Little Disciples Childcare

Little Disciples Out of School & Holiday Club Statement of Purpose

"Caring for children, supporting parents, and sparking imaginations – where quality, affordability, and excitement meet!"

Document Title:	Little Disciples Out of School & Holiday Club Statement of Purpose
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Responsible Individual Signature:	
Person in Charge Signature:	

Version	Date	Changes Made	Author	Approved By	Next Review Date
1.0	March 2023	Initial Release for Provider changes	S. Gocher	A. Stephens	April 2025 or termly if changes
1.1	April 2024	Minor Amendments	S. Gocher	A. Stephens	April 2025 or termly if changes
1.2	January 2025	Minor amendments – Pg numbers and Document Control	S. Gocher	A. Stephens	April 2025 or termly if changes
1.3	12/02/2024	Staff member removed	S. Gocher	A. Stephens	April 2025 or termly if changes
1.4	April 2025	General chances made and update to languages used to include bronze award achievement.	S. Gocher	A. Stephens	April 2026 or termly if changes
1.5	August 2025	Inclusion of Children's Voice	S. Gocher	A. Stephens	April 2026 or termly if changes

Policy Statement

At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Setting services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care.

Aims and Objectives

Our vision at Little Disciples childcare is "Caring for children, supporting parents, and sparking imaginations – where quality, affordability, and excitement meet!"

The aim of Little Disciples Out of School & Holiday club is to provide a quality, accessible Breakfast, Afterschool, and Holiday club offering a range of play activities in a welcoming atmosphere.

Children for Whom Care is Provided

The setting operates for boys and girls of St John the Baptist aged 3-11 years as stated in the Admissions Policy.

Our Breakfast club, After School club and holiday club are registered to care for a maximum of **38** children at one time.

Our setting offers a child-centered environment meeting the social, physical, intellectual, creative and emotional needs of children and recognising the individual needs of each child who attends.

Little Disciples Childcare will always adhere to a minimum of two members of paid staff within the setting and will exceed as much as possible.

Opening hours

- The Breakfast club opens between 7.50am and 8.50am every day during school term-time, our paid breakfast club is from 7.50am until 8.20am and our free breakfast club which is funded by the Welsh Government is from 8.20am until 8.50am.
- The After-School club opens between 3pm and 6pm every day during school term-time.
- The Holiday club opens between 8:00 and 5:30pm Monday to Friday during the school holidays excluding the Christmas holidays.

Staffing – Operational and Management Plan

Staffing levels always meet the requirements set by CIW

Staff at Little Disciples

Responsible Individual	Mrs**.** Anna Stephens
Manager (Person in Charge)	Mr. Sam Gocher
Deputy Manager (Person in Charge)	Mrs. Eleanor Eccles
Play Worker	Mrs. Kathy Humphreys
Playworker	Miss. Ruby Humphreys
Playworker	Mrs. Denise Hodson
Playworker (Nominated deputy Person in Charge)	Miss Rebecca Caddell
Breakfast Club Assistant	Mr. Danny Freeman
Breakfast Club Kitchen Assistant	Mrs. Hilary Rimmer
Relief Playworker	Miss. Ellie Williams

Volunteers assist the setting at various times. All staff and volunteers have Disclosure and Barring Service (DBS) enhanced checks and where relevant checks by the Independent Safeguarding Authority and a full induction to the setting.

Care Inspectorate Wales (CIW)

The Little Disciples Out of School and Holiday club is fully regulated by the CIW and parents are welcome to contact them should they have any questions, concerns, or queries. CIW can be contacted at:

Telephone: 0300 7900 126
Email: ciw@gov.wales
Welsh Government office
Sarn Mynach
Llandudno Junction
LL31 9RZ

Premises/Facilities Offered

Little Disciples Childcare is based at St. John the Baptist Primary School and has the use of the Hall, Library, Foundation Phase classrooms, Junior Classrooms and Outdoor play areas which includes the school field and forest school area. We ensure that the correct legal ratios are adhered to.

Each child has access to toilets that are designated for their Class. All our toilets have recently been refurbished to a high standard and there is also access to a disabled toilet.

Little Disciples Childcare provides appropriate areas for a range of needs including a food preparation/dining area, designated quiet time, a large play area, and an outdoor play space. Toilet and first aid facilities are available as well as storage and administrative office space. There are a suitable number of toilets available for use by the children attending the setting and separate toilets for use by staff. (All staff to use the accessible toilet on the ground floor)

Children's Voice & Freely Chosen Play

At Little Disciples Childcare we believe in empowering children through their right to be heard and make choices about their play and learning. In line with Article 12 of the United Nations Convention on the Rights of the Child (UNCRC) we value children's opinions and ensure they have regular opportunities to express their views in ways that are meaningful to them.

Children freely choose from a wide range of play experiences—both indoors and outdoors—with enabling adults available to support and extend their play when invited. Our environment is thoughtfully set up to reflect children's interests and we regularly invite them to help plan topics, activities and enhancements to their space through group discussions and informal conversations.

We also have a Club Council made up of children from across our setting. The Club Council meets regularly to share ideas, make suggestions and help make decisions about things like resources, snack menus and activity themes. This not only gives children a sense of ownership but also ensures our setting is shaped by those who use it most—our children.

This approach fosters independence, respect and a sense of community while ensuring that each child feels listened to, valued and included in the life of our club.

Services Offered

Breakfast Club

Parents are required to book their child a space in either the Early Breakfast Session (7.50-8:20) or the Welsh Government Funded Breakfast Session (8:20-8:50). When parents drop their children off at the breakfast club, they should supervise them to the main porch door where they will ring the main setting doorbell, they will then be greeted by a member of staff and the member of staff will sign them into the club. Parents and staff can contact the breakfast setting using the designated setting landline or by the setting email address.

After School Club

In line with the arrival and collection policy of the setting, a Playworker will collect foundation phase children from their individual classrooms and accompany them to the main school hall where the setting is based. At key stage 2, the staff/children refer to the weekly timetable which is displayed on the class notice board and a member of the teaching staff will prompt them to go to the Little Disciples base.

Like a child being dropped off at Breakfast club, all Parents are required to ring the main porch doorbell and wait at the door whilst the member of staff gets the child to collect their belongings, the staff member will then open the door and hand the child over to the trusted adult. To ensure we are in a secure setting children must not open the main door.

Snacks and drinks are available during the session. All food and drinks offered are in line with our healthy eating policy and meet the dietary needs and preferences of children as indicated on the child's registration form on iPal. To ensure we maintain high levels of hygiene and ensure all staff that prepare and maintain the food hygiene records are required to complete their Food Hygiene training. This should be renewed when necessary or at least every 3 years.

Holiday Club

Little Disciples operates a holiday club during all the school holidays except for the Christmas period. Our holiday club starts at 8am and runs until 5.30pm. Children are dropped off at the main setting porch door by a parent and a playworker welcomes them into the setting and signs them in. During the day we provide exciting and enriching activities which are planned and children can also play indoors and outdoors. Parents are sent the activity plan and the manager emails parents to remind them that they may need to send in additional clothing for activities e.g. Forest School sessions.

Parents are required to provide the children with a healthy packed lunch, their packed lunches are stored in the fridge during the day until lunchtime. During the day, we provide breakfast and a healthy snack. Water and fresh fruit are also freely available to the children during the day.

Parents have the option to book their child into the holiday club for a full day 8am until 5.30pm, morning session 8am until 1pm or an afternoon session from 1pm until 5.30pm.

Parents can collect their child at any time and are required to collect their child from the main setting porch door.

Languages Used

The main language of the setting is English. Bilingual signs will be used where appropriate. We have recently achieved our 'Bronze Award' of the Welsh Promise with Clybiau Plant Cymru, and we are working towards the 'Silver award' as part of our commitment to provide 'Welsh Offer'.

Setting Routines

Afterschool Club

Usual routine of the setting:

3:pm-3.15pm	• Little Disciples Staff to greet children in main hall. • Register taken • Freely chosen play, guided by children's interests and choices, with access to enriched play environment indoors and outdoors
3.15-3.45pm	• Rolling Snack time and catch-up/well-being time.
3.15-6pm	• Freely chosen play, guided by children's interests and choices, with access to enriched play environment indoors and outdoors • Parents/Carers Collecting

Holiday Club

8:00-9:00	• Breakfast Time
9:00-12:00	• Freely chosen play, guided by children's interests and choices, with access to enriched play environment indoors and outdoors Adult –Led Activity • Free access snack
12:00 until 1pm	• Lunchtime and outdoor play
1pm-3pm	• Freely chosen play, guided by children's interests and choices, with access to enriched play environment indoors and outdoors Adult –Led Activity
3pm until 3.15pm	• Snack Time
3.15pm until 5.30pm	• Free Play and home time.

Terms and Conditions

The terms and conditions for using the setting are set out in our parent/setting contract and setting policies and procedures. Parents/carers must sign the parents' contract before their child starts attending the setting. This contract includes arrangements for collection of fees. All policies and procedures are available for parents on their iPal account under resources and are also available on the school website or you can request policies and procedures from the manager.

Admissions policy

Little Disciples Childcare is open to any child attending St John the Baptist. Our holiday club is also open to the general public and parents from the local community can use our holiday club. We have a detailed admissions policy which can be found in the Parent/Carer handbook. A copy can also be obtained from the Manager, accessed on iPal or on the school website.

Contact Information

Contact name:	**Mr. Sam Gocher**
Contact telephone number:	01244 478920
Contact address:	St John the Baptist V.A Primary School, Penymynydd, Flintshire,
Post code:	CH4 0EN
Email address:	littledisciples2015@outlook.com

This address should be used for all written correspondence to the setting, including any correspondence to the management committee and/or the Responsible Individual.

Arrangements for complaints and concerns

We welcome suggestions and constructive criticism from parents/carers and children to help us maintain a high-quality provision. Please speak with the manager if you would like to make any suggestions. However, from time to time a parent/carer or child may find it necessary to follow the complaints procedures, copies of which can be found on iPal or a copy can also be obtained from the Manager.

Arrangements for dealing with an emergency.

Little Disciples Childcare has comprehensive emergency procedures. Details can be found in the parent handbook or can be obtained from the setting manager.

This Statement of Purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes in regulation and at least annually. Any changes to the service are notified to CIW. Little Disciples Childcare notifies parents/carers of any changes to the setting's policies and procedures.