

Little Foresters



Crèche

Operational Plan

2010

Reviewed and updated 6/6/2010 CV

Little Foresters Crèche is situated within the Integrated Forest Children's Centre within the grounds of Duffryn Infants School which is located in the middle of a large housing estate on the outskirts of Newport. The majority of children in attendance live in the surrounding area. The group provides safe, secure and suitable premises to meet the children's needs.

The group is managed by FCC Manager and has a Qualified Teacher in charge of the day to day running of the group as well as coordinating all the activities. The staff are experienced and well qualified. The person in charge is a fluent Welsh speaker.

The room is for the sole use of the group during session time, it is also used for our breast buddies support group and stay and play sessions at other times. Rooms are available for training sessions for parents in the community, whilst their child is placed within the group. If a parent is completing a training course their Childs crèche place is free. For all other children a 2.5 hour session costs £4.00. During school holiday periods we offer sessions of 4.0 hours for £5.00. Our Woodlands building also has onsite Health Visitors Offices.

The outside areas consist of part grass, part patio areas which are safe and secured by metal fencing which is maintained by the local authority, In addition our Woodlands building has a soft outside flooring for the younger children- this assists them in gaining confidence to move freely.

The facility provides appropriate areas for a range of needs including a food preparation, quiet area, large play area and outdoor play space. Toilet and first aid facilities are available as well as personal storage and administrative space.

Aim

- Our aim is to provide quality, accessible, childcare provision; offering a range of play based activities in a welcoming atmosphere. Our sessions may be used in addition to a Nursery Class session to enable parents to extend their working day or continue with further education.
- To provide a strong sense of security based on contentment and trust
- To encourage self confidence, achievement and self esteem
- To promote positive attitudes to play and social skills
- To give the child opportunities to interact with their peers and adults
- To develop an awareness of the needs of others
- To encourage independence and a sense of responsibility
- To enable the children to gain a sense of awareness and knowledge relating to their world
- To stimulate a sense of appreciation
- To encourage communication skills through all forms of artistic expression
- To stimulate independence and creative thinking
- To encourage reasoning
- To concentrate on promoting language development across the curriculum

Aims /Key issues for this year

our aims for this year are

- To offer our crèche facility to parents who are not in training currently and to provide cost effective respite care for parents during school holidays.
- To further develop and update all policies.
- To enrol at least 2 students on level 2/3 training courses and provide them placements within our crèche and mentoring roles.
- To ensure all crèche staff undertake further training to enhance their knowledge.
- To develop results based evaluation of the group in-line with Newport City Council performance framework.

Intentions

we intend to:

- Prepare children for the move to full time education - physically, intellectually, socially and emotionally;
- Widen children's experiences and develop knowledge of the world around them;
- Provide a high ratio of adults to children enabling a high level of care and attention; and to
- Encourage links with home in partnership with parents to help children to learn and develop.

Opening times

Term time

Morning Session 9.00am-11.30am

Afternoon Session 12.15pm-2.45pm

Non term time

Mornings only 9.00am -1.00pm

We are registered to care for 16 children aged 6 weeks to 8 years, however during term time we only accept those to rising 5.

Outcomes

We are registered for 16 children in each session. We are happy to support referrals from outside agencies, if a family is in need on a temporary free basis. We aim to have a register of no more than 12 children a day if we have children under 3. We aim to try our best to meet the needs of the local community and have supported the need for expansion (offering low cost respite care).

Policies and Procedures

A full complement of policies and procedures can be found in the crèche playroom on the front desk and is available to all parents. Copies are available in paper format, cd rom or electronic mail. Full risk assessments are also carried out and will also be located in the separate risk assessment file.

Fire Drills

Fire drills are carried out at least once a term and are recorded in the fire drill log and in our register. All staff receive fire safety training

and certificates are displayed. Fire Safety policy and procedures are found in our policy file. Clear evacuation procedures are placed by the main door to the setting.

Activities/Curriculum

Within the group, all children are supported in developing their potential at their own pace. Our reflective approach enables us to ensure varied and multi sensory planned activities in every session which can be tailored to the needs of the individual child. By means of developmentally appropriate play activities and a high level of individual exploration with adult directed input, when appropriate to extend the child's knowledge and understanding. The crèche is guided by two frameworks issued through the Department of Education.

The first covers children up to the age of 3 - "Birth to three Matters", and the second for the older children leading them through to their Reception Year - "The Foundation Phase Curriculum". We adhere to the National Standards for Day Care as governed by the Care and Social Services Inspectorate for Wales.

Birth to Three Matters

Our setting supports and promotes the entitlement of every young child to be and become:

- A strong child - to become confident, capable and self-assured through secure relationships and a sense of belonging.
- A skilful communicator - through opportunities to talk/communicate with adults and peers through stories, songs, role play or mime.

- A competent learner - by taking part in planned and unplanned activities to be imaginative and creative, to express ideas and build up their knowledge of the world.
- A healthy child - gaining emotional security to learn to perform independent tasks at their own pace.

Foundation Phase Curriculum (older children within the group)

The curriculum is broken down into seven areas of learning within which are various levels of progression and development - these are assessed on a skills basis.

- Personal and Social Development and Well Being
- Language, Literacy and Communication Skills
- Mathematical Development
- Bilingualism and Multi-cultural Understanding
- Knowledge and Understanding of the World
- Physical Development
- Creative Development.

Language, Literacy and Communication

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and when they are ready, to explore mark making symbols for themselves. A well stocked book corner gives every child the opportunity and encouragement to become familiar with books, be able to handle them and be aware of their uses, both for reference and as a source of stories and pictures.

Personal, Social Development and Well Being

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self respect. They are encouraged to play co operatively and independently and also to take part in the life of the group, sharing and developing social skills with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.

Mathematics

By means of adult supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences and, will support them when they enter mainstream school, to use simple mathematical operations such as adding.

Knowledge and Understanding of the World

A safe and stimulating environment allows children to observe and experiment with a range of natural and manufactured materials. They learn to recognise differences, patterns and similarities and to share and record their finds. Children are assisted in exploring and understanding their environment, both within the group and also in the

wider community. They learn to respect other people and expect to be respected for themselves and to learn about their culture and the cultures of others. A range of safe, age appropriate, well maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems.

Physical Development

A range of equipment and opportunities both indoors and out of doors allows children to develop confidence and enjoyment in the use and development of their own body skills through climbing, balancing and moving in a controlled manner; the use of bikes and trikes, ball and coordination games. At the same time, children are helped to develop the fine motor skills they will need through activities involving pens, pencils, scissors, painting and construction toys, and to handle small objects with increasing control and precision. They are also encouraged to develop awareness of their own bodies and of what keeps them healthy.

Creative Development

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings through imagination and creativity. Creative opportunities including paint, glue, crayons, dough, sand and water as well as natural and discarded resources provide for open ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music and stories, and there are many

opportunities for imaginative play, both individually and as part of a group.

Bilingualism and Multi-cultural Understanding

In a world that is fast becoming a global village, having a particular identity, such as being Welsh, can be exciting and enriching.

Bilingualism within the Foundation Phase can:

- Help to encourage feelings of belonging and a sense of heritage, of roots and community;
- Support an understanding of the Welsh culture - Y Cwricwlwm Cymreig;
- Offer a path into new cultural and social opportunities: literature, music, film, television, theatre, and the richness of different cultures;
- Promote better understanding of others; and
- Encourage children to see differences between people as positive rather than threatening.

Daily Routine

The ethos of our crèche is about enabling children to develop through play in a safe and secure environment. This is supported by the wide range of resources available. We allow the children to choose the experiences within each session and encourage their interaction within areas they are interested in. We encourage the children to play freely both in and outdoors where possible from their arrival time.

We provide a daily healthy snack and drink - either milk or water - mid morning but do not interrupt the flow of play. Water is available at any stage during the session.

We have short periods of sitting and listening either for story time, or for group singing. We take all the children outside each day and again provide a variety of resources for them to explore.

Adult Resources

We are proud of the highly qualified staff, with a wealth of experience and the high calibre of students requesting placements within the crèche. We always ensure we meet CSSIW ratio of adults to children in our group, indeed we aim to work with a maximum of 1adult to 4 children even if they are over 3 years of age. This ensures individual attention to the needs and development of each child. We have a staff photo board outside the crèche room for easy identification uniform. Other trained staff are available to work within the setting as well as a number of regular helpers, as needs dictate.

Staff Qualifications

All are staff are experienced practitioners in child care.

- Amanda our Person in Charge of the crèche is a qualified Teacher and a fluent welsh speaker
- Anne her deputy is level 3 qualified, Anne was formally deputy Manager of another Children's Centre.
- All our students are either working towards or already qualified to a minimum level 2 qualification. Guidance is that 50% of staff should be qualified or working towards a qualification-we exceed this always.
- Other regular staff members are qualified in childcare also.
- **Centre Manager- Chantelle Vaisey**
Institute of leadership qualification in Management

Level 4 Specialist Teaching Assistant

Level 4 in Children's Care Learning and Development-

Level 3 Diploma in Preschool Practice

- Alison Wallace and Kay Starling- level 3 qualified- both members of the FCC team and both support the crèche if the need arises.

All staff receive induction at commencement of employment and undertakes 3 and 6 monthly reviews, followed by yearly appraisals. All staff training is monitored and in-depth charts kept to ensure qualifications are updated when required (parents can view this on request).

Staff Deployment

Our ratios are maintained on a 1: 8 basis for over 3's and 1:4 basis for under 3's and 1:3 for under 2's. However we always aim to have above the minimum required staff in every session- regardless of age of children. Where free flow play is available, members of staff will remain/ play alongside children inside or out and adult ratios will be adapted according to the number of children in each area.

Parent Helpers/Visitors

Research shows that children learn better when their parents are involved. Our group welcomes all parents in helping in the group if they wish. Parents have the opportunity to take an active part in the group to see what happens and to talk about it afterwards with their child. We also welcome parents who are undertaking childcare courses and need a placement. All helpers and visitors are required to sign in at the main reception area and will then be verified and escorted

through secure doors to the group. This is for the safety of all concerned.

Record Keeping

These records (registration forms, incidents forms) are kept confidential and only accessible to the crèche staff, FCC Manager and with the respective parents. Records are also kept if it is felt there may be child protection issues and referrals to social workers will be made if deemed necessary. This is in line with our and NCC child protection policy (copies available on request).

Training

Our membership to Children in Wales ensures that we are constantly in touch with new learning in the field of child education and care. We receive a monthly magazine offering practical advice and up to date information and have access to a range of professionally produced publications. In addition, on-going training is available through Care and Social Services Inspectorate for Wales, Local Education Authority, Wales Pre-school and Play Association, Flying Start and internal training through, for child protection and child poverty. Informal training is available through local meetings and conferences and parents will always be informed about these. All staff are required to attend a number of core training courses to cover:

- Health & Safety
- Food Hygiene
- First Aid
- Child Protection
- Equal Opportunities

and others which are available as appropriate.

Training will also include aspects of child development and learning such as Birth to Three Matters and guidance on the Foundation Phase Curriculum and new Early Years Foundation Phase Training records are maintained and refresher courses attended as required.

The Role of Parents

We recognise that parents are the first and most important educators of their young children. We aim to support parents. Parents are welcome to:

- Work in the group with the children.
- Assist with fundraising.
- Attend open meetings.
- Attend training courses, workshops and conferences organised by Forest Children's Centre.

Policies

All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome. Comprehensive copies of the policies are made available to all parents and are situated on the front desk as you enter the group.

CONTENTS OF OUR POLICY FOLDER

ABANDONED CHILD POLICY

ADDITIONAL NEEDS POLICY

ADMISSIONS POLICY
ANTI-DISCRIMINATION/ BULLYING POLICY
BEHAVIOUR AND DISCIPLINE POLICY
CHILD PROTECTION POLICY AND PROCEDURES
COLLECTION OF CHILDREN POLICY
COMPLAINTS PROCEDURE
COMPLAINTS PROCEDURE FORM
CONFIDENTIALITY POLICY
EQUAL OPPORTUNITIES POLICY
FOOD AND DIET POLICY
FIRE DRILL LOG AND PROCEDURE
HEALTH & HYGIENE POLICY
INFORMATION SHEET
LOST OR MISSING CHILD POLICY
OFF SITE VISITS
PARENTAL INVOLVEMENT POLICY AND PRACTICE
RECORDING & REPORTING INCIDENTS POLICY
RISK ASSESSMENT
REGISTRATION FORM
SAFETY POLICY AND PRACTICE
STAFFING RATIO/STAFF ADMISSIONS POLICY
STAFF EMPLOYMENT POLICY
STUDENT PLACEMENT POLICY
TOILET POLICY

Admissions Policy

It is our intention to make our crèche genuinely accessible to children and families from all sections of the local community. Where a waiting list is required to be in operation children will be offered places in application order. The crèche will always ensure that an emergency place is available should contact from outside agencies indicate a particular need for a child to be placed

Equal Opportunities

We believe that the Group's activities should be open to all children and their families and to all adults committed to their education and care. We aim to ensure that all who wish to play work in or volunteer to help with our pre-school have an equal chance to do so.

Behaviour

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self esteem in an atmosphere of mutual respect and encouragement.

Additional Educational Needs

We aim to provide equality of opportunity for all members of our group and this includes children with additional educational needs. Each child is able to progress at his/her own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison

with professionals across the range of additional needs, and we operate in accordance with the Government's Code of Practice on special educational needs. Parents can discuss the group's ability to meet their own child's special needs by talking to the Manager (Chantelle Vaisey).

Management

The crèche is managed by FCC Manager and all staff are employed through Newport City Council. The FCC Management team ensures that major decision making is in the hands of local representatives in the community who have an interest in the group; The team is responsible for reviewing both policy and practice, and for the employment and appraisal of members of staff.

Fees

Fees are payable in advance of each session. Each child's attendance at the group is conditional upon continued payment of any necessary fees. As we are registered with Care and Social Services Inspectorate for Wales, parents may be able to claim tax credits to assist with fees.

www.taxcredits.inlandrevenue.gov.uk

Complaints Procedure

All parents are informed of the correct procedure to follow should they wish to make a complaint. The full policy is available in our policy files available to all parents. Should a parent have a complaint concerning the treatment of their child or any other aspect of our group then the complaint will be fully investigated and responded to within the 28 day timescale dictated by Care and Social Services Inspectorate for Wales.

Monitoring the Quality of Care

An action plan ensures that children and their parents benefit from a service that is effectively monitored. The main advantages of this are to ensure that the group will continue to meet the expectations of parents, provide a consistent standard of provision and benefit from good practice elsewhere in Wales.

An annual survey from all parents is undertaken as part of the continuous improvement process. The advice and recommendations of the Care Social Services Inspectorate in Wales is also important in improving and developing the services provided by the crèche. In particular, the annual formal Inspection forms a key part of the quality management process as it provides the opportunity for an objective external view on the effectiveness of the crèche quality management and how it can further improve the quality of the play experienced by the children.

Insurance

Little Foresters Creche within Forest Children's Centre has all required insurance, through Travelers.

- Employers Liability
- Public Liability
- Products liability

Maintenance

All maintenance is carried out by approved contractors, on the approved contractors list for Newport City Council or through the NCC Response Team.

Day to Day maintenance will be carried out by the Centre Caretaker, (contribution to Caretaker salary made to schools)

Utility Bills

These are shared with Duffryn Infants and Juniors and worked out on a square footage system.

Health and Safety

- We have a Health and Safety Policy
- An annual H&S inspection of the whole site is carried out by John Ebdon from Newport City Council.
- The garden area is inspected annually by Combined Playground Services.
- The crèche is inspected bi-annually by CSSIW.
- Fire Safety Equipment is checked annually by Celtic Fire
- Boiler and gas safety checks annually by a corgi registered engineer.

- The Kitchen areas are inspected annually by Geraldine Williams-Food Standards Agency.
- All IT within the centre is covered by a service legal agreement with NCC IT department.
- All staff and volunteers have enhanced CRB disclosures.