

Contact numbers:
07565313055/
01978 859100
E-mail: owene392@hwbcymru.net

Address: Park CP School
School Road
Llay, Wrexham
LL12 0TR

Treasure Chest



Statement of Purpose- November 2024

Treasure Chest is able to provide full-day care for children from the age of 2 to 11 years old from 7.30am - 5.30pm. Treasure Chest provides childcare throughout the year to the maximum of 80 children of both genders, all needs and abilities, depending on the area of the provision.

The Responsible Individual for Treasure Chest is Elaine Owen and Joanne Martin. There is a Treasure Chest Manager who is responsible for overseeing the care of the children on a day to day basis. The People in Charge of each specific area are as follows;

Little Gems (including Flying Start and wrap around); Michelle Martin.

Little Treasures (Funded Early Education); Karon Adams and Debbie Jones

Treasure Chest Wraparound; Rachel Owen and Debbie Jones

After School Club; Elaine Bennett

Holiday Club; Elaine Owen, Michelle Martin and Elaine Bennett

Manager; Elaine Owen

Temporary Assistant Manager; Karon Adams

The childcare areas within the provision are as follows:

Early Birds Breakfast Club - open from 7.30am until 7.45am for pre-school children or for school age children to attend before the school's free breakfast club initiative opens at 7.45am. This provision is held in the school halls. Bookings must be made through the Parent Pay app.

Little Gems - Little Gems runs two funded Flying Start sessions during the day and also provides wraparound care. Up to 20 children can attend this service at any one time in the Little Gems room.

Little Treasures - Funded Early Education sessions start in January through to July. Up to 11 children are able to attend either session as they run two sessions a day, this is for eligible 3 year olds.

Treasure Chest Wrap Around - provide care for children who attend School Nursery classes from September to July, Children are able to stay before or after their Nursery class. Some children may be eligible for the 30 hours free childcare offer. We are able to provide care for up to 18 children within this provision per session. As from April we will also provide wraparound for children attending EE if needed.

After School Club - runs from 3.00 - 5.30pm daily to provide childcare outside of school hours. Club runs from its own specified areas within the school. This includes the main hall, studio hall two sessions a week. Treasure Chest room and the practical area are used daily. At present we can provide care for up to 30 children with in these areas.

Holiday Club - runs during the school holidays to provide care for 2-11 year olds.

Up to 35 children can attend at any one time. This includes the main hall, studio hall. Treasure Chest room and the practical area can also be used.

As the service runs for 51 weeks per year and some elements of the provision only operate during term time, staff will be deployed across whichever childcare rooms are required in order to adequately staff the number of children attending during the school holidays.

Our aims and objectives are:

- To provide high quality day care that enhances the development, care and education of children aged 2 - 11 years, where they can learn through a range of structured experiences
- To provide a happy, safe and enjoyable childcare environment
- To allow the children to socialise with their friends and meet new people
- To provide activities to give children new experiences
- To ensure that every child is valued as an individual and that all their needs are catered for
- To settle each child into the setting as soon as possible, following the settling in procedure, this can take as long as needed and may require a staggered start
- To provide extra support wherever needed to ensure all needs are met and all abilities can access the provision and activities
- To provide activities and equipment that promotes children's development to expected milestones
- To provide healthy snacks and meals when required, encouraging healthy eating and an active lifestyle
- Encourage parents/carers to understand and provide for the needs of their children
- To form positive relationships with parents and families, we work together to provide the best possible care for their children

Organisational details and facilities available:

Treasure Chest is situated in Park CP School, Llay and utilises five areas within the school. The areas are known as Little Gems, Little Treasures, Treasure Chest room, Practical area and the Main hall/ Studio hall.

Little Gems is the area where we care for the younger children and Flying Start during the school day. The number of children that can be accommodated in this room is approximately 20 two year olds. This room consists of:

- Three child sized toilets/sinks
- Changing area
- Kitchen facilities to prepare snacks/meals
- A large learning area which incorporates an area for group sessions and storytelling, sand and water area, home corner, book nook, quiet area (with facilities for sleeping), craft area, painting area, small world area and nature area. There are also tables and chairs for snack time and other relevant learning experiences.
- Outdoor fenced and gated play space

Treasure Chest room provides wraparound care for children between 2 - 4years. We are able to provide care for 18 children. The room consists of suitable age range resources and all activities are planned to ensure all children are able to participate.

They have access to a number of toilets and a changing area.

From January 2025 to July 2025 Early Education will hold two sessions a day for children aged 3. The room can take a maximum of 11 children per session with 1 supervisor and 1 playworker.

Treasure Chest (After school) is situated in specific areas of the school (an allocated classroom, practical area and both halls).

The maximum number of children that can be accommodated in these areas is 40.

Areas consist of:

- Classroom area comprising of a large room which includes a quiet area, media area, construction play area and small world area.
- Practical area comprises of 1 cooker, 2 sinks, tables and chairs, this is used for craft and baking activities.
- Main hall and studio hall area to be used - additional play space with access to school toilets
- Outdoor space at the side of the school, front yard and field.

The Studio Hall and Main Hall will be utilised for before school, after school and holiday care. The Studio Hall can accommodate a maximum of 27 children and the Main Hall a maximum of 67 children.

During the holidays the main hall and studio hall are set up to provide the children with a range of activities and will accommodate children aged 2 years to 11 years.

Walkie talkies will be used for staff to communicate between all areas.

Opening times and fees:

Childcare is provided before school, morning, afternoon, after school and also during the school holidays. We operate 51 weeks a year, and are only closed on bank holidays and one week at Christmas.

These prices will be in effect from the 5th November 2024

Provision	Time	Cost
Early birds	7.30 till 7.45	£2.00 + £3.00 via parent pay
Breakfast club (Council)	7.45am to 8.15am	£2.00 via parent pay
Free Breakfast Club (Council)	8.15am to 8.30am	Free
Morning session	8.55am to 12.30am	£20.00
Afternoon session	11.30am to 3.00pm	£20.00
Afterschool club	3.00pm to 5.30pm	£12.00
	3.00pm to 4.15pm	£6.00
All day care	7.30am to 5.30pm	£35.00 (deduction with funded places)
Holiday club	7.30am to 5.30pm	£35.00
	7.30am to 12.30pm	£20.00
	12.30pm to 5.30pm	£20.00
	Extra hour	£5.00

Bookings

All bookings are taken via the Online Parent Pay system www.parentpay.com . All children are allocated a pin number allowing you to sign them up, this is the same system as school dinners/snack.

Children must be booked into all sessions required i.e free breakfast, am wraparound, afterschool.

If your child is not booked in we will not be able to accommodate them.

In an emergency you can txt or ring 07565313055 to see if we have availability.

Bookings must be paid for at the time of booking.

Children receiving 30 Free hours must also book in through Parent pay

Parents/guardians may be entitled to claim part of the child care costs through voucher schemes, the introduction of Tax Free Childcare and the childcare element of Working Tax Credits. You may also be eligible for the 30 free hours child care.

Staffing

The children are supervised by staff who are experienced, qualified and have completed the training required to work in a childcare setting.

Treasure Chest has a Manager who oversees the day to day care of the children along with an Assistant Manager. We work on a ratio of 1 staff member to 4 children under 3 years old and 1 staff member to 8 for children under 7 years old and 1 to 10 for over 7's (these figures do not include the Manager/Assistant Manager).

Staffing is as follows:

Name	Position	Qualifications/Experience
Elaine Owen	Manager/ Supervisor	NVQ Level 3 in Playwork NVQ Level 3 Early Years Care and Education. NVQ Level 5 Leadership in Children's Care Learning and Development
Jessica Williams (Maternity leave 1 st April 2023)	Assistant Manager	Level 3 Children's Care Learning and Development Level 5 Diploma in Leadership for Children's Care, Learning and Development (Advanced Practice). , Level 3 Playworker
Tracey Davies	Finance Manager/Playworker	Certificate of School Business Management
Michelle Martin	Supervisor / Playworker	Level 5 Children's Care Learning and Development, Level 3 Playworker,
Karon Adams	Supervisor Temporary Assistant Manager	Level 5 Children's Care Learning and Development, Level 5 Managerial Children's Care, Learning and Development Level 4 Institute Of Learning Management (ILM)
Elaine Bennett	Supervisor	NVQ Level 3 in Playwork
Catrina Wilde	Supervisor/Playworker	Level 5 NVQ Diploma in Management Level 4 NVQ in Children's care, Learning and Development
Clare Wilde	Playworker	NVQ level 3 Children's Care, Play, Learning and Development
Lesley Brown	Relief Supervisor	NVQ Level 5 Children's Care Learning and Development
Debbie Jones	Relief Supervisor/ Playworker	Level 3 Children's Care, Learning and Development Level 5 Children's Care Learning and Development
Denise Fox	Play worker	Level 3 Children's Care, Learning and Development
Rachel Owen	Supervisor	BTEC Level 3 Diploma Health and Social Care Level 3 Children's Care, Learning and Development Level 3 Playworker
Rebecca Owen	Play worker	Level 2 Children's Care, Learning and Development,
Shelley Davies	Playworker	NNEB
Sharon Williams	Playworker	Level 2 NVQ Nursery Nurse
Emma Davies	Playworker	Health and Social
June Griffiths	Playworker	CCLD Level 3
Hannah Lucas	Playworker	Not qualified but has experience with children

Training

Membership of Wales PPA and Clybiau Plant Cymru Kids Club ensures that Treasure Chest is kept up-to-date with current developments and initiatives in the field of childcare and education. We receive Small Talk, Wales PPA's 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 Wales PPA.

Staff complete the required training to enable them to work in childcare. This includes Safeguarding, Food Hygiene and other workshops which enhance the practice of the provision.

Staff who offer Flying Start and Funded Early Education provision attend all relevant training from their initiatives.

Languages Used

All staff communicate in English with the children, although the use of basic Welsh phrases is encouraged.

Routines

A typical day's routine is:

Early Birds:

Time	Activity
7.30	Children are signed in on arrival
7.30-7.50am	A range of developmental activities are offered for children to use independently
7.50-8.30am	Rolling breakfast and free play for children who have had breakfast
8.30-8.40am	Free choice of activities
8.40-8.45am	Tidy up time
8.45am	Children escorted to relevant classes or outdoor areas by staff members

All Day Care 7.30am till 5.30pm:

Time	Activity
7.30	Children are signed in on arrival
7.30-8.00am	A range of developmental activities are offered for children to use independently
8.00 -8.30am	Breakfast and free play for children who have had breakfast
8.30-8.40am	Free choice of activities
8.40-8.45am	Tidy up time
8.45am	Children meet on the carpet area for registration with the Flying Start
8.50-9.00am	Settling in, welcome song then tooth brushing
9.00-10.00am	Indoor free play, children choose which areas they wish to play with child led adult interaction, five minute tidy up warning at 9.55am
10.00-10.10am	Tidy up time, toileting/nappy changing.
10.10-10.20am	Song/rhyme time on the carpet
10.20-10.35am	Hand wash then Snack time - a member of staff sits at each table interacting with the children while they eat their snack, we encourage and praise good manners and behavior, we encourage the children to try new foods.
10.35-11.05am	Outdoor free play
11.05-11.20am	Song/story time and the goodbye song Hwyl Fawr Ffrindiau
11.20-11.30	Nappy checks and toileting
11.30-12.15pm	Children sit down to have lunch
12.30pm	Welcome for children arriving for afternoon session from Playgroup/Early Education/ Afternoon flying start Registration
12.30-1.00pm	Sleep/quiet time this will be through story time/ relaxing music cushions provided on the carpet. For those children who do not want to rest can go and play in the outdoor area.
1.00-2.00pm	Free play child-led with adult interactions
2.00-2.10pm	Tidy up time with 5 minute warning, toileting and nappy changing
2.10-2.20pm	Song/rhyme time on the carpet
2.20-2.35pm	Hand wash then snack time
2.35-2.50pm	Outdoor free play
2.50-3.00pm	Story time and Hwyl Fawr Ffrindiau
3.00pm	Children are escorted to After school club by Treasure Chest staff. Registration is taken
3.15pm	Children are offered snack
3.45pm	Children are able to choose from a variety of free choice activities along with adult lead activities
5.00pm	Children are encouraged to help tidy up before going home
5.30pm	Home time

Little Gems including Flying Start:

Time	Activity
8.55-9.00am	Settling in, welcome song then tooth brushing
9.00-10.00am	Indoor free play, children choose which areas they wish to play with child led adult interaction, five minute tidy up warning at 9.55am
10.00-10.10am	Tidy up time, toileting/nappy changing.
10.10-10.20am	Song/rhyme time on the carpet
10.20-10.35am	Hand wash then Snack time - a member of staff sits at each table interacting with the children while they eat their snack, we encourage and praise good manners and behavior, we encourage the children to try new foods.
10.35-11.05am	Outdoor free play
11.05-11.20am	Song/story time and the goodbye song Hwyl Fawr Ffrindiau
11.20-11.25am	Welcome for children arriving for afternoon session from Playgroup/Early Education
11.25-12.00pm	Free play, all children in nappies are changed and opportunities for all children to use the toilet and all children hand washing and sitting at the table before lunch.
12.00-12.30pm	Lunch time
12.30pm	Registration
12.30-1.00pm	Sleep/quiet time this will be through story time/ relaxing music cushions provided on the carpet. For those children who do not want to rest can go and play in the outdoor area.
1.00-2.00pm	Free play child-led with adult interactions
2.00-2.10pm	Tidy up time with 5 minute warning, toileting and nappy changing
2.10-2.20pm	Song/rhyme time on the carpet
2.20-2.35pm	Hand wash then snack time
2.35-2.50pm	Outdoor free play
2.50-3.00pm	Story time and Hwyl Fawr Ffrindiau

Little Treasures including Early Education after January:

Time	Activity
8.55am	Registration
9.05am	Free play or focused Activity (Indoor/Outdoor)
10.05am	Tidy up time
10.15am	Snack time
10.30am	Outdoor play
11.05am	Story and song time
11.20am	Home time
11.30am	Nursery aged Children arrive
11.35am	Registration
11.45am	Outdoor play
12.30pm	Lunch Time
1.00pm	Free play/focused activity
1.50pm	Tidy up time
2.00pm	Snack time
2.15pm	Outdoor play
2.45pm	Story and song time
3.05pm	Home time

After school club:

Time	Activity
3.05pm	Registration
3.05-3.15pm	Children are collected from classes and escorted to their areas by a member of staff
3.15pm- 4.00pm	Children have a rolling snack
3.05 - 4.00pm	Children can play independantley with the resources provided
4.00pm	Children are able to choose from a variety of free choice activities along with adult lead activities
5.00pm	Children are encouraged to help tidy up before going home
5.30pm	Hometime

Holiday Club:

Time	Activity
7.30am	Children are able to choose from a variety of free choice activities
8.45am	Children are served a healthy breakfast
9.30-10.30am	Children have a choice of participating in an adult lead activity or free play
10.30-11.00am	Tidy up
11.00-12.30pm	Children have a choice of participating in an adult lead activity or free play
12.30-1.30pm	Lunch
1.30-2.00pm	Children are able to choose from a variety of free choice activities
2.00-3.00pm	Children have a choice of participating in an adult lead activity or free play
3.00-3.30pm	Children are able to choose from a variety of free choice activities
3.30-4.00pm	Snack time
4.00-5.00pm	Children have a choice of participating in an adult lead activity or free play
5.00pm	Children encouraged to help tidy up/ DVD
5.30pm	Home time

During holiday club we use three areas of the Treasure Chest provision, Treasures room, practical area and the hall.

Activities Offered

Within all areas of Treasure Chest provision attempts are made to provide continuous provision which is relevant to the age and developmental stage of children.

Little Gems and Little Treasures provide areas such as: home corner, small world, book corner, number development area, sand and water, art and craft etc.

Club provides an imaginative play area, craft activities, multi-media area and construction area etc. There are planned adult lead activities (or focus tasks) which the children are encouraged to participate in.

Children are encouraged to try a healthy breakfast in the morning and at snack times. They are given the opportunity to try different varieties of foods, some of which they may not have tried before.

We aim to meet the needs of all children's requirements, i.e. dietary or any needs that the parent has informed us of.

Terms and Conditions

The terms and conditions of the service are explained in the contract between the parents and Treasure Chest and are implicit within our policies and procedures. The contract and registration forms must be signed before a child attends the setting for the first time.

Copies of the contract, registration form and the full set of policies and procedures are available from Treasure Chest.

Admissions Policy

Treasure Chest operates an inclusion and equality policy to ensure that all children have access to the setting and the services offered irrespective of their gender, race, disability, religion, belief or any other individual factor.

Admission to the before and after school clubs is firstly offered to pupils at Park CP School, Llay. Remaining spaces are offered to fee paying children who use other provisions within Treasure Chest and then other eligible 2-11 year olds. Occasionally Treasure Chest will allow children with additional learning needs up to the age of 12 years.

Little Gems is funded to provide Flying Start childcare to eligible 2 year olds. The admissions process for this is handled by the Flying Start Health Team at Wrexham County Borough Council. Remaining spaces at Little Gems are offered to fee-paying 2 and 3 year olds on a first come, first served basis.

Little Treasures is funded to provide Early Entitlement childcare to eligible 3 year olds. The admissions process for this is handled by the Early Entitlement Team at Wrexham County Borough Council. Remaining spaces at Little Treasures are offered to fee-paying 3 year olds on a first come, first served basis. Admission to the Little Treasures wraparound session is firstly offered to school nursery children and remaining spaces offered to fee-paying pre-school children.

30 hours free funding - Parents must find out if they are eligible by contacting www.wrexham.gov.uk/childcare. If eligible we can offer 17.5 hours free childcare if your child attends School Nursery sessions or 20hours if your child attends Early Education.

Arrangements for dealing with complaints and concerns:

Comments and feedback about the service are welcomed from parents and children in order to maintain a high quality provision. Please speak to a member of staff if you would like to make a suggestion or provide us with feedback. If you would like to raise a complaint about the service, then please do so following the Treasure Chest complaints procedure.

Alternatively, you can make any complaint directly to Care Inspectorate Wales:

CIW North Wales, Sarn Mynach, Llandudno Junction, Conwy, LL31 9RZ

Tel no. 0300 790 0126

Arrangements for dealing with any emergency:

In the event of an emergency, appropriate action will be taken. Fire drills will take place regularly across all areas of the provision to ensure that children know how to react to an emergency evacuation situation. Written parental consent will be required in order to seek emergency medical attention for all children. In the event of an emergency, the relevant authorities will be notified and parents contacted as soon as it is possible depending on the situation.

Notification of Changes

We are registered with the Care Inspectorate Wales (CIW) and we receive inspections biennially (every 2 years) from them. CIW are informed of any changes to this statement of purpose which is reviewed at least annually or as a result of a change in operational practice. This statement of purpose is supported by Treasure Chest operational plan and any changes to one will be reflected in the other.

Useful Information

CIW ref number - W1400002579

Contact number - Elaine Owen (Manager) 07565313055

01978 859100 during school hours

E-mail for information - owene392@hwbcymru.net

E-mail for Bookings - treasurechestllay@gmail.com

Charity Commission number - 1178219