



## Nursery Operational Plan

At The Patch Day Nursery we provide quality affordable childcare for the local community. Quality childcare brings benefits for the whole community, enabling parents to return to work and combine employment with family life and enabling employers to retain and recruit employees from the local community.

We want parents to feel confident about the quality of care that is provided for their child in order for them to have no concerns for their child's health, welfare and early learning. To continuously develop our practice, we regularly complete a self-evaluation cycle where we publish our opinions about the quality of our childcare and an action plan to implement emerging good practice from the sector. We welcome parent's opinions and contributions to the self-evaluation process and actively seek feedback through questionnaires, parents' evenings and informal discussion which is recorded.

In order for The Patch Day Nursery to run effectively and efficiently serve local community needs, it is important that we have an operational plan that is implemented, reviewed and revised on a regular basis. This plan is a blueprint for managing the nursery. It describes how the nursery is run and what type of service is provided. It describes the nursery service, the structure of the nursery, who is responsible and guidance on practices and procedures.

The plan is used by the nursery manager, staff, parents and outside agencies as a reference tool for general day-to-day practice and a tool against which to assess the quality of the service provided. We will review this policy on a regular basis, using reflective practice, and make and implement any necessary changes following a review.

Contents we keep in our operational plan. (non exhaustive)

### **Main index**

The Early Years Foundation Stage

- Assessment and Progress Checks
- Key Person

Safeguarding and Child Protection

- Emergency Contacts
- Designated Person(s).

### Leadership and Management

- Organisation Structure
- Senior Management Contacts
- Nursery Organisation Structure Chart
- Staff Deployment
- Training Analysis/Chart
- Checklist for New Starters.

### Health and Medicines

- Names of the Staff who are Paediatric First Aid Trained

### Safety and Suitability of Premises, Environment and Equipment

- Emergency Evacuation Procedures
- Emergency Locations
- Policy and Procedure Documentation
- Health and Safety Documentation
- Risk Assessments

### Information and Records

- Registration Details for Child
- Occupancy and Daily Records
- Parent Pack
- Complaints and Compliments.

### Business plan

## Contact numbers

Contact	Name	Telephone number
Alarms (burglar)	Reference Number: N24419	0844 8001999
Computer	Tan Manir	
Electrician	Robert Baker	07968 091687
Environmental health	option 7 Sandwell	01213681177
Fire and rescue		9999
Fire equipment	HD fire and electrical	07545523681 (Rich) 07931276366 (Tom)
Hospital	Sandwell Hospital	0121 553 1831
Local authority early years service		0121 569 4970
NHS		111

Ofsted		0300 1231231
Police child protection Unit		0121 626 9101
Reporting Extremism or radicalisation		02073407264
Plumber	JB Heating	07831 366009 (john)
Mash Team/contact centre		0121 569 3100
Early Help wednesbury		0121 569 7294