## Template for Statement of Purpose and Function

A Statement of Purpose and Function is a requirement under the Early Years Regulations 2016 and means a description of the service. It must include the following:

* Who the service is aimed at.
* The class/type of service provided (for example - full day care, sessional, part-time or childminding).
* The hours that the service is operational.
* The age range of the children catered for in the service (from the youngest to the oldest child attending).
* The number of children that can be catered for in the service. This can include:
  + The maximum number that can be catered for in the service
  + The maximum number that can attend on a daily basis
  + The number of children registered in the service.

In addition, services might also consider including some or all of the following:

* The service’s mission and philosophy (its aims, objectives, purpose, values, principles, ethos and beliefs).
* The service’s principles.
* The costs of the service (if any)/the fees payable by parents/guardians.
* The list of policies, procedures and statements relevant to the type of service being provided that inform practice within the service.
* Contact details, such as the contact numbers and the name and position of the person who can be contacted by parents/guardians regarding the service.

All staff members should be aware of the Statement of Purpose and Function.

The Statement of Purpose and Function should be freely available and accessible to anyone who wishes to access information about the service.