

Statement of Purpose

Bear Pak Wrap Around Centre

Date Reviewed: 07/01/2025

Location: Bear Pak Wrap Around Centre
Fairfield Primary School
Dryden Road
Penarth
CF64 2RT

07702873067 for general enquiries
Email: enquiries@bearpak.co.uk
Website: www.bearpak.co.uk

Aims and objectives of the service

The aim of Bear Pak is to create a safe and secure environment for children to be free to explore and develop through various age and stage appropriate activities.

Nursery Wraparound- For children attending both morning and afternoon sessions, we provide a nutritious snack and a choice of milk and water through the day. For children attending our morning session, breakfast is also provided. We ask that a packed lunch is provided by parents which meet our food policies and procedures to encourage healthy eating amongst children.

After School and Holiday Club- For children attending our after school club and holiday club, we provide a nutritious light meal that is cooked on site. Children are also provided with an alternative cold food option should they not like what is on offer. During holiday club, children are also provided with breakfast and snack. Children attending morning or full day sessions are required to bring in a packed lunch.

We cater for children who have food intolerances, allergies or other special dietary requirements and our menu is rotated and reviewed every term to ensure it meets the requirements of the Government's Food and Nutrition for Child Care Settings guidance.

Opening hours and sessions offered:

Monday to Friday term time:

Breakfast Club: 8am-9am (including drop off to school- located within our wraparound building)

Morning session: 8am – 1.00pm (including drop off to school – located within our wraparound building)

Afternoon session: 11.30am-3.30pm (including collection from school – located within our wraparound building)

After School Club: 3.30pm-6.30pm (including collection from school- located within the main hall)

Schools visited: Evenlode Primary School
Victoria Primary School
Ysgol Gynradd Penygarth
Albert Road Primary School
Fairfield Primary School
Cogan Primary School

We collect and drop off children to and from Fairfield Primary and School/Nursery by foot, taxi or by car.

School Holidays Monday to Friday

8.00am - 6.00pm during school holidays with the exception of bank holidays where the club will close

Languages: English

Numbers, ages and sex of children for whom care is to be provided:

Term Time Morning Session including breakfast club (8am-1pm within our nursery wraparound building):

- Maximum of 18 children aged 3-12 years old
- Either gender

Term Time Lunch Time (Morning and Afternoon Session Cross over 11.30am-12.30pm within our nursery wraparound building and on site school nursery class):

- 36 children aged 3-12 years old (consisting of children attending morning and afternoon sessions)
- Either gender

Term Time Afternoon Session (11.30am-3.30pm within our nursery wraparound building):

- Maximum 18 children aged 3-12 years old
- Either gender

Term Time After School Club (3.30pm-6.30pm within main hall)

- Maximum 56 children aged 3-12 years old
- Either gender

School Holidays (8.00am -6.30pm within the main hall)

- Maximum 56 children aged 3-12 years old
- Either gender

Range of needs:

We strive to meet the individual needs of children by working with parents and doing our best to cater to any special requirements individual children may have. Our building is adapted to support those with physical disabilities and our welcoming, inclusive environment promotes equality for all.

We ensure that the care for all children by having child care qualified staff providing the care and activities for children. We adhere to the requirements of the National Minimum Standards and ensure that each child receives a high standard of care. We promote children's enjoyment of their time at Bear Pak by giving them flexibility and freedom to socialise with their peers through self-chosen activities in an environment that is safe. Children are encouraged but not forced to take part in planned activities and the environment is always child-centred. Our Nursery Wraparound activities are commenced in accordance to the Curriculum for Wales and children's development is monitored in the form of developmental files. Activities at After School and Holiday Club are fun based, planned in accordance with children's needs and interests.

Pets on the premises:

We do not have any pets at club. However, occasionally we may have visitors from animal centres bringing animals as a 'show and tell' to club. We will inform parents of these planned events and parents will be given the option for your child to participate or not. During the planning of such

events, we will take children's allergies and other requirements into consideration. All activities and events will be risk assessed before they take place.

Staffing:

1 adult to every 8 child and 1 adult to every 6 children for trips and school collections.

The club is operated by a Board of Directors managed by the head director Laura Williams who is the registered individual of the club. The Board of Directors ensure that our service is operating to the highest standards and that children are receiving the best care. The club is managed daily by Michelle Andrews (Person in Charge). Michelle holds a Level 3 qualification in Child Care and Playwork. Laura and Michelle ensure that the club meets children's individual needs and that the environment remains safe and secure for children. The club employs child care qualified staff that meets the regulations of the National Minimum Standards for all of our children.

Full details of the provision, including:

Facilities available

Nursery Wraparound and Breakfast Club

The main wraparound demountable building accommodates 18 children and is located on the ground floor with a ramp to access the entrance. The room is open plan with a vinyl flooring suitable for wet and messy activities. The room is divided up to offer children various play experiences, a quiet area for them to sit and rest and a dining area where children can eat and drink. Children are free to choose what activities they would like to participate in.

At lunch time (11.30am-12.30pm), we can accommodate up to 36 children by dividing children into 2 groups of 18 to have their lunch. Half of the children are escorted across the playground to the school's nursery where they will eat their packed lunch and the other half will eat their lunch in the main demountable building. We have sole use of both buildings during our operating hours and parents and visitors will be let in via a door bell system. The rooms remain secure and safe for children at all times. After lunch, children will return to the main wraparound building.

We also have direct access to an outside area where we carry out sporting and gardening activities. This area also contains climbing equipment, sand and water trays. The children's toilets are adjoined to the main room and are used solely by children for toileting and hand washing.

After School and Holiday Club

The main hall is a large open space that we will have sole use of the hall during our club operating hours. Nobody except parents and authorised visitors will be allowed to enter the hall during club operating hours. Parents and visitors will be let in via the main entrance of the school by a member of staff. During this time, the room will be secure and safe for staff and children. The hall will be divided up to accommodate active games, arts and crafts and quieter activities. We also have access to our nursery wraparound building to accommodate cooking activities and can also be used by children to access a quiet area where they can watch films, read books and rest. The school has a large field which is directly accessed from the hall. Bear Pak will also have sole use of the junior yard and the wraparound outdoor play area. These spaces will be used regularly for sports, gardening and other activities. The toilets are located just outside of the main hall which are available to use during club operating hours. As a precaution, children will be escorted to the toilets by a member of staff, who will check that the toilets are clean and safe for the children to use and then they will wait outside. Children will then be escorted back into the hall to continue their play. Bear Pak also have access to adjacent classrooms and the school nursery building if required.

The school's nursery kitchen will be used to prepare children's food with Bear Pak having our own storage cupboard, cooking utensils, crockery and fridge freezer. During food preparation times, Bear Pak will have sole use of the kitchen. Whilst children do not have access to the kitchen during meal preparation times, we can use the facilities to accommodate further cooking activities. In this case, children will be closely supervised at all times. All rooms used by Bear Pak have been risk assessed.

Services offered: Wrap around and Out of School Care

Routines:

Term time:

8.00am-9.30am	Breakfast time and free play
9.30am-10.00am	Morning circle time
10.00am-10.30am	Activity and free play
10.30am-11.00am	Morning snack
11.00am-11.30am	Activity and free play
11.30am-12.30pm	Lunch time
12.30pm-1.00pm	Morning children taken to school/Afternoon free play
1.00pm-1.30pm	Afternoon circle time
1.30pm-2.00pm	Activity and free play
2.00pm-2.30pm	Afternoon snack
2.30pm-3.00pm	Activity and free play
3.00pm-3.30pm	Free play
3.00pm -3.30pm	Story time and home time for children not attending after school club
3.30pm-4.00pm	Children are collected from school and escorted to the club (Children already at our wraparound club will be escorted to the main hall)
4.00pm-4.30pm	Various activities and free play
4.30pm-5.30pm	Tea time
5.30pm-6.30pm	More activities and free play
6.30pm	Home time

Activities offered:

Children are free to choose from various activities such as arts and crafts, cookery, sports, science and ICT. We have a child-centred approach where children are free to choose and make decisions. We strive to encourage independence and to provide children with the foundations to reach their full potential and develop their life- long learning skills. Activities offered can be differentiated to suit different ages and stages of abilities and our staff support children in their discoveries. All activities for our nursery wraparound sessions are planned and commenced to follow the Curriculum for Wales.

Admissions policy:

Our admissions policy indicates that should the club be fully occupied, we will implement a waiting list. To secure a child's place, a small registration fee will be applied. All fees need to be paid in advance of sessions. Should parents wish their child to leave the club, we require at least 1 months' written notice. Any outstanding balance will be returned after the notice period has exceeded. We help parents to make an informed decision for choosing our services inviting them to visit the club prior to registration. We recommend that parents bring their child along to view our club and attend a play session to familiarise themselves with their surroundings and the people that will be looking after them. We will then provide parents with all the necessary information needed to make a decision on their child attending.

Arrangements for dealing with complaints and concerns:

We welcome feedback from parents and use it to review our services. We create an annual quality assurance report based on feedback from parents through questionnaires. Should a complaint arise, it will be handled confidentially by the Person in Charge and board of directors if necessary. Any complaint will be handled in accordance with our Complaints policy and where relevant, information will be passed on to CIW. Our aim is to have the issue resolved within 14 days. However, with agreement from the complainant, we may extend this period to a further 14 days.

If a parent is not satisfied with the Person in Charge's and board of directors' decision then they can contact the CIW to express any concerns that they may have in regards to the club. However, they cannot deal with complaints linked to individual circumstances. If they are unable to deal with a complaint, they will direct the person making the complaint to an organisation that can assist them further.

CIW can be contacted on:

ciw@gov.wales

www.careinspectorate.wales

CIW National Office and CIW South East Wales Region
Welsh Government
Government Buildings
Rhydycar
CF48 1UZ
Telephone: 03007900126

Arrangements for dealing with any emergency:

In the event of an accident, illness or emergency, we will act on the parent's behalf and take such action as we consider appropriate. This may include taking a child from club to seek medical attention. However, we will only do this if we have signed consent from parents on registration for such actions to be taken. During all cases, we will contact parents and/or emergency contacts. Children can only be collected by parents or those listed on registration. Should an alternative person be needed to collect a child who is not listed as an authorised collector, we need to be informed prior to collection and our password system will be implemented.

Details of arrangements to review the Statement of Purpose and inform CIW of changes to the service:

Our policies, procedures, statement of purpose and quality of care will be reviewed annually with views of children, staff, parents/carers and CIW being taken into consideration. CIW will be informed of any changes to the service.

Parent Contract terms and conditions:

Children remain the legal responsibility of their parent/guardian. Whilst in the club's care, the welfare of the child is paramount. Care is provided according to the terms and conditions agreed in the parent/club contract.

Within this contract:

we agree;

- To ensure that all children registered for a particular day are collected from their schools and escorted to the club.
- To ensure that children being escorted to school arrive on time.
- To check on any child who is absent from school but registered with the club for that day.
- To make sure that the authorised adult collects the child by the end of the session.
- To treat children as individuals and make every effort to meet their needs.
- To provide a fun, secure and friendly environment.
- To abide by the rules as laid down in all our policies
- To provide a full copy of the policies for parents and staff perusal at the club.

Parents agree;

- To ensure that children are collected on time at the end of the session. There is a penalty payment for late collection which is clearly displayed on the club noticeboard.
- To ensure that all fees are paid in advance and give Bear Pak a minimum of 4 weeks paid notice when children's places at club are terminated.
- To inform the Person in Charge in advance if a child will not be attending club on a day which they are registered to attend.
- To inform the Person in Charge if an adult other than those named on the registration form is to collect a child on any day and to inform them of a personal password which can be kept on record for when someone else other than those named on the registration form are to collect the child.
- To keep the Person in Charge informed of any relevant changes in family or child circumstances e.g. change of address, telephone numbers, doctor, health problems and anything that could affect the child's behaviour. E.g. divorce/separation.
- To treat staff as they wish to be treated
- To encourage their child to adhere to the basic rules of Bear Pak
- To give permission for their children to be escorted to and from Bear Pak either walking with up to four members of staff, taxi or by car with one member of staff.