



NORTH STAR NURSERY AND HOLIDAY CLUB **OPERATIONAL PLAN**

“The registered person develops and reviews an operational plan which is available to parents. The aim of this plan is to allow the registered person maximum flexibility in organising the provision according to available resources.” (Section 2.4 National Standards for Under 8s Daycare and Childminding – Sure Start).

The Operational Plan of North Star Nursery should be considered as a flexible guide.

The Operational Plan will be displayed in the Nursery for all parents, carers, staff, students and visitors to read.

- It will be reviewed every two years unless it is a requirement to do so earlier following any incidents or changes in statutory guidance or legislation.
- It links to Staff Induction, all Policies and Procedures, staff job descriptions, the Swindon Validated Setting Self Review (VSSR) and The Early Years Foundation Stage Guidance Dfes.

1. North Star Nursery Aims and Objectives

North Star Nursery aims to provide high quality, inclusive childcare and education for children aged between three months and five years, in a suitable and safe environment. We maintain these aims through our policies and procedures and through the continued training of staff.

The Nursery's onsite service is primarily for the children of the employees of UK Research and Innovation and UK Shared Business Services (UK SBS) on a full day care basis in *loco parentis*.

In addition, North Star Nursery aims to provide a range of services in the early years sector on demand via student placements, school links and consultancy.

2. Policies and Procedures

All parents can request information documents containing the policies and procedures of North Star Nursery. Parents are encouraged to read, support and adhere to the policies and procedures. Details can also be found on the nursery website. Paper copies are available on request and can also be found in the blue folder in the corridor. The Nursery Management Committee and nursery staff are consulted on changes in a draft format for two weeks prior to a change being agreed.

Staff are required as part of their induction process to make themselves familiar with policies and procedures and the ongoing review of such.

Students on placement are encouraged to view the policies and procedures and include them as reference in their work. Their induction process covers a selection of policies and procedures regarding Health and Safety.

All policies and procedures are reviewed on a regular basis and in accordance with statutory guidelines and changes in legislation. A review schedule is followed to ensure the regular review of all policies and procedures.

3. The Use of Space

North Star Nursery is a purpose-built building with four main playrooms. The children are grouped according to age and stage of development, with flexibility between rooms with appropriate staffing ratios.

- **Under 2's unit:** children from 3 months to two years of age:
 - Explorers:** 0-18 months
 - Adventurers:** 12/18 months -2 years
- **Pioneers:** 23 months-3 years
- **Discoverers:** 3-5 years
- **Voyagers:** Reception class to 11 years

In addition, there are two sleep rooms for the two younger age groups, storage areas, a kitchen, a laundry room, a staff room, an office, children's bathroom, staff toilets, milk kitchen, nappy change area, and enclosed garden.

The building also caters for children aged 4-11 attending school, in the form of a holiday club (during school holidays only). The Holiday Club room is utilised by the nursery during term time, for large movement and physical skills, especially during the colder months and for small group activities to support IPPs, EAL as may be identified. Equipment such as soft play, ball pool, slides, climbing frames (with safety mats) and play tents can be set up in the holiday club room (as well as the main play rooms) for the children to explore.

Each main playroom has a "wet floor" area, where messy activities are carried out, eating also takes place in this area, as the floor surface is easier to sweep and clean.

The carpeted area is kept for floor play, music and movement, "clean" activities, book reading, story sessions and, in the Pioneers room, sleeping.

Where there are water trays, these are positioned close to the sinks for ease of filling and emptying, and pulled away from electrical sockets for health and safety reasons. They are positioned on the "wet floor" for easy mopping.

Any sand trays are positioned on the "wet floor" so that sand can be swept up easily.

4. The Outdoor Area

The garden is an enclosed area where outdoor activities can take place under close supervision from practitioners. It offers a range of play surfaces, with rotational outdoor continuous provision, which is enhanced with adult-led and child-initiated activities linking to letters and sounds and the Early Years Foundation Stage to curriculum guidance to ensure a balance of activities and skills as well as children's choice are catered for.

Safety mats are provided for the climbing equipment and balancing beams.

Smaller equipment such as a variety of balls, bean bags, hoops, skipping ropes, bikes, role-play etc. are available for play in the outside areas.

By the door to the garden the continuous provision plan and health and safety checklist are displayed for all staff, students, supply workers and parents to view.

5. The Way Children are Grouped

The children are grouped according to age initially and then ability into 5 main play rooms: **Explorers, Adventurers, Pioneers, Discoverers and Voyagers.**

We operate a key person system, where practitioners have individual children to gain knowledge of, and ensure care is tailored to meet their individual needs, and to record their progress. Due to our opening hours and shift system, the key person is not always able to talk to the parents so all practitioners work closely with the children in their room. This also ensures that children are comfortable and cared for when their key person is on annual leave, sick absence or training. A list of the children and their key person are displayed in each room.

Our continuing aim is always to have a key member of staff available in any room regardless of sick leave, holidays, training and special leave.

Parents are invited to book time slots with their key person during the year to discuss their child's development, individual needs, suggest targets and any concerns they may have.

In the Pioneers' and Discoverers' rooms, we try to group the children according to age, so that activities can be organised and carried out according to similar developmental levels.

The continuous provision and learning intention planning for each room is displayed; this shows a learning intention for the week for the whole group and how individual children are supported through activities and free choice. It is important that children feel confident and happy to choose which activities they wish to undertake. Children will be grouped for particular activities, large group, small group and individual work, structured activities and free choice. This will include all seven areas of the Early Years Foundation Stage with emphasis on the three prime areas in addition to letters and sounds activities. Some activities are limited to small groups, and "smiley faces" and photographs in Discoverers and Pioneers indicate these.

Children are observed, photographed and "wow" moments are displayed for all to see before being collated into their individual learning journeys.

The "Choice Sheets" utilised by the rising fours allows for personal decision-making, and handwriting to develop in a more formal way.

6. The Activities We Provide and the Use of Equipment and Resources

Each nursery room plans for the children in their care, taking into account the sessions the children attend and their interests as well as introducing new concepts and experiences. These are on display for parents, students and visitors to view. Each day an activity is provided to support the letters and sounds criteria, and children have access to the outdoor area. There may be certain conditions where outdoor play is not safe; these may be substituted with walks or large equipment.

The nursery keeps an inventory of equipment and donations are checked for suitability and safety before being cleaned and added to the inventory.

Each room maintains a planning file, which includes "special events", celebrations, photographs and notes.

- We provide a wide variety of experiences indoors and out, such as:
- natural materials,
- messy play,
- physical play,

- imaginative play,
- construction,
- puzzles,
- songs and music,
- books and rhymes,
- mathematical activities,
- language games.

We work towards the Early Years Foundation Stage in all age groups.

The children's individual learning journeys and child observations identify areas that need encouragement for individual children and groups and celebrate achievements and progress.

Due to changes in maternity leave, flexible working and school entry, it is envisaged that the age children will enter North Star Nursery is likely to be 10-12 months old and remain with us until they attend primary school. This will affect the number of babies and the future of a Baby Room, solely for babies. Flexible registration allows for mixed ages, but staffing ratios is a factor to be considered at all times. In addition, more parents are likely to be seeking part time nursery places for their child. The frequency of requests and the match up of places will be monitored and reported to the Management Committee.

The Holiday Club provision provides an outline plan for the children and a varied range of equipment and resources is available for use by the children. A key part of the ethos of the club will be that children are able to request and access appropriate activities for their own leisure time.

We are not following a curriculum, but support those children governed by the Early Years Foundation Stage and will chat with parents to find out about school projects, homework tasks and areas of development that we can support.

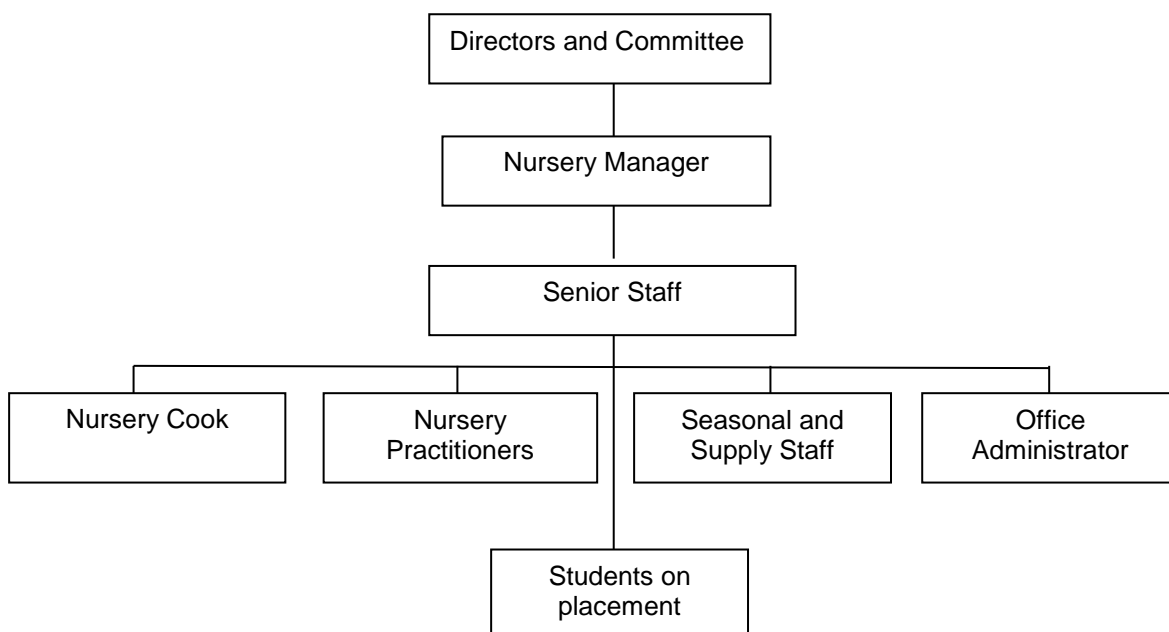
Activities will include:-

- craft, messy activities, cooking, sewing.
- physical, both indoors and outside, outdoor running around, ball games other activities involving co-ordination, indoor sports such as snooker, table football, etc.
- board games/puzzles, different types of construction kits, e.g. Lego, K'nex, Brio Mec
- music/drama, role play: a variable role play area along with dressing up facilities will be available.
- DVD & video will be available, as will a laptop, playstation and Wii.
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At certain times themed activities will be offered.

Any areas identified for development either through self-evaluation (VSSR), parent surveys, staff training or external assessors e.g. Ofsted Inspector; Quality Assurance Assessors are discussed, implemented, monitored and reviewed. These development initiatives are added to the Nursery Action Plan and, where significant costs are involved, the Nursery budget.

7. Staffing structure



Each staff member has their duties defined in their job description, in addition particular duties and roles are indicated on the staff photo board and a further list of responsibilities is found in the office and staff room. Staff carry out reasonable requests by the Nursery Manager as required.

Staff qualifications are displayed for parents and visitors to view, along with Committee Members, Development Workers and the Parent and Carer Feedback Group Chair Person.

It is our aim for all staff to hold a current first aid certificate to be able to deal with minor accidents. There may be times when re-qualification training is not available until the next term, but across the nursery there will be qualified staff in accordance with the EYFS Statutory Framework.

All staff and a designated safeguarding staff member will be responsible for Child Protection issues, with the most senior person on duty at the time making any necessary referral or seeking guidance from the Family Contact Point/MASH. Information regarding referral procedures is displayed in each room.

Appendix 1 shows the Nursery's current organogram which is subject to change according to staffing requirements.

8. Staff will be deployed as follows

ROOM	STAFF	
Explorers (0-18 months)	2 practitioners (3 practitioners if very young babies)	This includes either directly or indirectly a senior staff member
Adventurers (18 months -2 years)	2 practitioners	
Pioneers (23 months-3 years)	3 practitioners (4 if younger children attend requiring a higher ratio)	
Discoverers (3-5 years)	2 practitioners	Planned support to enable walks and off site activities.
Voyagers (primary school entry-11 years)	2 practitioners	Preferably with Early Years experience and Out of School experience, but is over seen by a Playwork Practitioner.
Kitchen	1 cook (DBS to enable support in emergencies or with cooking activities, walks or events with children)	
Office based	1 Nursery Manager(able to support rooms in emergencies and during lunch periods) 1 Deputy Manager to support with administration and finances, but support shifts and staff lunch breaks. 2 Senior Staff who are office based at least one day per week to support with administration of designated tasks 1 Office Administrator to support with general administration tasks	
Bank/lunch staff	Bank/lunch cover across the nursery	As required to cover staff leave, absence, training, parent meetings and lunch breaks.
Agency staff	Lunch/supply cover across the nursery	As required to cover staff leave, absence, training, parent meetings and lunch breaks.
Students	On placement across the age groups	We provide placements for work experience students, early years and nursing students.
Volunteers	A plan will be agreed before, outlining which tasks they are permitted to partake in.	Age appropriate to support both the business and the volunteers experience
Other professionals	Across the ages	We support other professionals to maintain their "hands on" practice, the support of CPD and to share expertise.

A designated SENDCO is in post and a deputy SENDCO, to allow for personal development and to support children and their families if the SENDCO was absent when a need arose. We have chosen not to name them in this document but they will be identifiable on our staff photo board.

Annually, we offer staff the opportunity to move rooms to work with different ages to further their experiences and provide variety to their job role and in conjunction with staffing requirements.

9. Management of Staff, Staff Supervision, Meetings, Appraisals and Training.

- Staff meetings take place bi-monthly for all staff to attend. They are a mixture of cascade training, in-house training, news updates, and discussions on children and staff role models as well as safeguarding scenarios for discussion.
- Staff are entitled to three planned job chats during the year, with one taking the format of an appraisal. Staff are of course encouraged to air any differences or concerns when they occur, not wait for a scheduled job chat, this will include identifying areas for coaching, training, setting individual targets, professional development and discussion of sensitive issues. The Nursery Manager has an open door policy and can be approached with issues or concerns at any time.
- Staff newsletters are issued throughout the year to share information, instruction, news, initiate discussions and request support.
- Staff and students complete an induction process that is filed in their personnel file.
- The Manager meets with the Management Committee bi-monthly, and with individual members for particular areas of expertise, e.g. Treasurer for budgets, HR for personnel issues as required. This is an opportunity to keep the Committee up to date with changes to legislation and the service we are required to maintain. Staff representatives are able to attend a selection of these and report back to colleagues about items discussed.
- Each member of staff is able to attend a variety of training, some of which is compulsory and some on a voluntary basis. This enables individuals to identify personal and work based needs. Each member of staff who attends training will be expected to feedback to the Nursery Manager their findings and cascade training in-house to all staff via staff meetings or role modelling as appropriate.
- Observations of practitioners and rooms/environments take place in accordance with VSSR standards. VSSR standards are also utilised by room leaders to improve practice in their location.

North Star Nursery is able to support and train practitioners through recognised qualifications in the workplace via links with external education providers e.g. Swindon College.

North Star Nursery supports the Early Years and Childcare Workforce criteria for Early Years Education Funding to ensure Early Years Practitioners providing the Foundation Stage attend 4 days training per annum. We, as a setting, have extended this to all practitioners.

By introducing our own in-house training during induction, we continually strive to provide the best that we can for our staff who in turn will provide the best opportunities for the children entrusted to our care.

10. Partnership with Parents and Carers

- Parents and carers receive information as part of their induction to the nursery; further information is displayed on the notice boards and on the website. Newsletters are sent out on a regular basis via email and are displayed on the website and the notice board. Paper copies of newsletters can be requested from the Nursery Office.
- Parents and carers are encouraged to participate in induction visits on at least three occasions before the child starts to exchange information and build up a relationship with

key staff. With babies likely to be commencing their time with us at an older age, it is highly probable that more visits will be required to assist the settling in process as they will have developed firm bonds with main carers and acknowledge their absence when left.

- Parents and carers are able to raise issues through their child's key person, senior staff, Parents and Carers Feedback Meetings and via the Management Committee.
- Parents and carers are also given the opportunity to voice opinions through surveys, the suggestion box situated in the corridor and Parents and Carers Feedback Meetings - usually held bi-monthly.
- The complaints procedure outlines a more formal route to follow if parents or carers are unhappy with the care provided. This is displayed on the notice board by the front door, the website and a paper copy is available upon request from the Nursery Office.

This policy links to:	All policies and procedures
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Policy Review History	
August 2012	v.1
January 2016	v.2
January 2018	v.3

This policy will be reviewed in January 2020 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.
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Signed **Dated**

Print **Nursery Manager**

Signed **Dated**

Print **Reviewing Committee Member**