

Statement of Purpose

Cynfran Preschool aims to provide high quality care that enhances the development, care and education of pre-school children in a safe and stimulating environment, where the children will learn through play as laid out in the principles of the Curriculum for Wales. We welcome parents or carers who wish to become directly involved in the activities of the provision and provide opportunities to do so, we also actively encourage parents and carers to understand and provide for the needs of their children. At present, in line with Ysgol Cynfran school policy we are unable to allow parents into the setting during sessions. Parents can make an appointment in advance if they wish to visit the setting after school hours. If you wish to join our committee as a trustee please contact our chairperson. We are a member of Early Years Wales and fully embrace their ethos and principles. We also offer an extended “out of hours” session that children aged 3-11 can attend.

Cynfran Preschool follows Welsh Government initiatives such as the new Curriculum for Wales, [Flying Start](#) and [Design to Smile](#), the [Healthy and Sustainable Preschool Scheme—Promoting Health and Wellbeing within Preschool Settings](#) and [Tiny Tums](#). We also provide the Childcare Offer for Wales for 3 and 4 year old children of working parents.

Cynfran Preschool is privately managed by a voluntary committee and is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide care as an incorporated organisation.

Responsible Individual: Bethan Watkins

Contact details:

Mobile: 07821120933

Email: cynfranpreschool@hotmail.com

Committee Officers:

Chairperson: Mr Rory McIntyre

Treasurer:

Secretary:

Committee Members:

- Miss Bethan Watkins

The committee members for Cynfran Preschool can be contacted via the Preschool managers Andrea Knight and Tracy Barrett-Chalk.

Cynfran Preschool welcomes boys and girls and has registered with CIW to care for 19 children between the ages of 2 and 4 years old per session. For our extended session we can welcome children aged 2-11. Ratio of adults to children is 1 adult to 4 children aged 2, 1 adult to 8 children aged 3 – 7 years and 1 adult to 10 children aged 8 – 12 years. We meet children’s needs as individuals and within groups as a provider of care. Our latest inspection reports can be found online at the [CIW](#) webpage and on the [ESTYN](#) webpage. We provide the Childcare Offer for Wales for 3 and 4 year old children of working parents during term time only. We offer full daycare as well as sessional care. **We operate as a term time only setting.**

Opening hours

Pre-school Plus - £21.00 per morning / afternoon

- Monday mornings – closed until 11.00
- Tuesday mornings – closed until 11.00
- Wednesday – Friday - 9.00am – 12.30am
- Monday – Friday - 11.30am – 3.00pm

Flying Start - £15.00 per morning / afternoon

- Monday mornings – closed until 11.00
- Tuesday mornings – closed until 11.00
- Wednesday – Friday - 9.00am – 11.30am
- Monday – Friday - 12.30pm - 3.00pm

School Day Session - £36.00 per session

- Wednesday - Friday - 9.00am-3.00pm
- Wednesday-Friday - 11.30am-5.30pm

Full Day Session - £50.00 per session

- Wednesday-Friday - 9.00am-5.30pm

Extended / Out of Hours Sessions

- 3.00pm-4.00pm - **£6.50**
- 3.00pm-5.00pm - **£12.00**
- 3.00pm-5.30pm - **£15.00**

£6.00 per hour any other session or additional time

Staff members

- Andrea Knight – Manager – Childcare City & Guilds Level 4 (Management), **Transition To Play Level 3**
- Tracy Barrett-Chalk – Manager – Childcare, Learning and Development – Level 5 (Management), **Transition To Play Level 3**
- Laura Brown – Playgroup Assistant – Childcare, Learning and Development – Level 3, **Transition To Play Level 3**
- **Jayne Karlsson – Relief staff / One to One**

Cynfran Preschool is covered by public liability and employer's liability insurance. Certificates are displayed on our notice board. Our admissions policy gives details about how applications for admission to Cynfran Preschool are managed. Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. Cynfran Preschool 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 at all times are used. All staff (including volunteers) are DBS checked prior to commencing employment at Cynfran Preschool.

Facilities available

Cynfran Preschool operates in a new, purpose built building attached to the front of Ysgol Cynfran. This room is suitable for disabled children and children with additional needs. The room is used for all areas of the Curriculum for Wales.

Toilets are available on site with along with hand washing facilities. We have separate hand washing sinks for staff in the main room and kitchen. Nappy changing is provided via a changing station in the toilet area. All hygiene procedures are strictly adhered to as per National Minimum Standards and our Infection Control audit manual. Cleaning equipment and solutions are stored in a locked storage cupboard on site. This is strictly no access to children. The children have open access to the outside area during sessions and children can also access the toilet area with ease. Hand sanitiser stations are strategically placed around the inside of the setting.

There is a kitchen area in the main building for food preparation. We have an outdoor area with a purpose built canopy for using during all weathers. We have storage sheds and a store cupboard where excess play equipment is kept when not in use. Learning journeys of the children are placed in a locked cupboard within the main room. Outside equipment is contained in padlocked sheds and storage within the outdoor area or underneath the canopy. All confidential information is kept in locked cabinets. We do inside and outside checks daily to risk assess any issues that may arise. Windows can be opened for optimum ventilation.

Services available

Lunch is at 11.30am. Children can have a hot meal from the school kitchen for **£3.40** per day or lunch box provided by the parent. School dinners must be paid for via **ParentPay** – please contact the school secretary for further information. School dinners are **payable** for children who attend the Early Years session at Ysgol Cynfran and attend the wrap-around session at Preschool.

As an accredited [Tiny Tums Provider](#) in the Conwy area, Cynfran Preschool is dedicated to providing children in our care with nutritious, balanced snacks and drinks. We follow National Minimum Standards for food and drink as set out by the Welsh Government. Healthy snacks (carbohydrate & fruit/water/milk) are provided in line with our Healthy Eating Policy. Please see our menu in the Handbook. Any individual needs, preferences and additional needs will be thoroughly discussed with parents upon entry to the Preschool and recorded in their files. More information can be found in the handbook under our Equality and Inclusion (Including Additional Learning or Educational Needs) Policy and Procedure. Children will wash hands before and after eating. Allergy information for current children are highlighted on a notice in the main room (initials only) and in the staff room/kitchen area. Snack and lunch times form a social environment to support children to eat well. We provide opportunities to learn about healthy eating and recycling.

We deliver the [Curriculum For Wales](#) at our setting. As a funded non maintained nursery setting we are following the new assessment arrangement as provided by Conwy County Education Department. Activities offered are from a wide range of resources as we are now [Planning in the Moment](#) as part of the new curriculum following the children's age, stage and individual needs. These activities meet the aims and objectives and reflect Welsh Government current strategy. More information can be found online at wales.gov.uk.

Cynfran Preschool provides a wide range of resources and experiences taking the lead from [Planning in the Moment](#). Activities are risk assessed and children are encouraged to contribute to any review or evaluation of their experiences as they are able and willing. The operational daily routine is self registration and planning in the moment; snack shop is available from 10am on the days we are open at 9am, this allows the child to come for snack when they are ready instead of disengaging them from activities they are involved in. Child led activities are resumed until 11.30am. Some children depart and some stay for lunch. Afternoon snack is provided from 2pm each weekday. All the above are supported by staff. Hygiene measures are prompted by staff at all times. Cynfran Preschool is predominately an English medium setting with some use of Welsh/English medium. We have no animals on the premises. We have a purpose built canopy to allow us free flowing access to the outside area during all weathers.

Out of Hours provision

Children will attend the out of hours session at 3pm or 3.15pm depending on if they are infants or juniors. Children are required to hang up coats and wash their hands on entry. They are provided with a drink before being able to access a range of play and recreational activities which may include, playing with toys, craft activities, table top and video based games. Children have free flow access to the outdoor area. A daily snack will be available. Please see our snack menu for details.

Three of our staff members are qualified in Transition to Play Level 3.

Parental Involvement: Early Years Wales 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, Cynfran Preschool welcomes parents/carers who would like to become involved in

- Assisting with the management of the provision
- Fundraising
- Representing the provision on Early Years Wales local and national committee
- Attending relevant training courses, workshops and conferences

Training: Membership of Early Years Wales ensures that Cynfran Preschool is kept up to date with current developments and initiatives in the field of childcare and education. We receive SmallTalk – the Early Years Wales magazine, 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.

Cynfran Preschool works with the support of Early Years Wales and Conwy County Council's Local Authority to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, events and training pathways.

Policies and Procedures: Cynfran Preschool has produced a handbook of policies and procedures for dealing 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 that 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 and updated (informing CIW of

any changes) as necessary. The handbook is available for all who visit, work in or use Cynfran Preschool to see. The handbook can be found at <http://www.cynfranpreschool.org.uk/>.

Observations, assessments and record keeping: Cynfran Preschool's staff takes a reflective approach to their work, using observation as a tool to plan in the moment and ensure children's needs are met. The progress of children is recorded in their Learning Journeys. Cynfran Preschool has a duty to share some information with the local authority and CIW. Our records are kept in line with our confidentiality policy and are available for parents/carers at any time.

Complaints: Any complaint will be given attention by the responsible individual and will meet the requirements of the Child Minding and Day Care (Wales) Regulations 2010 Regulation 32 and Regulation 33 inform regarding complaints and handling complaints. National Minimum Standards (NMS) and the revised regulations - Regulation 14 - "The Care Standard Act 2000 and the Children's Act 1989 (Regulatory Reform and Complaints) (Wales) Regulations 2006. As a member of Early Years Wales, the group aims to enhance the development care and education of pre-school children by encouraging parents to understand and provide for their needs through high quality pre-school groups.

An accurate and detailed record will be kept of all complaints, which include the following information:

- name of complainant
- nature of complaint
- date and time of complaint
- action taken in response to complaint
- result of complaint
- information given to complainant

Complaints should be made constructively and resolved as an early stage. In the best interests of the parents/carers, children and the group, complaints must be taken seriously, and dealt with fairly and confidentially. An appointed person will notify the complaint outcome.

In the event of a parent/carer being unhappy with the service then they can contact CIW directly at:

Care Inspectorate Wales
North Wales Government Offices
Sarn Mynach,
Llandudno Junction
LL31 9RZ
Telephone: 0300 7900126

For a more detailed version of this procedure please refer to our handbook.

Emergencies

Illness: It is our policy to encourage and promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chicken pox, meningitis, diarrhoea, vomiting and fevers of 38°C or over. Children with the above

illnesses will not be received at Preschool, in order to prevent the possible infection to other children and staff at the Preschool.

In order to do what is best for the child, us and other children in our care, if - in our opinion, the child is ill whilst in our care, then the parent/carer will be contacted and asked to collect the child as soon as possible.

If a child is diagnosed as having an infectious disease, we will inform other parents of this while maintaining confidentiality. We also inform Health Protection Team of Public Health Wales on 03000030032 in the event of contagious illnesses such as scarlet fever along with CIW.

In the case of a serious accident or illness occurring whilst the child is in our care, then the parent/carer will be contacted immediately along with the medical profession and the appropriate action taken. In the unlikely event of the parent not being available, we will, if necessary, take the child to hospital along with the relevant details provided by the parent with the admission personal details document, and parental permission for emergency treatment.

Adverse weather: Cynfran Preschool maintains the policy of remaining open during poor or seasonal weather, unless adverse weather makes opening the preschool too dangerous for staff and children. In the event that Preschool is forced to close, we will make every effort to ensure parents know as soon as possible by contacting them by telephone.

If we are open but your child is unable to attend due to bad weather conditions – the same policy applies as when your child is absent due to holidays or illness and you will be charged for the session.

If it is necessary to close during a session, due to deteriorating weather conditions or any other incident that requires us to close (power cut, hot water shortage etc) parents will be contacted immediately to come and collect their child, and will not be charged for that session. If Cynfran Preschool is unable to open due to the bad weather conditions and possible staff shortages, parents will be advised as soon as possible by telephone. Our paramount concern is the health and safety of the children, their families and the Pre-school staff and we wish to state that no-one should endanger themselves trying to get to us.

If Ysgol Cynfran closes for any reason then the Preschool will close as well.

Missing children: The group will ensure that the group premises are safe and that the children will not be able to leave the premises without a member of staff or other adult authorised by the parent/carer.

This policy supports our “Outings Policy” in the handbook and will be used in the exceptional situation where a child either becomes lost whilst on a group outing or leaves the group’s premises unattended.

A senior staff member will be alerted and enquiries made as to when the child was last seen and where. The safety and security of other children must be maintained and at least one adult must

remain with these children. At least one member will search the premises and any outside space in the immediate vicinity.

If the child is not found within 10 minutes then the Police will be called and the parent/carer informed. The search will continue and staff will keep in touch with mobile phones if possible. When the situation is concluded a full enquiry will take place and appropriate action steps and actions taken to ensure that all measures are in place to prevent a similar situation arising.

Lockdown Procedure

In the event of a lockdown staff will endeavour to keep all children safe from harm. Staff members will close all blinds, lock all doors, turn off lights and assess the situation. If necessary, staff will assemble the children in the children's toilet area away from glassed areas. The manager will gather the first aid box, register, visitor's book and contact information along with the mobile phone, check the areas for any visitors, children or other staff and then access the designated safe area.

Staff members will secure the door area by moving the changing table in front of the door. Once the area is secure the manager will phone 999. After the emergency services have been informed the manager will inform Ysgol Cynfran. Children and staff will remain inside the children's toilet area until a member of the police deems it safe to come out.

When completely sure that the danger is over, staff and children will leave the children's toilet area and continue activities as far as possible. The manager will inform parents (if not already contacted) via Seesaw. A record will be made of the event and the actions undertaken. The manager will then contact CIW, Estyn and the Local Authority to inform them of the incident.

This statement of purpose is checked every term and amended where necessary. The responsible individuals of Cynfran Preschool are directly responsible for informing CIW of any changes to this statement.

Amended August 2025
