



# Statement of Purpose

January 2026



## Contact Details

Camille Bell

Sunnybank Childcare,  
Sunnybank House,  
Albion Street,  
Aberdare,  
CF44 6RX

Contact Information: [Your Contact Information]

Registration Number: [Your Registration Number]

## Introduction

Welcome to Sunnybank Childcare. Sunnybank Childcare is a registered childminding service based in Aberaman. Sunnybank Childcare offers high quality childcare in a nurturing, safe and stimulating home-based environment. Sunnybank Childcare is registered with CIW to care for children from birth to 12 years old.

Camille Bell is the registered Childminder and person in charge of the day to day running of Sunnybank Childcare. Camille is a qualified childcare practitioner with over 20 years' experience of working in childcare settings. Camille has two young children who both attend the local primary school. With relevant qualifications and extensive experience in childcare, Camille decided to establish her very own childminding service. Camille identified a need in her local area for flexible high-quality childcare in a safe, nurturing and stimulating home from home environment whilst researching childcare options for her own children.

Camille's two children and husband live on the premises and may be present during operating hours. Sunnybank Childcare is also the home to two pet guinea pigs and an abundance of wildlife.

## Aims and Objectives

1. **Quality of Care:** To provide high-quality childcare that meets the individual needs of each child, in compliance with Care Inspectorate Wales (CIW) minimum standards.
2. **Safe Environment:** To create a safe, secure, and supportive environment where children can feel happy and confident.



3. **Development and Learning:** To support children's learning and development through a range of age and stage-appropriate activities following children's interests.
4. **Partnership with Parents:** To work in partnership with parents, respecting their views and ensuring effective communication to meet their children's needs.
5. **Inclusivity:** To provide inclusive care, respecting and celebrating diversity, and ensuring all children, regardless of background or ability, have equal opportunities.
6. **Holistic Development:** promote holistic development through play-based learning.
7. **Health and Nutrition:** We provide nutritious meals, drinks and snacks. We promote healthy eating through a range of activities such as planting and growing our own fruit and vegetables.
8. **Safe Play:** We ensure indoor and outdoor play areas are safe and well-maintained, with regular risk assessments in place.
9. **Positive Relationships:** We foster positive relationships with children, parents, and the wider community, promoting mutual respect and understanding.
10. **Continuous Improvement:** We are committed to continuous professional development and regularly review our practices to ensure we meet or exceed CIW standards.

Sunnybank Childcare is registered with CIW to care for children from birth to 12 years old. We are currently registered to care for 6 children in total. Of those six children, no more than three children may be under 5 years of age and no more than two children may be under 18 months of age. Sunnybank Childcare is open to all families and children in the community regardless of their gender, we are inclusive to all children. All children and families are treated with respect, providing inclusive care, respecting and celebrating diversity, and ensuring all children, regardless of background or ability, have equal opportunities. Sunnybank Childcare aims to provide care for children with additional Learning Needs (ALN) whenever possible and children with potential emerging needs. Please note, the setting will need to assess each individual case to ensure that we are able to meet specific care requirements.



| Care Service          | Days            | From   | To     |
|-----------------------|-----------------|--------|--------|
| Full Day Care         | Monday – Friday | 8:00am | 5:30pm |
| Morning Session       | Monday – Friday | 8:30am | 1.00pm |
| Afternoon Session     | Monday - Friday | 1.00pm | 5:30pm |
| Wrap Around Care (AM) | Monday – Friday | 8:00am | 9.00am |
| Wrap Around Care (PM) | Monday – Friday | 3.00pm | 5.30pm |

Sunnybank Childcare is open for 46 weeks of the year. We offer full day care, morning and afternoon sessions and wrap around care. Sunnybank Childcare offers school pick-ups and drop-offs to Blaengwawr primary school. Sunnybank Childcare also offer term time contracts, however we may occasionally close for a period of days during term time for staff training and childminder holidays which will be notified in advance.

For Term Time only contracts, a school holiday retainer fee of 25% normal fees is payable during school holidays.

Note: term time dates are those found on the Rhondda Cynon Taf Council website: <https://www.rctcbc.gov.uk/EN/Resident/SchoolsandLearning/Schooltermdatesinsetdaysandemergencies/Schooltermdates.aspx>

#### Staffing Details

##### **Camille Bell – Registered Childminder**

Camille has over 20 years' experience of working in childcare settings.

Camille holds:

- Level 3 Diploma in Childcare and Education,
- Level 3 Children's Care, Play, Learning and Development Practice (Childminder unit route)
- Level 3 Paediatric First Aid
- Safeguarding Children Group C
- Level 2 Award in Food Safety
- Level 2 Community Food and Nutrition Skills

and much more.

## Arrival of Children

Parents are kindly asked to inform Sunnybank Childcare in advance if they expect to arrive at a different time than the contracted arrival time for their child. This helps us



prepare adequately for their arrival. Unexpected early or late arrivals may leave us unprepared to care for the child due to school/nursery drop-offs and any pre-planned activities, trips or excursions.

**Please note: no arrivals or collections can be accepted between 8:50am and 9:05am due to school/nursery drop-offs or between 2:55pm and 3:15pm due to school/nursery pick-ups.**

If a child doesn't turn up at our setting as arranged or expected, for example: an older child walking to our setting from school, or if a parent/carer hasn't called to say they are not attending we will phone the child's parent/carer to check if they have made alternative arrangements for this day. If no alternative arrangements have been made by the parent/carer for the child's care before or after school and the child appears to be missing, we will inform the police and liaise with the child's school and parent/carer to try and gain information on the child's whereabouts and when and where they were last seen.

We will inform CIW of any incidents that affect the welfare of a child as soon as possible.

## **Collection of Children**

Parents/carers are required to notify Sunnybank Childcare at the earliest opportunity regarding late collections. If a child is not collected within a reasonable amount of time, Sunnybank Childcare will try calling the parents/carers contact numbers first, and then the emergency contact numbers. If no contact has been made with the parent/carer and the child is not collected within 30 minutes of the agreed collection time we will contact the local authority duty social worker.

Please note: late child collection fees apply after the first 5 minutes.

Sunnybank Childcare will not release any child to any person that is not listed as an authorised person on the child's records. In the instance that an unknown individual is required to collect a child, Sunnybank Childcare will need to be informed prior to the individual's arrival. The individual is then required to state the prearranged password as recorded on the child's confidential records.

## **Our Facilities**

Sunnybank Childcare provides a safe, secure and nurturing childminding service where children can grow and flourish in a home from home environment. Sunnybank Childcare is a safe and secure setting which is located in private, secure grounds. Sunnybank



Childcare has a large garden surrounding the premises with secure, off-road parking. We are an English language-based setting that uses incidental Welsh in everyday routines and play. Sunnybank Childcare is registered to care for children in the playroom, living room, dining room area, bathroom and garden.

### **Garden**

Sunnybank Childcare has a large garden providing children with many learning opportunities promoting holistic development. Our ethos is one of nature and to promote outdoor learning. At Sunnybank Childcare children will have the opportunity to connect with nature and develop knowledge and understanding of the natural world. In nature, a child finds freedom, joy, and endless possibilities. Outdoor exploration unlocks a sense of wonder that sparks a lifelong love for learning. Every leaf, rock, and bird hold a secret waiting to be discovered. Our mini orchard of fruit trees provides endless learning opportunities for children. Children will have the opportunity to explore seasonal changes from observing the blossom growing on our beautiful trees in the spring, to observing our fruit grow and finally harvesting our cherries, pears, plums and apples until Autumn and leaf drop. At Sunnybank Childcare children have the space to run, jump, climb, and explore, which promotes the development of gross motor skills such as balance, coordination, and agility. Sunnybank Childcare has a large outdoor climbing frame which can be accessed all year around as well as plenty of space to run and jump freely. Outdoor play also provides children with opportunities to take risks, face challenges, and overcome obstacles. These experiences build resilience, self-confidence, and a sense of achievement, contributing to their emotional growth and self-esteem. Being outdoors promotes emotional well-being. The open space, fresh air, and natural surroundings have a calming effect on children, reducing stress and promoting a sense of relaxation and happiness. Outdoor play allows children to express themselves freely and release energy. Outdoor play also provides opportunities for children to engage in activities that enhance their fine motor skills, such as picking up natural objects, building with sticks, or manipulating sand and water. Sunnybank Childcare has a large outdoor sandpit, mud kitchen and water tray providing children with opportunities to explore natural resources. Nature provides an abundant supply of loose parts and materials that can be repurposed and transformed through imaginative play. Being outdoors exposes children to fresh air and natural light, which also contributes to their overall physical health and well-being. Exposure to sunlight also promotes the production of Vitamin D, which is crucial for bone health and immune function.

### **Play Room**

Our playroom is a cosy space with natural light and French doors opening out into the garden allowing free flow play.



## **Living Room**

Our living room is a cosy space proving warmth in the winter and staying cool in the summer. We have two sofas which children are welcome to sit on to play or just relax. We have a television in the living room which may be used as a resource for some activities such as music and movement, yoga and disco dough. Children's sleep mattresses may also be placed on the floor in this room for children who require a rest or nap during the day.

## **Kitchen / Dining Room Area**

The kitchen / dining room provides a large space for play and preparing meals. The kitchen area which is used by the childminder for cooking and preparing meals is separated from the dining/play area by a room divider. This provides a safe area for children to play whilst the childminder is preparing snacks and meals. There is a dining table and chairs in the dining room area where children sit with the childminder to eat their meals and snacks. There are a variety of different chairs available to suit children from 6 months.

## **Bathroom**

Our bathroom is located on the first floor, the bathroom will be used for toileting, nappy changes and hand washing.

We have many resources to support holistic development and all areas of play. We offer the following resources, activities and experiences:

### **Physical / Active Play:**

Dancing, yoga, movement matters, threading, building, drawing, puzzles, playdough and many more activities and experiences which promote the development of gross motor and fine motor skills

### **Creative Play:**

Drawing, painting, gluing and sticking, junk modelling, playdough, dancing and many other creative activities and sensory experiences.

### **Imaginative Play:**

Dressing up, role play, dolls and teddies, drawing and writing, small world animals, small world figures and transport, dancing, movement matters, yoga and many other resources, activities and experiences.





### **Exploratory and Manipulative Play:**

Playdough, disco dough, gloop, sand, water, clay, compost and many other objects and materials for children to explore.

### **Cognitive Play:**

Puzzles, shape sorters, memory and sorting games, building with magnets and many other activities and experiences that promote critical thinking and problem-solving skills.

### **Observation & Planning**

Sunnybank Childcare complete daily diaries and weekly observations for each child. The diaries and observations record children's interests and holistic development. The daily diaries and observations track each child's progress and interests enabling us to plan for each child's next steps appropriately to support each child to reach their full potential. Sunnybank Childcare follow a child-centred curriculum, focusing on the unique needs, interests, and strengths of each child.

The Curriculum for Wales takes a holistic approach to learning, keeping the development of the children at the forefront. Central to this curriculum are five key developmental pathways that are fundamental to the learning and development of all young children. Sunnybank Childcare use the five developmental pathways holistically when planning learning experiences to ensure authentic and purposeful learning takes place. Children's observations and planned activities are evaluated and reviewed in order to monitor progress and plan for each child's next steps based on their interests and stage of development.

### **Meals & Snacks**

Sunnybank Childcare offer regular healthy nutritious meals and snacks throughout the day, following Welsh Government Food and Nutrition guidance for childcare settings. Morning and afternoon snack is included in the daily fees. Breakfast, lunch and dinner can also be provided for an extra fee, alternatively parents/carers have the option of providing a healthy packed lunch which will be stored following the correct guidelines.

Water is provided throughout the day with milk as an option at snack time.

Children eat their snacks/meals together around a table and are encouraged to help to prepare snacks and some meals depending on their age and stage of development.





## Special Dietary Requirements

If a child has any special dietary requirements the setting will follow the instructions given by the parent/carer. Children's known allergies are clearly recorded on their registration forms. Action plans are written with parents/carers for children with allergies to ensure we can react imminently and correctly to treat any reactions swiftly.

## Sample Menu

| Menu              | Monday  | Tuesday                                      | Wednesday  | Thursday   | Friday                               |
|-------------------|---|--|--|--|--------------------------------------|
| <b>Breakfast</b>  | Wholemeal toast with spread and seasonal fruit      | Porridge with apple & Blueberries            | Bagel with spread and seasonal fruit                       | Weetabix with milk & banana  | Pancake & fresh berries              |
| <b>Snack (AM)</b> | Pitta bread with mackerel, fresh peppers & tomatoes | Toasted crumpet with spread and strawberries | Bread sticks with houmous, cucumber and carrot sticks      | Crackers with cheese and sliced grapes<br>Spread also available    | Natural yoghurt & seasonal fruit     |
| <b>Lunch</b>      | Jacket potato with cheese and baked beans           | Homemade chicken burger with salad           | Cheese wrap with cucumber and sliced plum tomatoes         | Vegetable pasta bake   | Fish sarnie with sweet potato wedges |
| <b>Snack (PM)</b> | Oat cakes with fresh fruit                          | Soft cream cheese & cucumber sandwich        | Fruit pizza (tortilla wrap, natural yoghurt) & fresh fruit | Wholemeal toast with spread, sardines & fresh sliced plum tomatoes | Rice cakes, with vegetable sticks    |
| <b>Tea</b>        | Make your own vegetable pizza (variety of toppings) | Tuna mayo & sweetcorn pasta                  | Boiled potatoes, fishfingers & peas                        | Chicken fajitas  | Spaghetti bolognese                  |



Fresh drinking water is available throughout the day with the option of milk at snack/meal times.

## Example Daily Routine

| Time          | Activity                     |
|---------------|------------------------------|
| 08.00 - 08.30 | Breakfast                    |
| 08.50 - 09.05 | School drop-off              |
| 09.05 - 10.00 | Free play indoors/outdoors   |
| 10.00 - 10.15 | Snack                        |
| 10.15 - 12.00 | Free play / planned activity |
| 12.00 - 12.30 | lunch                        |
| 12.30 - 13.00 | Quiet time (sleep & rest)    |
| 13.00 - 14.15 | Free play / planned activity |
| 14.15 - 14.30 | Snack                        |
| 14.30 - 14.50 | Free play indoors/outdoors   |
| 14.50 - 15.20 | School pick-up               |
| 15.20 - 16.30 | Free play                    |
| 16.30 - 17.00 | Tea                          |
| 17.00 - 17.30 | Free play indoors/outdoors   |

Sunnybank Childcare will work in partnership with parents/carers to ensure children's individual needs and preferences are met through agreed routines. Sunnybank Childcare will try to mirror children's routines as far as possible to help children feel comfortable and settle more easily.

## Admissions/Contract

Sunnybank Childcare welcome parents/carers to visit our setting before registering with us. This provides parents/carers with an opportunity to have a look around and gain essential information in order to be able to make an informed choice about whether our childcare service meets their needs.

At Sunnybank Childcare we value and respect parents and carers as being their child's primary carer. If families wish to enrol at Sunnybank Childcare they will be required to complete the registration forms which will require personal and family/carer information such as contact details, emergency contacts, doctors, health visitor etc. The registration forms also record information about children's specific needs, abilities, rest, sleep, meal times, dietary requirements, medical history/medication, cultural and religious practices, comforters, favourite toys and activities. The registration pack will also contain



an 'All About Me' form and some permission forms for things such as administering first aid, applying sun cream, going on outings etc. Sunnybank Childcare will use an 'All About Me' form, child records, daily diaries, developmental records, learning journey, accident/incident book, medication forms and permission forms to record information about each child. All shared information is confidential and parents/carers have the right to access any information or records about their child. The General Data Protection Regulation (GDPR) gives parents important rights, including the right to access the personal information our services hold about them. Sunnybank Childcare requires a formal contract to ensure that childcare arrangements are discussed and formalised to ensure we meet each child's individual needs and prevent misunderstanding about services being delivered. This will protect both parties should a dispute arise in the future. The contract will be reviewed regularly to ensure all information is up to date and provide an opportunity to meet to discuss any queries or concerns and discuss how the care being provided is meeting the family's needs.

Once all registration forms are completed and the contract has been agreed, Sunnybank Childcare will invite families for settling in sessions.

## **Fees**

The setting operates as sessions with the option of additional hours depending on availability or full daycare.

Children may be collected at any time during the contracted hours with appropriate notice and with the exception of school drop off and pick up periods however, parents will be charged the full price for the contracted hours.

All fees will be paid for monthly or weekly in advance, based on the parents'/carers' preference.

At least one month's notice will be given for increases in all fees.

Payments can be made via bank transfer or cash payments and a receipt will be provided.

## **Holidays & Closures**

Childminder holidays may be taken at any time throughout the year. We will try to give as much notice as possible (usually at least 1 month) for families to make alternative childcare arrangements. Childminder holidays won't be charged.

Child absences due to child/family holidays will be charged at the usual rate for the contracted hours/days.



In the event of the childminder becoming unwell or otherwise unable to provide childcare services, families will be notified as soon as possible to make alternative childcare arrangements. Families won't be charged for any contracted hours/days lost due to childminder sickness / availability.

Families will be charged the usual rate for any contracted hours/days that they don't attend the setting due to child/family sickness or absence.

Sunnybank Childcare will be closed during all bank holidays in England/Wales. Bank holidays won't be charged.

## **Sickness**

Children who have an infection are excluded from the setting in line with the Public Health Wales, Health Protection Team guidance for Common Infections. Parents/carers are encouraged to contact the setting before the start of the session if their child has signs or symptoms of illness for advice on attendance and exclusion periods.

Children who become unwell during their time at the setting are comforted and parents/carers are notified as soon as possible so the child can be collected.

Parents/carers will be notified if anyone on the premises is diagnosed with a significant infectious disease.

To prevent the spread of infection or disease to other children, Sunnybank Childcare require notification of any infectious diseases to allow us an opportunity to inform other parents/carers what infection their children may have encountered. Prompt exclusion is essential to prevent the spread of infection in childcare settings in line with the Public Health Wales, Health Protection Team guidance.

When children or adults suffer from infectious diseases, they are excluded from the setting on medical grounds for the minimum period recommended. They may return to the setting when they are no longer infectious, provided they feel well enough to do so. Anyone suffering from diarrhoea and or vomiting must stay at home for a minimum of 48 hours from the last episode.

Please note that any children that have received any form of pain relief such as Calpol or Ibuprofen, are not able to attend the setting until 24 hours after they have received any pain relief.

Only prescribed medication can be administered at Sunnybank Childcare and prior written permission from the parent/carer is required for Sunnybank Childcare to administer any medication. This includes both prescribed and non-prescribed



medication such as the administration of liquid Paracetamol in the event of an emergency.

The first 24 hours of medication such as antibiotics must be administered by parents/carers at home prior to the child's return.

In the event that we feel a child would benefit from medical attention, we reserve the right to refuse entry into our setting until the child is seen by a medical practitioner.

## **Emergencies**

Sunnybank Childcare has an accident and emergency policy and procedure and a fire evacuation plan and fire risk assessment in place which are reviewed regularly. These policies, procedures and risk assessments have been devised to ensure the safety and well-being of children and adults in the event of any accidents, emergencies or sudden illnesses.

In the event of an emergency, accident or sudden illness, Sunnybank Childcare will ensure children in our care are safe and deal with the emergency, accident or sudden illness through carrying out first aid and contacting emergency services when necessary. Sunnybank Childcare require written permission from parents to get emergency treatment for their child if it is required. Written permission for emergency treatment is requested in the registration pack. Sunnybank Childcare will report any accidents/incidents and injuries to a child to the child's parents/carers and require parents/carers to sign the accident/incident records. Sunnybank Childcare will notify CIW, the Health and Safety Executive (HSE) and our insurance company of any significant events, including any serious injury to a child or other person on the premises.

Sunnybank Childcare has emergency back-up contacts who will be contacted to support the registered childminder in the event of a fire, accident or emergency. As the registered childminder of Sunnybank Childcare, in the event that I need to accompany or take a child to hospital I will contact parents/carers and either take the other children with me or make arrangements for the other children currently in my care, through contacting emergency back-up cover. The role of the emergency back-up person is to keep the children safe and contact the parents to come and collect their children immediately. If any of our emergency back-up people contact a child's parent/carer they will be expected to collect their child straight away. Sunnybank Childcare will request consent from parents/carers in the registration pack to give permission for the named emergency back-up people to have their contact details for use in an emergency.



## **Evacuation Procedure**

In the event that we need to evacuate the building due to an emergency, accident or incident such as a fire or gas leak. We will follow our fire evacuation procedure as detailed below:

### **Fire Evacuation Procedure**

**On hearing the smoke alarm the following procedures will be carried out:**

1. Adults and children will proceed to the nearest and safest door/fire exit.
2. The daily attendance register, visitors book, first aid kit and mobile phone with emergency contact details will be collected and the children are led from the building to the assembly point safely.
3. Emergency services are contacted and all children and adults are accounted for.
4. Parents/carers will be contacted to inform them of a real emergency.
5. No adults or children are permitted to enter the building unless emergency services say it is safe to do so.

## **Complaints**

Sunnybank Childcare has a complaint policy and procedure outlining the procedure for handling complaints regarding the services we provide. It ensures that complaints are dealt with fairly, promptly, and effectively, in line with the Childminding and Day Care (Wales) Regulations 2010 and CIW minimum standards.

Sunnybank Childcare work closely with parents and carers and endeavour to deliver high quality childcare at all times. However, we understand that there may be times when parents or carers feel that their child is not receiving the quality of provision that is required and wish to make a complaint. It is better that the complainant addresses the issue as soon as possible so that the situation does not escalate. The complaints procedure is as follows:



If there is something that you, the parents/carers are not completely satisfied or happy with, we request that you bring it to our attention and we will do our very best to resolve the matter informally.

If this is not satisfactory you may want to put the complaint in writing. We will treat all complaints with confidentiality, and we will investigate thoroughly. We will let you know the outcome of our investigation within 14 days. If, however, a resolution has not been found in the first 14 days a further 14 days can be extended with full agreement of all parties involved.

As part of our registration, we are obliged to confirm the resolution of a complaint at the request of the Care Inspectorate Wales (CIW). We will confirm in writing the outcome of the complaint once resolution is found.

When a complaint relates to matters in which the complainant has stated in writing that they intend to take proceedings to court or tribunal. The timescales will be put on hold until investigation is complete.

If the complaint is still not resolved, and you're still not satisfied then you can contact CIW (Care Inspectorate Wales). Parents or carers can complain to the Care Inspectorate Wales (CIW) which welcomes parents' and carers' concerns, comments and compliments.

CIW can be contacted via the following channels:

CIW  
Welsh Government Office  
Rhydycar Business Park  
Merthyr Tydfil  
CF481UZ

**Telephone:** 0300 7900 126

**E-mail:** [CIW@gov.wales](mailto:CIW@gov.wales)

**Twitter -** [@Care\\_wales](https://twitter.com/Care_wales)

**Facebook -** [Care Inspectorate Wales](https://www.facebook.com/CareInspectorateWales)

The effectiveness of our complaint's procedure will be reviewed annually.


Feedback from complainants will be used to improve the process and our service.





## Review

This Statement of Purpose will be reviewed annually or as needed to ensure it remains compliant with legislation and best practices. CIW will be notified 28 days before any changes are made.

| Statement of purpose revised and adopted on | Signed on behalf of Sunnybank Childcare   | Date of next review |
|---|---|---------------------|
| January 2026                                |  | January 2027        |

| Reviewed by staff on: | Additions/Comments | Signature of staff: |
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