in the contract between parents/carers and *the Burrows* and implicit within our policies and procedures.

The contract must be signed and the registration form must be completed by parents/carers before their child attends.

Samples of the contract, registration form and the full set of policies and procedures are available from *Jasie Wright*

CIW parents/carers are informed of any changes to this Statement of Purpose which is reviewed annually or as a result of a change in the Operational Plan.

This Statement of Purpose is supported by *The Burrows'* Operational Plan and any changes to one will be reflected in the other.

This **statement of purpose** for *The Burrows* was passed for use

On: February 2019

By: Julie Eastment

Position: Owner

Date of planned review: May 2019