

## **Statement of purpose**

### **Tiny Treasures**

#### **Tiny Treasures 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
- Welcome parents who want to become directly involved in the activities of the provision and provide opportunities to do so
- Encourage parents to understand and provide for the needs of their children
- Embrace the ethos and principles of Wales Pre-school Providers Association.

#### **Legal status:**

Tiny Treasures Day Care, Tenby Church In Wales VC School, registered by Care Inspectorate Wales (CIW) under part 2 of The Children and Families (Wales) Measure 2010 and The Regulation of Child Minding and Day Care (Wales) Order 2016 to provide day care.

The person in charge on a day to day basis is: Mrs Rebecca Dilks

The responsible Individual is: Mr John Palmer

**The main contact** for is: Mrs Rebecca Dilks

Tiny Treasures Church In Wales Primary School, Heywood Lane, Tenby, Pembrokeshire, SA70 8BZ.

Telephone; 01834 843241

Email; admin.tenbyvc@pembrokeshire.gov.uk

**Please contact this person for all enquiries.**

Tiny Treasures is covered by public liability and employer's liability insurance. Certificates are displayed on the notice board in our entrance to the setting.

We meet children's needs as individuals and within groups as a provider of full Day Care.

**Operational hours:** We are open Mon – Friday every week. From Monday – Thursday our opening hours are 8.45am – 5.30pm. On Friday, our opening hours are 8.45am - 1.00pm for Tiny Treasures. After School Club (Fun Zone) is also available on a Friday from 3.30pm -5.30pm, term time only.

See our **admissions policy** for details about how we manage applications to our service. We offer all day care for boys and girls who are from two years of age.

We also offer a wraparound facility within the school day care for the children who are part time in our school Nursery, and offer an After School Club for three to eleven year olds.

**Staff** who have been recruited and employed work to, or exceed, regulatory requirements at all times. We currently have three members of staff in our setting and correct ratios will be followed at all times. As we have two rooms and a school hall, we will be looking to extend our staff in the future. Tiny Treasures welcomes students on placement, volunteers and visitors who enrich the experiences of our children.

**Facilities available:** Tiny Treasures operates in two classrooms in a modern, purpose built premises including a large school hall. Room one has a kitchen area three toilets and six sinks and a nappy changing area. Room two also has toilet facilities and a kitchen area. There are also several other toilet facilities including a disabled toilet, shower area and two outdoor areas.

**Services offered:** We offer a variety of hands on experimental experiences through play. Experiences such as art and crafts, singing and music, activities in English and Welsh, outdoor environment include bikes and cars, growing and planting, circle time, parachute, sand and water, play dough, building fun bricks and blocks. Healthy snacks are given throughout the day and parents are asked to provide fruit for their child in line with the healthy eating policy. Water is available for children to drink and help themselves to at all times. Children's individual needs and preferences are noted and recorded as they register to join the provision. Special/additional needs are very important and are discussed with parents/careers beforehand and appropriate action is put in place. Parents must complete a contract and are encouraged to use our 'settling in' service to help with their child's transition to our care.

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

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:

|                                                    |                                                                                                                                                                     |                                                                                                         |                                                                                                 |                                                                                                                                                   |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.45 - 9.00:<br><br>Free play and settling in time | 9.00 – 10.30:<br><br>Circle time<br><br>Indoor table-top activities including creative corner/writing area/ numbers/ puzzles/role play/play dough<br><br>Snack time | 10.30 – 11.00:<br><br>Toileting<br><br>Outdoor play work on our garden/arts crafts/physical development | 11.00 – 11.30:<br><br>Indoor activities and use of languages/ numeracy areas - mostly adult led | 11.30 – 11.45:<br><br>Nappy changing<br><br>Story /music time<br><br>Collection of AM children by parents<br><br>Wash hands and prayers for lunch |
| 11.45-1.00<br><br>Lunch<br><br>Outdoor play        | 1.00-2.15<br><br>Circle time<br><br>Table-top activities/including learning games jigsaw/creative corner/writing area/play dough/role play                          | 2.15-2.30:<br><br>Wash hands<br><br>Milk/snack time                                                     | 2.30-3.30:<br><br>Outdoor activities<br><br>Home time for children finishing their session      | 3.30-5.30:<br><br>After School hours and after school club with a range of indoor and outdoor activities                                          |

**The language used:** Tiny Treasures is an English medium setting with some use of Incidental Welsh.

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

- Assisting with the management of the provision.
- Working in the provision on a rota basis.
- Fundraising/Grants.
- Representing the provision on Wales PPA Board of Trustees.
- Attending relevant training courses, workshops and conferences.

**Training:** We have a system in place to ensure regulatory training in food hygiene, pediatric first aid and child protection is maintained. Our membership of Wales PPA ensures we are 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. The provision also has access to other publications from Wales PPA. We have signed up to the CIW website and receive news regularly about any changes or information about regulated settings.

Tiny Treasures works with the support of Wales PPA to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, regional meetings, events and training pathways, and parents are kept informed about these.

**Fees** (also see admissions policy): Fees are payable by the hour/session/day and are paid daily/weekly/monthly/half termly/termly - in advance by cash or cheque. We also accept childcare vouchers. Fees are £15 per session for day care service children. We also offer a wraparound facility available for £55 per week for children who already attend part-time school. After School Club sessions are £10 per session with a reduction for children with a sibling already attending the session. We also accept 30-hour funding and Flying Start funded childcare.

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

Parents are advised to speak to Mr John Palmer about payment of fees in cases of prolonged absence.

A child's continued place at Tiny Treasures is dependent on continued payment of fees. To secure a child's place in Tiny Treasures it is vital payments are kept up to date.

**Starting in the provision:** Tiny Treasures acknowledges the importance of parents and staff working together to help children settle in to our care 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. Parents may stay for part of the session, depending on the needs of their child (please see our settling-in policy).

**Observations, assessment and record keeping:** Tiny Treasures 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. Tiny Treasures has a duty to share some information with the local authority and CIW. Our records are available for discussion with parents at any time and are kept in line with our confidentiality policy.

**The terms and conditions** are set out in the contract between parents and Tiny Treasures and are implicit within our policies and procedures.

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

**Policies and procedures:** We have 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 (at least annually) and updated (and CIW informed of any significant changes) as necessary. The policy pack is available for all who visit, work in or use Tiny Treasures to read inside the Tiny Treasures classroom at any time.

**Arrangements for dealing with complaints and concerns:** We welcome comments from parents and aim to resolve any concerns quickly. Please speak to either the person in charge or the Responsible Individual. You may also make a complaint in writing to Mr John Palmer, Tenby Church In Wales VC Primary School Heywood Lane, Tenby, Pembrokeshire, SA70 8BZ. At any time you can contact CIW about a registered service at: CIW Care Inspectorate Wales, Government Building's, Picton Terrace, Carmarthen, SA31 3BT. We have a suggestions box in the entrance of the cloakroom. In addition, we have a suggestion box for the older children as we feel it is important to listen to their views, discuss any activities they would like to do and include them in any plans. We encourage them to discuss any problems they may have with any staff members, or with the Responsible Individual if they have a complaint about a member of staff. This will then be dealt with following procedures in place.

**Arrangements for dealing with emergencies:** Our staff are trained in pediatric first aid and we have procedures in place for keeping your child safe while in our care. Our contract ensures we keep all contact details for parents up to date. We carry out risk assessments on activities, the premises and maintain a log of emergency evacuation drills.

Samples of the contract, registration form and the full set of policies and procedures are available from Tiny Treasures.

This statement of purpose is reviewed at least annually or as a result of a change in operational practice. Parents are informed of any changes as they occur and CIW is informed of any changes within 28 days.

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| This <b>statement of purpose</b> for Tiny Treasures was passed for use |
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On: July 2025

By:

Position: Responsible Individual

Date of planned review: Jan 2026  
31<sup>st</sup> 2025

Date CIW informed of change: Jan