## Nursery Operational Plan

**Purpose**

To provide an overview of the day-to-day running of the nursery in its aim to create a learning community where children, families and early years practitioners work together collaboratively towards common goals.

In this environment we expect that everyone is valued and that this nurtures an empowering environment. This vision is supported by the provision of a high quality nursery facility that supports parents by offering flexible funding options, opening before and after school, and offering a holiday club. We offer parent workshops, community projects, bespoke training opportunities, advice and guidance, signpost information and operate an open door policy.

We use Ofsted Guidance to the Welfare Requirements and the Trusts policies to direct the day-to-day running of the setting. The EYFS is in effect from 7:45am to 6.00pm every day, and the day to day running of the nursery is as follows (though parents may choose a combination):

**Term Time Sessions**

7.45 – 8.45 Breakfast club (School Children)

8.00 – 8.45 Breakfast Club (Nursery Children)

8.45 – 11.45 Morning Session

11.45 – 12.45 Lunchtime

12.45 – 2.45 Afternoon Session

2.45 – 6.00 Nursery Teatime Session (2.45 - 4.30 & 4.30 – 6.00)

3.00 – 6.00 After School Club (3.00 - 4.30 & 4.30 – 6.00)

Chameleon (holiday) Club session timings are the same as term time, but may finish earlier if there are no bookings for the later sessions.

We are registered for up to 42 children at any one time. The adult to child ratio is maintained at all times, a copy of which can be found in the Staffing and Employment Policy.

Activities and resources reflect the stage, needs and interests of the children and parents are informed of any themes or topics via a newsletter and/or displayed information. Managers deploy staff, apprentices and students to support learning and to safeguard children appropriately. The room layout is under constant revision to gain maximum space and effectiveness to create an enabling environment, this is extended into the garden and surrounding areas.

A monthly staff meeting offers the opportunity for the staff as a key person to review individual children’s progress, review policies, raise issues and be part of in-house training. Staff, students, apprentices and volunteers receive induction training, which is regularly reviewed and their records are kept in a lockable non-portable filing cabinet. Staff qualifications range from those working towards level 3 to Early Years Professional Status level; we also operate an apprenticeship programme.

A two year progress check occurs around the child’s second birthday and a short written summary of their development in the prime areas will be provided for parents/carers, in accordance with the revised EYFS. It is anticipated that this summary will be available for parents/carers to share at the health and development review performed by their Health Visitor. We share information on a child’s progress with other relevant professionals for the purpose of supporting learning and development.

Children’s registration system – both paper and computer based, is updated regularly or individually as and when a change is reported. Registers are kept on computer and printed daily within each room and these are shredded after information is stored on computer.

Each room registers children present or absent at the beginning of each session and this includes staff, children and students. Senior staff are responsible for the register update, but may deploy staff as appropriate for them to gain experience. People entering the building even for a short while are asked to sign the visitors register.

**Force Majeure**

We are unable to offer any refunds or compensation for closure or suspension of nursery activities as a result of third party action, inclement weather, fire, flood or any other event beyond our control.

A copy of the Nursery Policies can be located on the parent information board, if you wish for more information please speak to a staff member.

Revised September 2020