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## **STATEMENT OF PURPOSE**

**Royal Day Care** provides quality affordable childcare for the local community for children aged **2 years old – 16 years old**. Quality childcare brings benefits for the whole community, enabling parents to return to work and combine employment with family life, and enabling employers to retain and recruit employees from the local community.

We want parents to feel confident about the quality of care that is provided for their child in order for them to have no concerns for their child's health, welfare and early learning. This statement of purpose sets out information that is required in the National Minimum Standards for Regulated Childcare for children up to the age of 12 years and its associated regulations and provides information to help parents make an informed decision about the provision they choose to place their child in.

Our aim is to provide services that support children to achieve the best outcomes. These outcomes will be achieved through learning, playing, exploring, creating, supporting children to feel valued, safe, healthy and confident while always improving the quality of care taking in consideration the children and their parent's opinion.

Day care contact information :

### **ROYAL DAY CARE**

**Address:** 10 Earlswood Road , Cardiff , CF145GH

**Mobile Number:** 07745 524 520

**Email:** [royaldaycare.cardiff@gmail.com](mailto:royaldaycare.cardiff@gmail.com)

Our services cover the needs of boys and girls from the age of 2 years old old to 16 years old.

The service opens at 7.00 and closes at 18.00 from Monday to Saturday and opens at 7.00 and closes at 16.00 on Sunday. We will be flexible when possible, where needed. We offer fulltime and part-time services.

The setting has 3 floors. The Ground floor is formed of 2 parts which will be 1 playroom and 1 rest/nap room and 2 toilets all for children up to 5 years old. First floor is formed of 2 parts which will be 1 playroom and 3 toilets all for children above 5 years old. At the the first floor there is also an office. At the second floor there is a kitchen area and a table area



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where children can eat. There are also children toilet and separate from there there are staff toilets.

Ground floor playroom comprises toys and equipment that covers the needs of children under 5 under the Foundation Phase areas of learning (Personal and Social Development, Well-being and Cultural Diversity, Language, Literacy and Communication Skills, Mathematical Development, Welsh Language Development, Knowledge and Understanding of the World, Physical Development, Creative Development). Among toys and equipment there are different types of blocks, animal figurines, puzzles, musical instruments, soft toys, board games, sort and stack toys, drawing and painting accessories, different types of paper sheets( different colours, printed images that can be coloured or painted) for crafts, costumes for children to wear, drawing and painting, playdough equipment, different types of balls, cotton reels, treads and different shape foams, cars, dolls, play kitchen(with play food and utensils), play doll house, books small table and chairs, educational posters on the wall, an area where children's work will be posted on the wall.

The first-floor playroom comprises toys and equipment that covers the needs of children above the age of 5. Educational posters, books, board games, types of balls, cars, dolls, Lego, animal figurines, costumes for children to wear, creative materials (scissors, different types of drawing pens, brushes, different types of paint different types of paper sheets, a cabinet with equipment used for crafts and other creative activities, a First Aid Kit.

In the rest/nap room there is a sofa where the children can rest and a table where they can work or play quietly. The rest room has educational posters on the wall and contain different types of books covering the ages of the children cared for, soft toys, beanbags, quilted mats on the floor with small cushions and pillow for sleeping.

All toys are checked and cleaned regularly. Broken ones are thrown away and replaced. Babies' toys are cleaned weekly as they tend to put everything in their mouths.

Tools and utensils are kept locked and out of reach for children.

Ground floor and first floor are separated by stairs which will have gates for safeguarding the children.



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The bathrooms have tap for washing, paper towel dispenser, washing foam dispenser, pedal bin for paper towel and in one bathroom there is a changing unit for nappy changing, bin for nappies, potty.

Stairs have gates that will prevent children use the stairs unsupervised.

The outside area has the floor covered with artificial grass. Outside there is a black chalk board for children to draw/write on, activity tray, costumes.

For the outside area there are available toys and equipment that also cover the Foundation Phase areas (seesaw, hula hoops, bowling equipment, badminton and tennis with soft ball, costumes, different types of balls, sand/water tray, Play tents and tunnels and many more).

All the doors towards areas other than the ones used for childcare are closed with key at all time.

Each indoor area used to provide childcare has fitted smoke alarms.

Care is provided afterschool and during holidays as well. Meals will not be provided so parents will have to provide these. Activities will be planned in advance and parents will be consulted regarding these.

Activities will be planned with parent's support, to match the needs of the children in care and parent's written consent for these activities will be needed. Activities will be planned to take in situation weather conditions and other factors that might influence activities.

Activities will include colouring, messy play (paints, glue, crafts), playdough making, board games, cooking, running, reading, dancing, singing, storytelling, rhymes, dressing up, jewellery making, play with cardboard boxes, experiments, bug hunt, treasure hunt, play with different materials on activity tray( rise, sand, oath), park visits.

We believe children feel secure in a routine as they know what to expect. However, all routines should be flexible, and we do adapt the activities to the individual interests of the children. We allow children to choose what activities they want to do because child-led play is important. It gives the child control over what they are doing which improves their confidence and keeps them stimulated. We provide an environment where the child can develop through play making new discoveries and taking risks within safe boundaries.



**Monday to Saturday:**

- 8:00 - 8:30 - Breakfast
- 8:30 - 10:00 - Set activities (arts and crafts, music, stories, games etc)
- 10:00 - 10:30 - Morning snack ( fruits)
- 10:30 - 12:00 - Free play - children have access to a range of toys and equipment (inside / outside)
- 12:00 - 13:00 - Lunch
- 13:00 - 14:30 - Free play - children have access to a range of toys and equipment (outside / inside)
- 14:30 - 15:00 - Afternoon snack
- 15:00 - 17:00 - Free play - children have access to a range of toys and equipment (outside / inside)
- 17:00 – 18:00 – Dinner

**Sunday:**

- 8:00 - 8:30 - Breakfast
- 8:30 - 10:00 - Set activities (arts and crafts, music, stories, games etc)
- 10:00 - 10:30 - Morning snack ( fruits)
- 10:30 - 12:00 - Free play - children have access to a range of toys and equipment (inside / outside)
- 12:00 - 13:00 - Lunch
- 13:00 - 14:30 - Free play - children have access to a range of toys and equipment (outside / inside)
- 14:30 - 15:00 - Afternoon snack
- 15:00 – 16:00 – Free play

Main language spoken in the setting is English but basic Welsh will be used during activities as well. There will be posted on the walls of the house posters with common expressions in the mother languages of the children cared for.

Admission will be made based on a contract and children from all areas are welcome.

Children will be collected from the setting at hours agreed in the contract signed by the manager and the parents. If parents are late without notice more than 30 minutes and cannot be reached (parents or emergencies contacts) Social Services will be contacted.

Our service is open to all families and children in the community and we will work continuously to improve the quality of our services. For these we will work in partnership with parents to meet the needs of their children.



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We will not discriminate against a child or parent with a disability, and where possible will accept a child with a disability into our care. We will make reasonable adjustments to the setting in order to facilitate the child's needs.

**Under the Equality Act We have a duty:**

- not to treat a disabled child 'less favorably'
- to make 'reasonable adjustment' for a disabled child

Children will be assessed during service through observations that will be shared with their parents and which will help us to tailor future activities that will improve children's development. Children will take part in planning activities as well. We give all children in our care the opportunity to reach their full potential. This means adapting an activity to the child's ability and stage of development; providing additional resources or giving one child more attention and support than others during a particular activity or routine.

All children in our care are given the opportunity to play with all the toys (subject to health and safety with children under 3 years of age). No toys are just for girls or just for boys. We try to ensure our toys reflect positive images of children and people from different cultures and with different abilities. We have toys and resources that challenge stereotypical ideas on what careers are open to men and women.

Hands will be washed before and after using toys or equipment, before and after each meal.

No child in our care will be discriminated against in anyway, whether for their skin color, culture, gender, ability or religion. We will challenge any remarks that we feel are inappropriate.

We encourage the children in our care to learn more about their own culture and to find out about the culture and religions of other children. We do this in a fun way through sharing books, coloring sheets, cooking and eating food from around the world and celebrating special festivals. We will provide resources such as woks and chopsticks, dressing up clothes and multicultural skin tone crayons and pencils.

We encourage the children to develop a healthy respect of each other's differences and to value everyone as an individual.

We encourage Parents to share with us any festivals, special occasions or artefacts, which may enhance the children's learning and understanding.



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- Hourly rate: 6 £ per hour
- Parent/child sickness – full fee
- Day care closed: no fee
- Occasional day off parent/child: full fee
- Settling in period: No fee
- Late payment fee: No Fee

Unauthorised early drop off/late collection rate: £1.50 for every 15 minutes (see separate Dropping off and Collection Policy)

All fees are payable a monthly or weekly in advance. This is to secure your child's place. The fee will stand if the child is sick or absent.

Admission will be upon signing a contract between us and the parents which will be done after the parents check the setting and discuss the needs of their child and the services offered. Policies and contract are discussed and signed, parents receiving a copy.

Written consents and permission will be presented to the parents to be signed for.

There is a settling in period where needed (more details in the settling in policy) to allow children to be supported by parents during transition.

The settling in period will be agreed and mentioned in the contract.

If there are any aspects of the service that you are unhappy with, or have concerns about, please do bring it to our attention, as we are always happy to make changes to assure quality of service is given. We hope that we will be able to resolve any issues through a frank, open and honest discussion. If, however you feel this is inappropriate, you may prefer to put the complaint in writing.

All complaints are taken seriously, they will be investigated and treated with sensitivity, and will be completely confidential.

We are confident that any issues or problems which may arise will be discussed and dealt with between ourselves and parents in an open and friendly manner. However, if after referring to our complaints procedure/policy we are unable to resolve any issues or complaints that parents may have, either us or the complainant can contact Care Inspectorate Wales (CIW) for further advice and support, however it should be noted that they will NOT resolve the complaint itself.



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**Contact details for CIW:**

- Care Inspectorate Wales (CIW)
- South east Wales regional office
- Government Buildings
- Rhydycar
- Merthyr Tydfil
- CF48 1UZ
- Tel 0300 7900126

More information about complaint can be found in the Complaints Policy.

Our team has the First Aid Paediatric Certificate which covers the ages of children in care and will be renew at least every 3 years .

In order for us to be allowed to use emergency backup or to give first aid or seek medical help or advice, parents will need to give their written consent in advance.

This Statement of Purpose will be updated regularly and reviewed every year. CIW will be notified at least 28 days, where practicable, before any significant change is made to this document and when CIW acknowledge and agrees with the changes made, parents will be informed and receive a copy, signing for acknowledgement of change and receipt of copy.