

59. Nursery Operational Plan

At La Petite Academy, 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 La Petite Academy 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 Managing Director, Managers, 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 an annual basis, using reflective practice, and make and implement any necessary changes following a review.

Contents to be kept in our operational plan

Main index

- The Early Years Foundation Stage
 - Assessment and Progress Checks
 - Care Objectives
 - Key Person
 - Equal Opportunities and Inclusion
- Safeguarding and Child Protection
 - Emergency Contacts
 - Designated Person(s)
- Leadership and Management
 - Suitable People
 - 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
 - Contingency Plans

- Accident and Medication Procedures
- Managing Behaviour
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- Safety and Suitability of Premises, Environment and Equipment
 - Emergency Evacuation Procedures
 - Emergency Locations
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 - Daily Operations Statement
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 - Outings
- Information and Records
 - Registration Details for Child
 - Occupancy and Daily Records
 - Parent Pack
 - Complaints and Compliments
- Business planning
 - Mission and Vision Statement
 - Inspection Report
 - Important Information
 - Nursery Plans
 - Nursery Leaflet.

Contact numbers

Contact	Name	Telephone number
Alarms (burglar)	Advance Security	01332 380390
Builders	Clive Singleton	07890 882956
Doors	Clive Singleton	07890 882956
Electrician	Martyn MRH Electricals	07828828650
Electricity supplier	Main Nursery: British Gas Baby Unit: Eon	
Environmental health	Derby City Council	01332 293111
Fire equipment	O'Heap & Son	01332 366721
Gas board		0800 111 999
Health visitor	Cardinal Square	01332 888080
Health and safety representative	Citation	0345 234 0404
Hospital	Royal Derby Hospital	01332 340131
	Children's A&E	01332 786873
Insurance helpline	Albany Childcare Insurance	0845 602 0339
Local authority early years' service	Dawn Barlow	01332 642602

		07812 300309
Local paper	Derby Telegraph	01332 411888
NHS Direct		111
Pest control	Chris Fryer	01335 346720 07811945410
Ofsted		0300 123 1231
Police	Non emergency incidents	101
	Local police station	0845 123 3333
Police Community Support Officer	PCSO Rob Palfreyman	101
Plumber	Murfins Plumbing & Heating	07739 846114
Social Services	Children's Social Care and the First Contact Team	01332 641172
Water board	Severn Trent Water	0800 783 4444
Waste management	Derby City Council	0333 200 6981
Window call out	Clive Singleton	07890 882956

Emergency locations

	Main nursery	Baby Unit
Water main stop tap	Under the kitchen sink	Under the kitchen sink
Gas point	Bottom garden near the gates	Side entrance of the building
Fuse box	Utility room	Cupboard in play room
Boiler	Utility room	Kitchen

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>22nd September 2017</i>		<i>September 2018</i>