LittleCwtch Childminding Statement of Purpose

Name:

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Address:

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Background Information:

We are both registered childminders with Care Inspectorate Wales (CIW) and will be providing care for up to 10 children (3 of which are our own). We have 1 child below 18 months and 2 children above 5 years within the ratio. We are a married couple and have 3 children aged 13 months, 5 years and 7 years. Living in our house is myself Billy, my wife Rowan and our 3 children, Nora, Hendrix and Arthur.

We both hold a qualification level 3 Children’s Care, Play, Learning and Development as well as a BA hon in Dance. Following on from university, We both teach for LittleCwtch sensory and dance company which we have been doing for 7 years. I (Billy) have worked as a complex behavioural support worker, working with adults with complex behaviours and varying additional needs for almost three years now. With our combined knowledge regarding sensory needs for children and their development, we plan to include this within LittleCwtch Childminding setting and offering a huge variety of resources for all children to enjoy.

During the children’s time withing LittleCwtch Childminding the main room and play space will be the lounge and dining area which is a combined space. During any arts and crafts or messy play session we aim to use the dining area space as well as the kitchen area. The dining table area will be used at all mealtimes for everyone. We have an outside area specifically for our setting. This is the top area of the garden which is a patioed area filled with an outside play house, garden sitting mats and a wide selection of toys and resources. Our garden is a secure area which tall fences between the apposing gardens as well as a locked bottom fence area. This bottom area of the garden will not be used for our setting children just yet. During the nice weather day we will also be taking children out to the local play park setting in Brecon which is only a short distance from the setting.

Pets

We also have 3 dogs and 2 cats included in our household. All animals will be kept separated away from the allocated area that the children will be using during their time within my setting. All animals have a secure bedding area as well as outside access to use whilst children are present during the setting. All animals have monthly flea advantage treatment and are regularly wormed. Our oldest dog, Lilo, is a springer pointer cross breed and is a female dog. She has been in the family since my we first got together and has been brought up with all 3 of our children. She has a very calm temperament at home and keeps herself to herself most of the day in her bed area. Our newest dog is a kennel club registered French bulldog. He joined our family a year ago as a companion for our older dog. He has a lovely nature and is very gentle with our own children as he was brought up with out youngest baby when he was born. Whilst the children are within the main lounge space there will be a stairgate/blind separating the hallway to the kitchen (where the dogs are kept). If we wish to use the kitchen space for any activities as well as preparing food the dogs will be let out into the garden area or locked away in their dog bed area away from the children. We both will be promoting gentle, kindness and respect towards my animals during the children’s time in the setting. The dogs will be used the bottom part of the garden and will not be aloud in the top area when they are outside.

Aims and objectives:

We will provide a safe, happy, caring and educational setting for children aged 5 and under. We both will be working closely with parent/carers to ensure I meet the children personal needs. All children will be supported in all areas of development through play, care and learning. Each child and their well-being will be at the forefront of LittleCwtch childmindings setting at all times. Our area of expertise is sensory based activities with under 5 year olds which we will be highlighting and including our my day to day running of LittleCwtch Childminding. We also have a very wide range of soft play, sensory, instruments and other resources available to use with the children.

Ratios:

We can offer up to 5 spaces to babies and children aged 5 and under between us. Our youngest child will be involved in all activities with the additional children. We are registered with CIW to care for boys and girls from birth up to 12 years but can also care for over 12-year-olds outside of school hours. No more than 10 in total, no more than 6 under 8 and out of those no more than 5 under full time school age. With our own children included this allows us to care for up to 5 children under the age of 5 as well as 1 child between the ages of 8 and 5 years.

Service provided:

We will aim to meet the parents/carers need for childcare and will promote equality and diversity. All families (children and adults) will be treated with respect at all times in a friendly and approachable manner. Whether that on a ½ day or full day basis or even casual hourly childcare (minimum booking of 2 hour). Booking will be essential so we can provide these opportunities to all families involved and work with each family to provide the most appropriate and fitting childcare possible. We will not be providing food during the child’s time at the setting unless specifically asked to do so and has been agreed upon. This setting will be encouraging healthy eating including fruit and vegetables. Any dietary requirements will be adhered and this will be a nut free childcare setting. Each child will have their own personal daily diary which will include timings of food and amounts consumed, activities, mood throughout the day, nap times, bottles, nappy changes and pick up and drop off times. This book will be taken home with each child so that the parent can look at the daily diary as and when they wish to in their own time at home. The daily diary should be brought in each day that your child attends LittleCwtch Childminding setting both of us will enter data into the diaries about your childs’ day. Photos will also be personally shared to parents via WhatsApp as well as posting (with the parents consent) on the LittleCwtch Childminding Facebook page. Our main language is English which will be the main language used as well as basic Welsh and Makaton signing being used throughout the day.

An example of the daily routine can be found below:

**8am**  drop off

**8am-9:30am** settling in time, play time exploring and using toys provided

**10:00am** morning snack

**10:30am-11:30am** morning activity (themed learning and sensory based)

**11:30am** lunch time preparation (laying the table, tidying up activities)

**12pm** lunch

**12:45pm – 1:15pm** afternoon story time & nap time for younger children

**1:15pm - 2:30pm** afternoon walk weather depending/freeplay play

**2:30pm** afternoon snack

**3-4pm** afternoon learning activity (arts and crafts, puzzle, drawing, nursery rhythms)

**4-5pm** dinner time

**5-6pm**  We finish our day with sign and nursery rhythm time as a group

This routine will change depending on the children’s ages, nap times and specific requirements and any altered drop off time/pick up time.

Activities provided:

We will be providing a range of indoor and outdoor activities tailored to the children age and specific needs whilst also linking in with the Foundation Phase Curriculum. The activities provided will suit each child’s development stage and age. Children will be involved in sensory, creative, hand eye coordination, motion and educational activities. Examples of activities will be jigsaws, dressing up, arts and crafts, playdough and waterplay. Outdoor activities will include, walks to the local park, slide and balls.

We have a patioed area of the garden specifically for the use of childminding business. This has been designed to encourage outside play with several resources and play equipment. We will be using the outside space as much as possible to explore the outside, nature and play equipment. There will be safety mats added to the patio floor as well as floor cushions to make the area comfortable and inviting.

Needs of the children:

Each child’s needs will be access on a daily basis as well as a monthly overall development review. Individual needs and priorities will be valued and each child will be given equal opportunities. Parents/Carers will be addressed with a professional and friendly manor at all times. A daily diary will be allocated to each child which will include information regarding their time at the setting including mood, food consumed, play, nappy changes, activities they were involved in and general observations throughout the day. When evaluating the child’s progress these daily diaries will be refired to aid in evidence.

Language and communication:

The main language used within the setting will be English. Welsh will be included as a second language and will be introduced throughout the day within the setting along with English. The use of Makaton signing will be used where appropriate.

Annual Opening Hours:

Monday - 8am until 6pm

Tuesday – 8am until 6pm

Wednesday – 8am until 6pm

Thursday – 8am until 6pm

Friday – 8am until 3pm (After 1pm it will be an hourly rate charge until 3pm)

Hours can be extended on request and we are happy to be as flexible as possible with alternate drop of times as well as pick up times. Please note that this change in hours may result in an additional costing onto a full day/half day price. Children to be dropped off at the front door with the porch attachment of the setting and will then be collected at that same door at agreed pick up time. This is to ensure that there is only one main entrance and exit being used. Our setting will provide half day, full day, wrap around care as well as hourly childcare.

The setting will be closed for 2 weeks through December to follow the school Christmas half term. Any personal holiday dates will be discussed with parents well in advanced of the setting closing and parents/carers will be given at least 4 weeks notice.

Home space and operational plan:

LittleCwtch Childminding is based in Brecon in a terraced house. There is a main lounge/dining space which will be the main play area used by the children whilst in the setting. The dining table area will be used for arts and crafts including colouring and painting. This will also be the main space used at all mealtimes. The dining space will also be used for any homework that needs to be completed before pick up time. The lounge space is a spacious area where play time with toys and equipment will take place. This is also the space where quiet time will be introduced when we feel necessary during the daytime. The kitchen area will be used to prepare meals and also any messy play sessions on the floor. There will be easy access to the toilet facilities via the downstairs bathroom. There are 2 entrances into the home with 2 main doors. One main door has access to a porch space which is were the children will entre and exit the setting. The other front door will only be used in case of any emergencies as an alternate fire exit door. All front doors are locked during the time the children are in the setting to maintain a high level of security and safety. Safety gates will be in place at the top and bottom of the stairs as well as the doorway between the main hall and kitchen area.

We have recently created a safe area for children to play outside in our garden space. We have sectioned off part of our garden, the patio area, for children to enjoy and learn outside. Outside play is so important for children’s learning as well as health and well being. During the nice weather days we plan to spend as much time as possible outside. We will be introducing outside play activities into our planning. We also plan to take children to the local play area/Brecon promenade which is only a short walk from the house weather depending. This will allow outside play and fresh air to be accessed during the children’s time at the setting. Any children that are not yet walking will be pushed in either a double or single pram (depending on numbers) and any children walking will have a safety hardness put on and will be encouraged to hold hands/hold onto the pram at all times to ensure the child’s safety at all times.

To access the property there is a shared path leading to the home. There is also a small garden space at the front of the property with gravel/plants and a patio area.

We have a 8 seater van available to offer school pick ups and drop offs as well as taking children out on day trips. We will be taking our 2 oldest children to the local school Monday-Friday. Either Rowan or Billy will carry out the school drop off and pick up either via car or walking. Whichever member of LittleCwtch Childminding is completing the drop off and pick up we will take the ratioed children with us to make sure that ratios are adhered to between us. We will be offering school drop off and school pick ups within the Brecon and surrounding areas depending on timings and availability. We will be caring for 6 children under the age of 5 (this includes my youngest) on a daily basis during term time and holiday time.

If an emergency were to occur we would arrange care for our own children and contact parents to arrange pick up as soon as possible if necessary.

Staffing/ Roles and responsibilities:

As part of LittleCwtch Childminding we will be working together, as such we will share in all of the responsibilities within the business and for the care of the children in the setting. Please approach either Rowan or Billy with any questions, complaints or queries you may have.

Terms and conditions:

Hourly fee: £6 (minimum 2 hours)

½ Day fee: £27 covers hours from: 8am to 1pm and 1pm until 6pm

Day fee: £46 covers hours from: 8am to 6pm

Retainer Fee: £50 – see Retainer fee section below for more information.

Childs hourly fees are charged up to the nearest half an hour. For example, if your child is collected at 12:20pm you will be charged up until 12:30pm.

Invoices will be given at the end of every month if total amount due to be paid.

LittleCwtch Childminding holiday: £10 per day per contracted day (minimum of 4 weeks notice will be given)  
LittleCwtch Childminding illness: ½ contracted fees (Parents/carers will be contacted as soon as possible)  
LittleCwtch Childminding occasional days off: £10 per day per contracted day  
LittleCwtch Childminding training days: £10 per day per contracted day  
Wrap around care: £6 hourly charge   
Before school only: £6 hourly charge (8am until school drop off)  
After school only: £6 hourly charge (school pick up time until 6pm)

* Bank Holidays if worked: no charge as I do not work. If you need me to work in exceptional circumstances I will charge ½ day fee/full day fee or hourly fee.
* Child / family holiday\*\*: ½ fees if child is away on holiday and the setting has been given 4 weeks notice. Full fees if the 4 weeks notice is not given.
* Child / family illness: full charge if child is absent and setting has been notified within 24 hours of attending the setting. ½ fees will be charged if the child is absent and notice has been given 24 hours prior to the child attending the setting. This also can continue if the child is absent for a number of days/weeks.
* Parent occasional days off: ½ fees 24 hours prior to start time or full fees if within 24 hours of start time
* late collection £2.50
* If a child is booked in for Term time only there will be charged ½ fees during the summer holiday period in July & August. £10 per day per contracted day during February half term, easter half term, May/June half term and Christmas break. If you child attends the setting during the holiday school dates these will need to be secured and confirm 4 weeks in advance if your child is booked in for term time childcare only. ½ fees will be charged throughout summer holiday dates however this does not secure those days for childcare, it is to hold the child’s place under the new school term begins.

**Retainer fee**: In the case where your childs place at Little Cwtch Childminding has been booked for a future start date, for example, booked the place for your child in may 2022 to start in March 2023 a small retainer fee would be payable to secure the future place. This would be taken off the first months childcare bill once your child has started. However if the place is cancelled up to 1 Month prior to the start date it will be returned, after this period it will be non-returnable.

Booked overtime: £6 hourly fee

Funded childcare: The Welsh government offer a 20 hour childcare offer to working parents to help with childcare costs during term time, and 30 hours during school holidays, for children aged between 3 and 4 years. Parents are responsible for organising the funding through Childcare Offer Wales and should provide a code once successful; additionally, there is a Local Authority contract which must be completed termly. Please see Funding Fees Policy for more information.

New contracts: there is a 2 week trial / settling in period, during which time the contract can be cancelled by either me or parents with immediate effect and advance payments refunded. Please note this period can be extended if your baby / child is struggling to settle.

All information will be stated within the contract which will agreed upon between parents/carer and this setting. We will aim to be as flexible as possible and have the parents and children’s needs at the forefront.

Complaints:

We would like to encourage all children and parents/carers to please discuss and concerns with either of us, we will always aim to resolve these as soon as possible. If a complaint if being made towards the setting or an individual (either Billy or Rowan) a complaints form can be obtained and filled in as evidence in writing. Any complaints discussed about face to face will also be written down. Complaints will be answered and responded to within 14 days. All complaints information will be available within my complaints policy and procedure. This is available on request. CIW welcome parents concerns, comments and compliments, however are unable legally to investigate individual complaints to resolve disagreements between myself and parents.

CIW contact details:

Tel: 03007900126  
CIW, Governments Buildings, Picton terrace, Carmarthen, SA31 3BT

Emergencies:

We both hold a level 3 in paediatric first aid which covers us for all the ages of children I will be caring for in the event of a medical injury or emergency. Permission forms will be given to all parent/carer to ask for permission to administrate and seek emergency first aid. In the event of an emergency we will make arrangements for our own children to be cared for and will contact parents to collect their children as soon as possible when or where applicable.

In the unfortunate event a fire during your child’s time at our setting each child will be taken to an assembly point and parents/carers will be contacted asap to organise collection of your child. If an accident or medical emergency happens the appropriate medical care will be given in line with signed consent forms for each child. All information can be found in our emergency policy and procedures document which is available to parents/carers on request.

Reviewing:

Statement of purpose as well as other policies and procedures will assessed, reviewed and updates on an annual basis to make sure all information is relevant and up to date at all times. Any changes made will be explained to parents/carers as soon as possible. I will also inform CIW of any changes to my service. Quality of care reports will be written and made public to CIW and parents annually as well as Self-Assessment of Service Statement. These will also include feedback from parents/carers as well as children and professionals.

Contact Information

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