Faenol Playgroup
Community Interest Company (CIC)
Statement of Purpose

(Provided to parents/carers – to be read in conjunction with the operational plan)

Information about Our Setting

Our Aims & Objectives:

Faenol Playgroup CIC 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.
- Develop every child's enthusiasm to learn
- Prepare children for full-time school
- Provide opportunities for children to develop self - confidence, self - control and positive self esteem
- Welcome parents/carers who want to become involved in the activities of the setting.

Faenol Playgroup CIC follows Welsh Government initiatives by implementing:

- New curriculum
- Healthy Pre-school Scheme
- Designed to Smile

Legal status: Faenol Playgroup CIC is run as a Community Interest Company. There are two directors of Faenol Playgroup Community Interest Company – Mrs. Rhian Jones & Mrs. Catherine Lloyd.

Faenol Playgroup CIC 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. CIW registration number is: W14/00001906/O001/0001
The person in charge on a day to day basis is Catherine Lloyd
The responsible person is Rhian Jones.

The team of interested parties are:
Rhian Jones (Director/Responsible Person)
Catherine Lloyd (Director/Person in Charge)

The main contact for Faenol Playgroup CIC is:
Catherine Lloyd

Playgroup Manager
Faenol Playgroup CIC
Ysgol Y Faenol
John's Drive
Bodelwyddan
Denbighshire
LL18 5TG
Tel: 01745 583370
faenolplaygroupcic@gmail.com

Please contact us for further information and all enquiries.

Admission to Playgroup

At Faenol Playgroup CIC we welcome all children and families who may want to attend. We welcome applications from families for their children regardless of gender, culture, religion or disability. Our Admissions Policy gives further details about how applications to our playgroup are managed.
Faenol Playgroup CIC welcomes boys and girls. We are registered by CIW to care for up to 24 children between the ages of 2 years and 4 years. We can provide 2.5 hrs per day of sessional care for under 3s, and the option of longer day care for the over 3s. We also provide wrap around care for children who attend Ysgol Y Faenol's nursery class.
The ratio of adults to children is

- one adult to 4 children aged 2 years ;
- one adult to 8 children aged 3 years and over.

We meet children's needs as individuals and within groups as a provider of full daycare. We provide the Childcare Offer for Wales for 3 and 4 year old children of working parents during term time only. We also offer Flying start sessions for children aged 2-3 years of age, term time only.

Language of the Setting

Faenol Playgroup CIC is an English medium setting. *W*e value the importance of teaching the children the Welsh language, and so we utilise and use the Welsh language as part of our daily routines.
We value the national/home languages of the children within our care and endeavour to support EAL learners by using basic greetings and familiar words in their home language to help them feel settled.

Starting at Our Playgroup

Faenol Playgroup CIC 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 and we are happy to adapt the settling in period to suit the needs of individual children. Parents/carers may stay

for the whole or part of the session, depending on the needs of their child (please refer to the admissions policy).

Opening Hours & Fees

	Mon	Tues	Wed	Thurs	Fri
Playgroup Under 3s	**9.00 – 11.00 Or 1.15 – 3.15**	**9.00 – 11.00 Or 1.15 – 3.15**	**9.00 – 11.00 Or 1.15 – 3.15**	**9.00 – 11.00 Or 1.15 – 3.15**	**9.00 – 11.00 Or 1.15 – 3.15**
Playgroup 3+ (N1)	**9.00 – 11.00 or 1.15 – 3.15 or 9.00 – 3.15**	**9.00 – 11.00 or 1.15 – 3.15 or 9.00 – 3.15**	**9.00 – 11.00 or 1.15 – 3.15 or 9.00 – 3.15**	**9.00 – 11.00 or 1.15 – 3.15 or 9.00 – 3.15**	**9.00 – 11.00 or 1.15 – 3.15 or 9.00 – 3.15**
Playgroup Plus (N2)	**8.55 – 1.00 Or 11.25 – 3.15**	**8.55 – 1.00 Or 11.25 – 3.15**	**8.55 – 1.00 Or 11.25 – 3.15**	**8.55 – 1.00 Or 11.25 – 3.15**	**8.55 – 1.00 Or 11.25 – 3.15**

Playgroup – Pre-school aged children between 2 years and 6 months and 3 years old
Playgroup 3+ - Pre-school aged children aged 3 years
Playgroup Plus (N2) - children of school nursery age.

Charges & Fees

Playgroup:

£12.50 for the 9 a.m. - 11.00 a.m. session
£12.0 for the 1.15 p.m. – 3.15 p.m. session

Playgroup Plus/Wraparound sessions

£17.70 for the 9 a.m. - 1.00 p.m. session
£17.70 for the 11.25 a.m. – 3.15 p.m. session

Playgroup – Full Session (3 year + only)

£25.00 for the 9 a.m. – 3.15 p.m. session

Fees should be paid *weekly in advance by:*

- *Via BACS transfer*
- Credit or debit card through Parentpay
- Childcare Vouchers

Fees are payable if a child is absent without notice or for a short period of sickness/ family holiday. Parents/carers are advised to speak to the playgroup manager about payment of fees in cases of prolonged absence. A child's continued place at Faenol Playgroup CIC is dependent on continued and regular payment of fees.

Early Education

Your child may be eligible to receive 10 hours funded education a week, from the term after their third birthday. For eligibility criteria and further information please contact the playgroup manager or see https://www.denbighshire.gov.uk/en/resident/community-and-living/childcare-and-parenting/early-education/early-education.aspx

Child Care Offer

The Welsh Government has confirmed that from January 2019**,** working parents of 3 and 4 year olds in will be able to get 30 hours of funded childcare a week through the Childcare Offer for Wales. Eligible children could be entitled to up to **20 free hours of government funded childcare** during term time in addition to the 10 hours already provided by the Foundation Phase every week. For eligibility criteria and further information please see https://www.denbighshire.gov.uk/en/resident/community-and-living/childcare-and-parenting/30-hours-childcare-offer-for-3-and-4-year-olds/30-hours-childcare-for-3-and-4-year-olds.aspx

Flying Start scheme

The Welsh Government has now completed the role out of the Flying start scheme for Wales throughout Denbighshire. Children who are 2 years old and within the dates of births shown on the website. **Eligible children could be entitled to up to 12.5 hrs of up to FREE Flying start funded childcare hours.**

Flying Start Childcare | Denbighshire County Council

Staffing

Staff are recruited, employed and work to at least the minimum regulatory requirements at all times. Faenol Playgroup CIC are a community group, who are always interested in hearing from students looking for placements, volunteers and visitors who could enrich the experiences of children. Staff follow policies and procedures which place a high priority upon children's happiness, safety, wellbeing and learning.

Staff working within the setting are:

Catherine Lloyd – Playgroup Manager (BTEC Nursery Nurse)
Maureen Mackenzie – Playworker (NVQ level 3 in child care)
Marie Bunn – Playworker (NVQ CCLD level 2) (working towards level 3)
Freya Barron – Trainee playgroup assistant (working towards level 2)

Supply agencies are used for supply cover.

All staff are DBS checked.

Training: Faenol Playgroup CIC keeps up-to-date with current developments and initiatives in the field of childcare and education. Faenol Playgroup CIC works with the support of Denbighshire Early Years Foundation Phase Team to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, events and training pathways.

Our Facilities

Faenol Playgroup CIC operates in a purpose built early years classroom, which is part of Ysgol Y Faenol. A role play room and a practical area are shared with the nursery/reception class. There is direct access to an outside learning area which is enclosed by fencing. This room is suitable for disabled children and children with additional needs. If any of the children show signs of needing a rest, the reading corner can be adapted for rest times. We have blankets and cushions and are able to make the area cosy if any child needs rest. Toilets are available on site with along with handwashing facilities and a cloakroom. Nappy changing is provided via a changing area in the toilet area. All hygiene procedures are strictly adhered to as per National Minimum Standards and our Infection Control audit manual. Cleaning equipment and solutions are stored in a locked cabinet on site. There is an area in the main room for snack preparation and all cooked meals are prepared in the school kitchen. There is a storage area within the room and an outdoor storage shed where all play equipment is stored. All confidential information is kept in a locked cabinet.

Our Services

Faenol Playgroup CIC promotes a happy and caring ethos in which we encourage learners' independence and support their wellbeing and learning. In line with our healthy eating policy we provide a healthy snack during the session. Learners have access to water throughout the session. For those children staying over lunchtimes, all children will need a healthy packed lunch brought in from home. We place a high importance on meeting children's individual needs and preferences. These are recorded in the Onepage profiles and Good day bad day sheets, which we ask you to complete when you register your child at our setting. We update this information regularly. Parents/carers are encouraged to use our 'settling in' sessions to help with their child's transition to our care.

Our Activities & Routines

We offer a wide range of fun and engaging activities, which are carefully planned to suit our learners' age, development and individual needs. Our learning activities support 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:

Free play and settling in time.
Indoor and outdoor activities - child led play & adult led focus groups
Together time and activites, Helpur Heddiw
Snack time.
Tidy up time

Playgroup Plus/Wraparound /Full day care Only – Lunchtime

Observations, assessment and record keeping: Faenol Playgroup CIC's staff take a reflective approach to their work, using observation as a tool to plan activities and ensure children's needs are met. Learners' progress is observed, assessed and recorded to help plan next learning steps. There is a requirement for Faenol Playgroup CIC to share some information with the local authority, the 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.

Parental Involvement

We believe in sharing your child's achievements and topics with you, we do this via Twitter and WhatsApp. We will share your child's progress and next steps with you.
We believe that parents are the prime carers and educators of their children and should be involved in their child's early years education and have an understanding of their child's next steps of progression/learning. Faenol Playgroup CIC welcomes parents/carers who would like to volunteer to support the setting through becoming involved in our 'Friends of Faenol Playgroup CIC Group', which help with fundraising or by participating in consultation groups. The lasting benefit of parental involvement in your child's development and pre-school education is clearly supported by academic research, as well as providing a lot of pleasure for parents/carers and their children.

Policies & Procedures

Faenol Playgroup CIC 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 and updated (and CIW informed of any changes) as necessary. The policy pack is available for all who visit, work in or use Faenol Playgroup CIC to see. The folder of policies is available from the parental information point at the playgroup entrance. The policies are also available on the playgroup page of the school website www.ysgolyfaenol.co.uk

Complaints Procedures

Faenol Playgroup CIC offers a warm welcome to all children and families. We work in partnership with parents/carers to provide a setting where all children feel happy, safe and where they learn and develop well. Any parent/carer who has any worries about any aspect of the group's provision should talk to the Playgroup Manager. We aim for any issues to be

resolved informally at this initial stage. In the unlikely event that there is not a satisfactory outcome parent/carers should put the concerns or complaint in writing. A full copy of our Complaints Policy can be obtained the Playgroup Manager or is available on the website.
An accurate and detailed record will be kept of all complaints, which include the following information:
1. name of complainant
2. nature of complaint
3. date and time of complaint
4. action taken in response to complaint
5. result of complaint
6. information given to complainant

All complaints will be taken seriously, and dealt with fairly and confidentially. In the event or a parent/carer being unhappy with the service then they can contact CIW directly at:
Care Inspectorate Wales
North Wales Government Offices
Sarn Mynach,
Llandudno Junction
LL31 9RZ
Telephone: 0300 7900126

Safe & Secure

We have policies and procedures which cover all areas. Regular risk assessments are conducted to ensure the wellbeing and safety of our learners and staff.
Our staff are regularly trained in aspects of safety. Faenol Playgroup CIC is covered by public liability and employer's liability insurance. Certificates are displayed on the parental area in the playgroup foyer.

We have comprehensive health and safety/emergency procedures in place, including Fire Safety, Lockdown, Illness and Medical Emergencies, Adverse Weather Procedures. Details can be found in the Contract / Registration forms and in our Policies and Procedures, which are available in the playgroup foyer and on the playgroup page of the school website www.ysgolyfaenol.co.uk

Animals
No animals are kept on the premises.
Visiting workshops may occasionally introduce the children to a variety of living things.

Terms & Conditions

Our terms and conditions are set out in the contract between parents/carers and Faenol Playgroup CIC and are implicit within all our policies and procedures.
A contract must be signed and the registration form must be completed by parents/carers before their child joins our playgroup.

The contract, registration form and the full set of policies and procedures are available from the playgroup manager.
The CIW and parents/carers will be informed of any changes to this Statement of Purpose. It is reviewed at least annually or in response to a change in operational practice. (This statement of purpose is supported by Faenol Playgroup CIC's operational plan and any changes to one will be reflected in the other.)

This **statement of purpose** for *Faenol Playgroup CIC* was passed for use
On: 4/11/19

By:	Signature:	Position:
Catherine Lloyd		Person in charge/ Director

Date of planned review: Updated October 2025
Updated November 25
Updated June 2026 CALloyd