



## Statement of Purpose

### General Information

Roseland Childcare is owned by Tara Roseland Garmston. It is set in Barry, located at number 1 Lombard Street, CF62 8DP. The nursery opened in September 2019 and has been providing a high standard of quality care during this time. A recognised quality of care award has been given to the setting by The Vale of Glamorgan. Tara has been working with children since the age of 18, during this time she has worked in various nurseries and childcare settings. The children have been aged from 0-17 years and with a variety of abilities and needs. Tara has also worked in other industries over the years, which has given her the knowledge and experience to build and open her own Nursery. She has various qualifications including City & Guilds Level 5 Diploma in Leadership for Children's Care, Learning and Development (Management), Cache Diploma in Nursery Nursing, C&G Level 3 Essential Skills in Mathematics, C&G Level 2 Essential skills in Digital Literacy, NVQ Level 1, 2 and 3 in Customer Service, Certificate of Higher Education in Bilingual Practice (Welsh) having continued her education for many years and using her experience and knowledge to successfully run her own Nursery.

### Our Mission

We aim to ensure the progression and development of the children in a safe, fun, homely and stable environment, ensuring that the needs of the individual child are met within the National Minimum Standards as regulated by the governing body CIW, whilst including our commitment to the learning and development of the individual child through The Curriculum for Funded Non-Maintained Nursery Settings. We will plan for each of the 5 Development Pathways in both stimulating and exciting ways that will assist in the progression and development of children and always considering equality and diversity. The pathways include:

- Belonging
- Communication
- Exploration
- Well-being
- Physical Development

We pride ourselves on ensuring the highest standards of quality and care are met. Thinking outside the box to ensure the children are the main consideration to help start them on their journey. We will engage and work with both children and parents to ensure they have the best start in life.

## Our Promise

We have installed a secure camera system that will allow us to monitor staff and children on a daily basis. It also promotes additional security and safety measures due to there being a camera at the entrance and within the garden area. The camera system also allows us the opportunity to playback footage that needs to be reviewed and checked, if an incident was to take place. This also ensures that the children are receiving the highest quality of care at all times. We will employ qualified and experienced staff and ensure we continuously update our skills, check our policies and procedures. We will do everything necessary to promote a healthy, happy, enjoyable environment, where all are valued and considered, including staff, parents, and children. Therefore making a lovely homely setting where everyone feels secure and at ease.

## Our Services

We are a two story renovated house located at 1 Lombard Street, Barry, CF62 8DP. The setting is registered to take 18 Children of both female and male gender aged between 0-12 years old. However we are only currently taking children up to 5 years old. This breaks down into three rooms:

- Under 2 year olds (Arctic Angels) - Maximum of 6 under 2 years old within this room with 2 staff members
- Toddlers 2 year olds (Jungle Juniors) - Maximum of 6 Toddlers within this room with 2 staff members
- 3+ Year olds (Forest Friends) - Maximum of 6 Children within this room with 1 staff member

As part of the under 2 year old (Arctic Angels) room we have a Sensory Room.

## Sensory Room

This sensory/quiet room will be used to provide opportunities for development, allowing staff the opportunity to take children in to have story time, sensory experiences as well as providing opportunities for 1:1 time to enable staff to focus on children that require extra guidance, to aid their development as and when required. Children that don't require sleep can have the experience of using this room to rest or have some quiet time. This room will be prioritised for children that require sleep at specific times as agreed with their parents and can then be changed into a sleep room when needed by using travel cots and/or mattresses. For all children that require a nap after lunch we will use the under 2 year old (Arctic Angels) room, providing mattresses on the floor as well as the travel cots.

## Garden

We have a fully secure garden with tall walls to promote privacy and various outdoor resources that promotes the children's learning in all areas of development. We have

safety flooring installed and an outside tap. This enables us to provide an excellent outside learning and play area. There is a muddy kitchen, role play area, building area, physical play resources, sand and water area, arts and craft section with art boards and a green wall to encourage planting.

### Opening Hours

We will open from 08:00 – 18:00 Monday to Friday, Except Bank Holidays and Christmas Week. Dates of Christmas closure will be sent out to all parents/carers in November's Newsletter.

### Parking

Unfortunately we don't have a car park or parking facilities. However, parking is available in the street and around the area with a 2 hour limit. You're also allowed to stop on double yellow lines outside the nursery for 5 minutes, for pick up and drop offs.

### Wraparound Care

We now offer an element of wraparound care for specific schools in Barry. We transport children to their school session in our designated, fully insured vehicle. We will provide meals/snacks during the session they attend with us and we are willing to change them into or out of their school uniform, if this is requested.

### Terms and Conditions

#### Fees

Fees can be paid by direct debit/standing order/bank transfer. Invoices will be emailed to you on a 4 weekly basis.

Registration Fee is £50 plus one weeks fees to secure a child's space within the Nursery, one weeks fees will then be deducted from first payment made. This is non-refundable should you choose to cancel your place before the start date.

Full Day is £66 from 08:00-18:00 including breakfast, morning snack, a healthy lunch, dinner and afternoon snack.

Half Day is £37 from 08:00-13:00 or 13:00-18:00. Due to the time allocated for lunch, this will not be supplied for the afternoon session, all other snacks/meals are included.

Please be aware the company will refuse entry for sessions if payments are unpaid. Sessions will resume as normal when payments are brought up to date.

Development books are provided to parents holding all artwork and photos, these will be held if an outstanding balance is still held for sessions. These will be released once the balance is cleared.

*Prices will be reviewed annually in April.*

This period may be subject to change depending on the financial viability of the company at that time.

Wrap-Around is an additional £3.50 per week for those that need transporting to and from school sessions.

All sessions should be agreed to beforehand and confirmed on the registration form. In order to reserve a space for a start date in advance of one month, a holding fee is required. This amount is equal to the sum of one weeks sessions. We need this to enable us to stick to our staff to children ratio. Should a situation arise where changes are required, and this doesn't affect our numbers we will do our utmost to accommodate these requests. However, we require two weeks' notice in writing for a permanent decrease in sessions.

All Sessions must be paid Four weeks in advance of the sessions attended. Should you fall behind you may incur a late payment fee of £10 per week of each week that the account is in arrears. Should your account continually fall into arrears we reserve the right to terminate your contract and refer any outstanding debt to a Debt Recovery Agency.

Management is not super numeracy as such should you require additional services that require office time outside the scope of duties deemed within normal parameters, you may be charged a £15 admin fee.

Unfortunately fees must be paid when your child is ill or on holiday.

Parent/Carers who are continuously late picking up their child will be charged a late collection fee of £10 for the first 15 minutes, thereafter, £10 for every 5 minutes they are late. In the event of an emergency or unusual situation, please try to inform us you will be late and contact the emergency contact already listed on the child's enrolment form.

The Management reserves the right to review the Contract held between both parties if a child is continuously picked up late with no reasonable explanation. The Management also reserves the right to review the Contract between both parties if fees are not paid as per the terms of the contract.

### Meals

We provide breakfast, lunch and dinner with snacks in the morning and afternoon. Menus will be provided on a four weekly basis. They are also on display within the foyer and within all children's rooms.

- All staff will hold current Food Hygiene level 2 certificates.
- We provide healthy meals and snacks. Please see our menu for details. This is on a 4 week rota and regularly monitored to consider the children's likes and dislikes. They are also updated throughout the year to consider the different seasons. Emails are sent out with updated menus to all parents and staff.
- We provide breakfast between 8-9am, a mid-morning snack at 10am, lunch is at 11.45am, afternoon dinner is at 3pm and afternoon snack is at 5pm.
- All our meals will be freshly prepared and cooked by our experienced and knowledgeable cook. The ingredients will be fresh, nutritious and healthy, low in sugar and salt.

- All our ingredients are supplied by local supermarkets where records on food are kept including; temperature logs of food on arrival, date checks and the general standard of the food.
- We maintain high standards of hygiene within the kitchen and keep all essential records in line with the environment agency and CIW.
- We supply alternative options to children with dietary requirements. This will include a vegetarian option.
- Milk and water will be available to all children throughout the day.

### Daily Updates

We will provide information to parents/carers relating to their child throughout the day, using an app known as 'Nursery Story'. This app will be accessed through the nursery tablets. There are 3 tablets (1 for each room) that are used for taking pictures and updating the 'Nursery Story' app. They may also be used for other child friendly apps such as drawing and to encourage computer skills. They will under no circumstances be used for personal use by staff and they will remain on site at all times. The updates parents will receive should include information such as; nappy change details, how long the child/ren has slept, what the child/ren has eaten and how much as well as providing occasional picture updates. The app will hold personal information regarding the child that only the parent/carer and staff members are able to see. Staff will abide by the rules regarding GDPR as stated within the confidentiality and Data Protection policy.

### Provided Essentials

Nappies, wet wipes, nappy creams, and sun cream will be provided by us. The brand used will be a generic own brand ordered along our shopping. Typically, this will be Morrison's own brand although this may be subject to change depending on supply. If you wish for your child to not be put into your own chosen products you will be required to provide your own.

### Not Provided Essentials

Unfortunately, will do not provided powdered baby formula due to the different needs of each child. These will need to be provided by you daily and stored in an appropriate labelled container.

### Termination of Contract

Should you wish to terminate your contract with us, we request 4 weeks' written notice. You may choose not to send your child to us during this time, however payment will still be expected. We also request two weeks' notice to reduce sessions attended.

### The Layout

The setting has been completely refurbished and built to accommodate the children and staff, making it fun, friendly and safe. There are three main areas – a 3-12 year old room known as the Forest Friends which requires 1 staff member and a maximum of 6 children

located upstairs. However, we currently only take children up to 5 years old due to the layout of the setting. Opposite this is the Arctic Angels (0-2 years) which can hold up to 6 under 2 year olds with 2 staff members. Carpet and carefully laid out equipment, has been selected especially to promote learning and development for this specific age range. This includes a Sensory/ quiet room located upstairs that can be used for quiet time activities and sensory play and then transformed into a sleeping area using travel cots or mattresses when needed. This area has a variety of equipment and resources suitable for the diverse age range. There is a maximum allowance of 6 children in the Jungle Juniors room for 2 year olds with 2 staff, which is located on entry to the setting downstairs with soft flooring and mats and sections to each of the play areas such as book corner/home corner/construction area/sand & water play/small world play/craft area etc. There is a kitchen, toilet area and office to the back of the premises on the ground floor and a rear enclosed, highly secure garden with hard floor and outdoor play equipment/resources.

Our setting reflects this mission statement with the following underpinning aims and values, that are supported by our policies and procedures

- We work in partnership with parents/carers and external agencies
- We are fully committed to promoting equality/diversity and opportunity for all of our children, regardless of race, gender or disability, and will meet their cultural, ethnic, dietary and other needs
- We aim to develop creativity, imagination, curiosity, confidence, security and a sense of achievement in a warm, caring and safe environment
- We encourage children to develop their full potential at their own pace in a stimulating environment that encourages self-esteem, confidence, mutual care and respect for others
- We strive to meet the needs of each child that attends our setting and focus on each child's achievements as individuals
- We provide a well-planned, motivating and versatile learning environment which supports children as active learners and links indoors with outdoors

Emphasis throughout the setting is based on learning through play. We recognise that all children develop at different rates so we monitor and carry out assessments throughout their time with us. The assessments cover all areas of development and any concerns or achievements are discussed with the parents/carers. Development/Progress booklets are kept and given to parents at the end of the year however they can be available to view at any time. Parents/carers are respected as the child's primary educators and we value your contribution and input into our setting. We encourage parents/carers to tell us of any news or achievements involving their child so these can be shared at discussion time. We sincerely hope that your child will have a happy and rewarding time at the setting.

### Language

The main language of the setting is English, however, Welsh is included throughout the curriculum and some staff have a basic understanding of Welsh. We value and understand

that the Welsh language provides support for children in later life and support the learning and encouragement of Welsh during activities and everyday practice. We will also endeavour to learn other languages, especially key words/phrases that may be a first language to children attending the setting.

### Pets

Although we are animal lovers at Roseland Childcare and appreciate, they are part of the family, unfortunately we have to consider other people's opinions and views as well as having consideration for those who suffer with allergies and therefore do not accept animals to come into the premises.

### Staff

The setting Nursery Nurses are fully qualified level 3 and experienced with a vast amount of knowledge in caring for babies, children and young adults. The setting Nursery Assistants are all training to achieve their Level 3 qualifications. All staff endeavour to upgrade their skills as and when necessary, where any opportunity may arise. They also have basic Welsh and Makaton knowledge.

Tara Garmston – PIC/Director qualified to Level 5 with 26+ years' experience.

Lacey Jones – PIC/Deputy Manager qualified to level 5 with 4+ years' experience.

Danielle Winslow – PIC/ Deputy Manager qualified to Level 3 with 8+ years' experience.

Lyndsey Chambers – Nursery Nurse, qualified to Level 3 with 22+ years experience.

Aimee Spencer – Nursery Nurse, qualified to Level 3 with 14+ years' experience.

Chloe Harper – Nursery Nurse, qualified to Level 3 with 11+ years' experience.

Derryn Gaiger – Nursery Nurse, qualified to Level 3 with 2+ years' experience.

Paige Beasley – Nursery Assistant 2 years experience.

Nadine Cullinane – Supply Nursery Nurse, qualified to Level 3

Sue Copner – Cleaner with 20+ years' experience.

All staff have current DBS checks, Safeguarding certificates, First Aid certificates and Food hygiene certificates.

Annual appraisals and termly 1:1 supervisions are completed by the Person in Charge (PIC).

### Policies

Our policies cover all areas of the setting. Policy booklets are provided to parents/carers on enquiry to enable them to consider all aspects of the settings rules and regulations as per the policies/procedures. They are also on display in the entrance area and available for

viewing at any time. Staff are provided with them during their induction training. Policies/Procedures are reviewed annually and when necessary. Any changes to our policies and procedures will be shown to staff, parents and carers.

### Admission

To apply for a place within the setting a Registration form will need to be completed containing personal details including family details, health issues and emergency contact information, days and times requested, a copy of the settings policies and procedures. As part of the registration form there is a consent form to be completed by the parent/carer prior to their child starting at Roseland Childcare LTD. See Admissions policy.

### Illness

Children should not attend the setting if they

- Have suffered sickness and diarrhoea in the last 48 hours
- For the first 48hours of taking antibiotics
- Have discharge from eyes or ears
- Have a contagious infection/disease
- Are generally unwell

If you are unsure whether or not to bring your child to the setting please do not hesitate to contact us.

If your child becomes ill while in our care they will be reassured and made comfortable. We will inform you immediately. Should it be felt that your child is unwell and in need of medication to example Calpol, you will be asked to collect them as soon as possible.

If your child will not be attending the setting due to illness we would appreciate it if you could contact us and let us know.

For your safety we request that you list all persons responsible for collecting your child from the setting on the registration form. In an emergency please contact us to let us know of any changes to a person collecting. You will be asked to provide a password to that person and provide us with a full description and the relationship to you and your child.

### Dealing with an Emergency

We have separate policies/procedures to deal with the specific emergency, this may include the fire evacuation procedure or the terrorist attack/national emergency policy as well as the lost/missing child, not collected procedure and outings procedure. Please read them all thoroughly.



## Complaints and concerns

If there is any cause for concern at any time, please inform either of the Deputy Manager's Lacey Jones or Danielle Winslow or the Registered Individual Tara Garmston know as soon as possible. There is a separate complaints procedure. However, if your complaint cannot be resolved you can inform Care and Social Services (CIW).

## Registration Body

We are registered with CIW. Should you feel unsatisfied with any part of the service we provide, then please feel free to contact them directly on 0300 7900 126, by email at [ciw@gov.wales](mailto:ciw@gov.wales), or in writing to Welsh Government office, Rhydycar Business Park, Merthyr Tydfil, CF48 1UZ. However we would appreciate it if you came to us first to enable us to do our utmost to resolve any issues you may have.

CIW is not a complaints agency and cannot deal with complaints linked to individual circumstances. If they are not able to deal with your particular complaint, they may direct you to the organisation best placed to help you, they may also carry out an inspection in light of any complaints received.

The registered person must

- (a) Keep under review, and, where appropriate, revise the statement of purpose; and
- (b) whenever practicable notify the appropriate office of any such revision at least 28 days before it is to take effect.

## Our Contact Information

Roseland Childcare LTD, 1 Lombard Street, Barry. CF62 8DP

Tara R Garmston	<a href="mailto:Tara@roselandchildcare.co.uk">Tara@roselandchildcare.co.uk</a>	07583 569830
Lacey Jones	<a href="mailto:Lacey@roselandchildcare.co.uk">Lacey@roselandchildcare.co.uk</a>	01446 734888
Danielle Winslow	<a href="mailto:Danielle@roselandchildcare.co.uk">Danielle@roselandchildcare.co.uk</a>	01446 734888

## Social Media and Website

Please follow us on our social media platforms



Our website can be found here [www.roselandchildcare.co.uk](http://www.roselandchildcare.co.uk)

We would also appreciate a google review, if you have the time.