

Little Rainbow Nursery

Operation Plan

Aims and Objectives:

Recognise that the needs of children in our care are paramount. Adults aim to provide a safe and nurturing environment offering opportunities, affection and security to each individual enabling him/her to develop to his/her full potential.

Policies and Procedures:

The nursery staff operates within the overall context of Little Rainbow Nursery policies and procedures.

There are also specific policies and procedures covering every aspect of our work, as required by the Children Act and National Standards for full day care. (Copies of all our policies and procedures are available in the nursery reception).

Management of staff:

The nursery is managed by director Miss Neela Bibi

Nursery officers (all qualified to level 3) work alongside nursery assistants. Nursery officers take greater responsibility, for example for activity planning.

Room meeting are held weekly and staff meetings are held every 6 weeks. These provide a forum for the discussion of matter of interest and concern regarding the effective running of the nursery. (See minutes book)

Staff Training

Little Rainbow Nursery places a high value on staff development and training. Staff undertake both long term training courses and short courses to follow their interests and develop their skills. Training needs are identified at staff appraisals, according to nursery policy (see staff training folder copies of which are available in folders in the nursery reception).

Students:

Students, on work placements, are valued as an asset to the nursery and we aim to offer high quality training (see student mentor policy and student agreement copies of which are available in folders in the nursery reception area and in the main nursery). Students on work placement are not counted within staff: child ratios and always work under supervision.

Grouping of children

The nursery is divided into two main areas. The main room for children 3 months to 2 years and the larger activity area is the main room for children aged 2 to rising 5s. Three staff are based with the under twos (to maintain ratios) and the rest of the staff work with the older children.

Each child is allocated a key person who is particularly responsible for:

- ✚ getting to know that child and their family;
- ✚ making sure that the child is well cared for during the nursery day:

- ✦ giving day to day feedback to parents/carers:
- ✦ keeping the child's developmental records (see key person list).

When the child moves from the baby area to the two-school age area a new key person is allocated – the new key person is chosen according to the relationships that the child has formed with other members of staff, and is decided in discussion with the under twos' staff and the parents. The transition is managed gradually and carefully so that the child is not distressed by change.

Deployment of staff:

Daily cleaning of the nursery is carried out each morning by professional cleaners. The business administration of the nursery is organised by Miss Neela Bibi

Mid morning snacks and the children's teas are prepared by staff with food hygiene training. The main lunch time meal is cooked and delivered by the "Golden Flakes" catering company. It is reheated and served by staff with food hygiene training.

Staff work according to a basic daily routine and observe a rota for work shifts and for certain tasks (displayed in the nursery). Students on work placement shadow a named mentor. If a member of staff is absent they must notify the Nursery as soon as possible or 1 hr before their shift. We would use "Exclusive", agency in order to build up a relationship so that they are aware of our requirements and occasional supply staff become known at the nursery (see agency staff file).

Activities:

Staff carry out curriculum plans at planning meetings and implement activities in order to give children a range of interesting and enjoyable experiences. (See planning policy and procedure, plans on display in the nursery and the records in planning folders).

This policy was adopted: April 2022

Date for review: April 2023