

## Statement of Purpose

# Bear Pak Wrap Around Centre

Date Reviewed: 21/7/2022

**Location of wrap around club:** Bear Pak Wrap Around Centre  
Fairfield Primary School  
Dryden Road  
Penarth  
CF64 2RT

[Tel:07868546745](tel:07868546745) or 07702873067 for general enquiries

Email: [bearpak@hotmail.co.uk](mailto:bearpak@hotmail.co.uk)

Website: [www.bearpak.org](http://www.bearpak.org)

### **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. For children attending our 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. We also cater for children who have food intolerances, allergies or other special dietary requirements.

### **Opening hours and sessions offered:**

Monday to Friday term time:

**Breakfast Club:** 8am-9am (including drop off to school)

**Morning session:** 8am – 1.00pm (including drop off to school)

**Afternoon session-** 11.30am-3.30pm (including collection from school)

### **Schools visited:**

Evenlode Primary School

Victoria Primary School

Ysgol Gynradd Penygarth

Albert Road Primary School

Fairfield Primary School

Cogan Primary School

Ysgol Y Deri

St Joseph's Primary School

We collect and drop off children to and from Fairfield Primary (wrap around club) and School/Nursery by foot, taxi or by car

### **Languages:**

English

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

- 18 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. All activities are commenced in accordance to the Curriculum for Wales and children's development is monitored in the form of developmental files.

**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 Rebecca Davies (Wraparound Leader) who is the Person in Charge. Rebecca holds a Level 3 qualification in Child Care. Laura and Rebecca 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**

The building 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 their lunch and snacks. We have sole use of the building during our operating hours and parents and visitors will be let in via a door bell system. The room remains secure and safe for children at all times. We also have direct access to an outside, grassed 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.

**Services offered:** Wrap around and out of school childcare

**Routines:**

Term time:

8.00am-9.30am	Breakfast time and free play
8.30am-10.00am	Morning circle time
10.00am-10.30am	Activity
10.30am-10.45am	Morning snack
10.45am-11.15am	Activity
11.15am-11.45am	Free play
11.45am-12.30pm	Lunch time
12.30pm-1.00pm	Free play and nursery drop offs for morning children
1.00pm-1.30pm	Afternoon circle time
1.30pm-2.00pm	Activity
2.00pm-2.15pm	Afternoon snack
2.15pm-2.45pm	Activity
2.45pm-3.15pm	Free play
3.15pm-3.30pm	Story time and 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 to encourage independence and to provide them with the foundations to reach their full potential and develop their life-long learning skills. We provide children with activities that can be differentiated to suit different ages and stages of abilities and our staff support children in their discoveries. All activities 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 month's 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](mailto:ciw@gov.wales)

[www.careinspectorate.wales](http://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. The 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 Club Leader in advance if a child will not be attending club on a day which they are registered to attend.
- To inform the Club Leader 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 Club Leader 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.