



Statement of Purpose (Information about our Provision)

Bryn Coch Club aims to:

Provide high quality full day care that enhances the development, care and education of pre-school children in a safe and stimulating environment, where they learn through play in partnership with parents.

- Welcome parents who want to become directly involved in the activities of the provision and provide opportunities to do so.
- Encourage parents to understand and provide for the needs of their children.
- Embrace the ethos and principles of Early Years Wales.

Bryn Coch Club follows Welsh Government initiatives by implementing suggested early years and school out of school related initiatives.

Legal status:

Bryn Coch Club is managed by a management committee as a Charitable Incorporated Organisation and is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 and The Regulation of Child Minding and Day Care (Wales) Order 2016 to provide full day care as an incorporated organisation. Registration number 1196346
The responsible individual is Lynne Williams
The person in charge on a day-to-day basis is name: Christine Ellis and Michelle Birchall
The committee officers are:
Chairperson: Kathleen Williams
Vice Chairperson Clare Murphy
Secretary: Paula Walsh
Treasurer: Lynne Williams

The main contact for Bryn Coch Club is: Clare Murphy

Registered address: Bryn Coch School, Victoria Road, Mold, CH7 1EW, telephone 07566252495
email: bryncochclub@bryncoch.wales

Please contact this person for all enquiries.

Bryn Coch Club welcomes boys and girls and is registered by CIW to care for 150 children. 45 preschools/nursery children during the day and 150 school age children up to the age of 12 years before and after school. We currently accept children aged 2 years to 11years.

We meet children's needs as individuals and within groups as a provider of full day care and out of school care.

Our latest inspection report by CIW can be seen on www.careinspectorate.wales
Bryn Coch Club is covered by public liability and employer's liability insurance. Certificates are displayed on the notice board inside the club building.

Operational hours: We are open Mon – Fri each week 7.45–6.00 during term time.

See our **admissions policy** for details about how we manage applications to our service.

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. Staffing numbers vary based on the number of children in each session. Bryn Coch Club welcomes students on placement, volunteers and visitors who enrich the experiences of children.

Facilities available: Bryn Coch Club operates in a purpose-built premise and within the small hall, large hall, nursery class and outdoor area, school gymnasium, forest school all of which are located in the premises of Bryn Coch School. **Facilities available:** indoor play space, outdoor secure play area, toilet facilities, kitchen, storage, external office, and an outdoor classroom

Services offered include snacks / drinks throughout the day in line with our healthy eating policy. Water is always available for children to drink. Children's individual needs and preferences are noted and recorded as they register to join the provision. Note any specific arrangements for special / additional needs, you may have. Parents must complete a contract and are encouraged to use our 'settling in' service to help with their child's transition to our care.

Activities offered are from a wide range that are planned to suit children's age, stage and individual needs and meet our aims and objectives and reflect Welsh Government current strategy and new curriculum for Wales 2022. We provide child-led and adult-led experiences that are planned termly, weekly, and daily "in the moment" in advance. 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 language used: Bryn Coch Club is predominantly an English medium setting with some use of Welsh/English medium) service.

Parental involvement: Early Years Wales believes that parents 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, Bryn Coch Club welcomes parents who would like to become involved in:

- Working in the provision on a Rota basis.
- Fundraising.
- Attending relevant training courses, workshops, and conferences.
- Suggest topics, celebrations and activities that they would like to be implemented in club

Training: We have a system in place to ensure that regulatory training in food hygiene, paediatric first aid and child protection is maintained. Our membership of Early Years Wales ensures that we are kept up to date with current developments and initiatives in the field of childcare and education. We receive small talk, Early Years Wales' magazine, which offers practical advice and up-to-date information, and we are happy to share this with parents. The provision also has access to other publications from Early Years Wales. We have signed up to the CIW website and receive news regularly about any changes or information about regulated settings.

Bryn Coch Club works with the support of Early Years Wales to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, regional meetings, events and training pathways, and parents are kept informed about these. Club Manager is also a trustee for Early Years Wales informing the team of any relevant changes and updates which require to be implemented.

Fees (see also: admissions policy): Fees are payable by the hour/session/day and are paid at the beginning, by the eleventh day of every month either by bank transfer / childcare vouchers. Some parents are required to pay in advance for the sessions their children attend. (We offer a 10% sibling discount which is applied to the eldest child's account)

Payment of childcare fees are also received from Flying Start and Childcare Offer Wales.

Fees (50%) are payable if a child is absent without notice or for a short period due to a holiday.

Parents are advised to speak to Clare Murphy about payment of fees in cases of prolonged absence.

A child's continued place at Bryn Coch Club is dependent on continued payment of fees.

Starting in the provision: Bryn Coch Club acknowledges the importance of parents and staff working together to help children settle into our care and develop confidence to participate in all the activities offered. Some children take longer than others to settle. The treatment of each child as an individual is our main concern.

Observations, assessment and record keeping: Bryn Coch Club's staff take a reflective approach to their work, using observation as a tool to plan activities and ensure children's needs are met. The progress of children is assessed by observation and recorded. Bryn Coch Club has a duty to share some information with the local authority and CIW. Our records are available for discussion with parents at any time and are kept in line with our confidentiality policy. Evidence of activities is also shared daily with pre-school and nursery parents via Seesaw App.

CCTV – Closed-Circuit Television is now in operation in all main areas of the club building, including areas that are accessed outside for the safeguarding and protection of both staff and children

Bryn Coch Club is registered with the Information Commissioners Office (ICO)

The terms and conditions are set out in the contract between parents and Bryn Coch Club and are implicit within our policies and procedures.

The contract must be signed, and the registration form must be completed by parents before their child attends.

Policies and procedures: We have produced a pack of policies and procedures that describe arrangements for dealing with routine 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 who 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 (at least annually) and updated (and CIW informed of any significant changes) as necessary. The policy pack is available for all who visit, work in or use Bryn Coch Club to see. The policy file is always available to view in Bryn Coch Club's main building.

Arrangements for dealing with complaints and concerns: We welcome comments from parents and aim to resolve any concerns quickly. Please speak to Clare Murphy (club manager). You may

also make a complaint in writing to Ms Murphy (bryncochclub@bryncoch.wales). At any time, you can contact CIW about a registered service at:

Tel: 0300 7900 126

Email - CIW@gov.wales, Address

Care Inspectorate Wales, Welsh Government office, Sarn Mynach, Llandudno Junction, LL31 9RZ

Arrangements for dealing with emergencies: Our staff are trained in paediatric first aid and we have procedures in place for keeping your child safe while in our care. Our contract ensures that we keep all contact details for parents up to date. We carry out risk assessments on activities and the premises and maintain a log of emergency evacuation drills.

Samples of the contract, registration form and the full set of policies and procedures are available from Clare Murphy.

This statement of purpose is reviewed annually or as a result of a change in operational practice. Parents are informed of any changes as they occur and CIW is informed of any changes within 28 days.

This statement of purpose for Bryn Coch Club (CIO #1196346) was passed for use	
On: 01.03. 2025	
By: Clare Murphy	Position: Club Manager
Date of planned review: February 2026	
Date CIW informed of change: On registration November 2022	