



Statement of purpose (information about our provision)

Teilo Tots aims to:

Create a safe, caring and stimulating environment where each child can develop their social and emotion and educational potential, whilst becoming independent and active long-term learners. At Teilo Tots, we understand how important it is to find the best childcare for little ones. Leaving a child is never easy, but parents can rest assured that with our nurturing and caring environment, our nursery will become their “home from home”. Our main objective is to ensure that all children are welcomed into a caring and nurturing environment which is adapted to suit their own individual needs. It is important to us that we work in partnership with the parents, carers and any external agencies when welcoming a child into our setting.

We are committed at Teilo Tots, in promoting equal opportunities and inclusion.

- To provide a happy, secure environment where children, parents, carers, visitors, and staff feel welcome and valued
- To develop a positive partnership with parents, a vital part in providing high quality care for all children
- To allow each child to learn through play, giving them the care and support needed for them to develop at their own pace and to the best of their ability
- To provide fun, stimulating and age/stage appropriate activities, equipment, and experiences for every child in our care.
- To support the child and promote learning and growth in all areas of their development.
- To provide positive attitudes towards each other, respecting others race, gender, disabilities, culture, and beliefs
- To ensure our staff are competent, positive role models and are provided with up-to-date training throughout their journey with your child.
- Ensure all children settle into the Nursery environment as they arrive at Teilo Tots and to have an enjoyable time whilst they are with us.
- Ensure that children with additional needs are catered for and provided with the support required to ensure they access the care and educational requirements expected by all children using this provision. (See also Equality and Inclusion Policy)

Teilo Tots follows Welsh Government initiatives by implementing *The Foundation Phase*.

Legal status: Teilo's Tots is run by and responsible to the Governing Body of St Teilo's RC School.

Chair of Governors is appointed as 'Responsible Individual': Dr Maria Zeraschi

The main contact for *Teilo Tots* is:

Sarah O'Neill

ST Teilo's RC Catholic school, Greenhill Road, Tenby.SA70 7LJ.

01834 843995

Teilotots2019@gmail.com

Please contact this person for all enquiries.

Teilo Tots welcomes all children and is registered by CIW to care for 19 children between the ages of 2 and 4.

Early Years Wales. Membership number: 28-57-19-A-10

We meet children's needs as individuals and within groups.

Teilo Tots is covered by public liability and employer's liability insurance. Certificates are displayed *on our notice board in school*.

Our **admissions policy** gives details about how applications for admission to *Teilo Tots* are managed.

Operational hours:

We are open all day from 8.30am till 3.10 pm.

If you require sessional care.

Mon am	Tues am	Wed am	Thurs am	Fri am
8.30AM-11.55A	8.30AM-11.55A	8.30AM-11.55A	8.30AM-11.55A	8.30AM-11.55A
M	M	M	M	M

Mon pm	Tues pm	Wed pm	Thurs pm	Fri pm
1.00pm-3.10pm	1.00pm-3.10pm	1.00pm-3.10pm	1.00pm-3.10pm	1.00pm-3.10pm

Covid -19 policy applies at this time: children will only be admitted if in good health, distancing rules apply at drop off and pick up, parents will be notified to pick up a child who displays symptoms. Staff will wear masks at drop off and pick up times, parents and guardians will be expected to do the same unless exempt.

Staff

At Teilo Tots we take pride in ensuring we have motivated professionals to look after your child. We have an exceptionally low staff turnover at Teilo Tots. Our staff are chosen not only for their qualifications but also for their skills and personality.

Our staff are trained to an extremely high standard. We have e portal training and send staff on external training programs to enhance their qualifications, and abilities. All staff are DBS checked and attend staff training and meetings. We aim to provide a learning facility for all our staff, to develop them socially and intellectually, and provide support and supervision. Teilo Tots is built on understanding and respect for others.

Teilo Tots 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 and are always applied.

Teilo Tots is held in a self-contained area in *St Teilo’s Catholic Primary School Tenby*.

Children who stay all day will need to bring a packed lunch and a Fruit snack for the Morning. Teilo Tots provide an afternoon snack drinks of water or milk will be provided all-day. Children’s individual needs and preferences are noted and recorded as they register to join the provision. Parents/carers 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, 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.

Activities are risk assessed and children are encouraged to contribute to any review or

evaluation of their experiences as they are able and willing.

Full details of the provision

Children who stay all day will need to bring in a snack for the morning and packed lunch. Healthy snacks which are age appropriate are provided mid-afternoon.

When developing Teilo Tots transparency of purpose and function was important for parents, children, and staff alike. On this basis Teilo Tots is designed on an open plan basis and divided into recognizable areas. This allows the children to interact with each other and ensure a smooth transition on their learning journey through Teilo Tots.

8.30	Welcome time
9.00	Registration and Prays
9.10	Topic time
10.00	Snack time
10.15	Playtime
10.30	Free play time
11.30	Rhymes, story time
12.55	Home time
12.00	Lunch
1.00	Welcome time
1.10	Registration and prays
1.15	Topic time
1.45	Free play
2.15	Play time
2.30	snack

Open Plan

Our children have a large main play space set up into designated play areas to ensure that their holistic development is promoted with an added separate quiet area. Toilets are adjacent with changing facilities. All the children also have access to our safe and secure outside area.

The routine for our children is structured, as most children respond well to routine because it empowers them to be confident and aware of the world around them. The structure and routine acts as boundaries within which the child can explore their capabilities within the learning space.

One of the main aims for the toddler age range is developing their personal, social & emotional skills, i.e., learning to take turns and share toys, communicating and establishing relationships with peers and adults. This is achieved by learning through play and informed planning through observation. Children learn by example and can develop more quickly in groups of children of a similar age / stage of development, particularly regarding potty training, eating and social skills

We offer a variety of educational resources and activities for our pre-school children, to enhance children's learning and development through play. We place more emphasis on preparing the children for school.

Teilo Tots follows Welsh Government initiatives.

We deliver a comprehensive nursery curriculum based on the Foundation Phase.

The curriculum is based on the seven areas of learning which are:

- Mathematical Development
- Language, Literacy and Communication Skills
- Knowledge and Understanding of the World
- Creative Development
- Physical Development
- Welsh Language Development
- Personal and Social Development, Well-Being, and Cultural Diversity

Toilet training is undertaken in partnership with parents, as and when the child is ready. Our practitioners will support parents and children during this (sometimes difficult!) time, concentrating on progress and rewarding achievements.

All our children have access to free play both in and out of doors as well as planned focused activities based around Birth to Three Matters and Foundation Phase

Outdoor Area

Our outside area is important to us. We aim to utilise it as much as possible. Outdoor Play is a fundamental part of early childhood development. Our outdoor area is designed in such a way that children's play can come to full expression in a safe environment. We believe it is an area where children's play and learning can take off and flourish. It is an environment where children can make a mess, run, jump, and hide, and a place where they can shout and can explore the natural world. It enables them to learn through first-hand experiences and to process their feelings, thoughts, and ideas.

Daily routines

Please note that all times and activities are flexible depending on the needs of the child. Throughout the day, there is plenty of opportunity for the all-important unstructured play (or free time). There are also periods of planned educational activities that help the children reinforce old and new skills, and to develop confidence and independence in a more structured way.

We follow the Birth to Three Matters Framework to plan activities, monitor progress and assess the children's development and needs. All the planned activities consider the capabilities of each individual child. Regardless of their stage of development, all children will be encouraged to develop at their own pace, with no pressure and in such a way as to allow them to blossom with confidence.

All the planned activities are designed to develop the children's motor skills, sociability and learning experiences. Some of the activities include:

- Sand, water, and messy play.
- Creative play and modelling.
- Shape sorting and puzzles.
- Rhymes, counting and singing.
- Number and letter recognition and sorting
- Storytelling and book corner
- Painting and gluing

The preschool day is divided into a morning session and an afternoon session. Activities are carried out throughout the day with children stopping for mid-morning, lunchtime, and mid-afternoon breaks. Preschool children have lots of the critical free play, but their time is balanced with more structured activities that are focussed on the Foundation Phase seven areas of learning. The Foundation Phase is a framework for nursery and school children, aged 3 to 7, that was introduced by the Welsh Assembly Government in September 2008. Focussed activities are linked to themed topics that will enhance the children's learning experiences, build confidence, and develop independence through the medium of play.

The language used: Teilo Tots is a predominantly English medium setting which uses incidental Welsh though the day

Parental involvement: Teilo Tots believes that parents/carers 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 Early Years Wales, Teilo Tots welcomes parents/carers who would like to become involved in assisting with the management of the provision.

Parents are invited to contribute through the following channels:

- Fundraising.
- Representing the provision on Early Years Wales local and national committees.
- Attending relevant training courses, workshops, and conferences.
- Participating in feedback activities

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 Early Years Wales ensures that Teilo Tots is kept up to date with current developments and initiatives in the field of childcare and education. We receive circulars and house magazines from Early Years Wales, 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 Early Years Wales.

Teilo's Tots works with the support of Early Years Wales 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.

(See 'Operational Plan' for details on ongoing Training for Staff and Action Plan for improvement.)

Policies and procedures: *Teilo Tots* 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 more than national minimum standards and regulations. They are reviewed regularly (annually) and updated (with CIW being informed of any changes) as necessary. The policy pack is available for all who visit, work in, or use Teilo Tots. *Policies are kept in a folder within a locked cupboard in the Teilo Tots room and can be seen should anybody wish.*

Fees (see also: admissions policy): Fees are:

All day 8.30 am till 3.10 pm £ 20.

Morning session 8.30am till 11.50 am £9.50 per session

Afternoon 1.00pm till 3.10 pm £7.50 per session

and are paid *termly - in advance.*

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 Teilo Tots about payment of fees in cases of prolonged absence.

A child's continued place at *Teilo Tots* is dependent on continued payment of fees.

Starting in the provision: *Teilo Tots* 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. 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).

Observations, assessment, and record keeping: *Teilo Tots* 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. *Teilo Tots* 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.

The terms and conditions are set out in the contract between parents/carers and *Teilo Tots* 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 *Mrs Sarah O'Neill*.

CIWS and parents/carers are informed of any changes to this statement of purpose which is reviewed at least annually or because of a change in operational practice. (This statement of purpose is supported by *Teilo Tots* operational plan and any changes to one will be reflected in the other.)

This **statement of purpose** for *Teilo Tots* was passed for use

On: 23-05-2022

By: _____ Position: RI

Date of planned review: 23/05/23 unless the policy is revised or amended before this date