



QUEENS PARK MONTESSORI DAY NURSERY

**155 Richmond Park Road
Bournemouth
Dorset
BH8 8UA**

Telephone: (01202) 523293

Proprietor: Mrs Alison Toms

Ofsted Reg: EY242933

Positive relationships

**2.2 Parents as partners
2.4 Key Person**

**MAKE A POSITIVE
CONTRIBUTION
STAY SAFE**

A Unique Child

**1.3 Keeping Safe
1.4 Health and Well-being**

**STAY SAFE
BE HEALTHY**

Enabling environments

3.4 The Wider Context

**MAKE A POSITIVE
CONTRIBUTION**

EYFS: All

OPERATIONAL PLAN

At Queens Park Montessori Day Nursery we provide quality affordable childcare for **families in and around** the local community. Quality childcare brings not only huge benefits for the children but also benefits for the whole community, enabling parents to start and/or return to work, 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. We continuously reflect on the quality we provide and further develop our practice in line with policy, research, best practice and internal/external feedback. We ensure we update our business/action plan at least annually and combine this information.

In order to achieve this we aim to:

- Retain staff in order to provide the children with the stability that they require
- Develop close relationships with parents, in order that there is an effective exchange of information about each child
- Continually train and develop our staff in order to achieve best practice and to meet the requirements of Ofsted
- Provide a suitable and sufficient range of equipment and activities to appropriately stimulate the children in each age group.

In order for Queens Park Montessori 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.

Staffing Structure

Twelve staff are employed to work within the 3 age groups. Staff work specifically in designated groups in order to form relationships with the children, although some flexibility is required to cover staff absences.

Nursery Owner/Manager	Alison Toms	Early Years Professional Status
Nursery Supervisor	Ali Percy	NVQ3 Early Years Care and Education
Baby room	Melissa Banfield – supervisor	Level 3
	Katie Marques – nursery practitioner	Level 3
	Kamaly Lewis – nursery practitioner	Level 2
Conservatory group	Anna Young – supervisor	Level 3
	Shannen Gibson – nursery practitioner	Level 2
Montessori group	Ali Percy – supervisor	Level 3
	Chloe Janes – nursery practitioner	Level 3
	Rhianna Metcalfe – nursery practitioner	Level 2

Each member of staff has responsibility for a group of key children. This involves forming a relationship with both the child and their parent during the settling process. Information is exchanged on a daily basis for all children. Daily diaries for ongoing communication are in place. Observations are undertaken on each child and recorded in their individual Learning Journals. Parents are encouraged to discuss any concerns about their child's development with their child's key person, and to contribute to their Learning Journals.

Each member of staff has daily cleaning duties to undertake.

Appraisals are undertaken annually with a six monthly review. Objectives are set jointly between the member of staff and the manager. Staff training needs are identified from this. Supervisory meetings take place every 8 weeks.

Utilisation of space

Each group has their own base room.

In addition there is a sleep room with cots and floor mats, and an outdoor play area which is part woodchip and part tarmac.

All 3 base rooms have access to an outdoor space, allowing them to utilise parts of the garden area at all times throughout the session (free flow).

At the beginning and end of the session, when the numbers are lower, the baby room is used for free play for all age groups.

During lunchtime the children are split into two groups.

At tea time the conservatory group are split into two, with the older ones moving into the Montessori room to eat and the younger ones joining with the baby group in the Conservatory, as for lunch.

Setting development

We aim to meet the needs of families in the local community.

Our target occupancy is 85% in order that we may remain a viable business.

When setting fees, we will consider the charges made by our competitors.

Staff will be given an annual pay increase above inflation, in order to retain continuity of staff.

We will strive to continually develop our skills and knowledge in order to provide the best possible care to our families.

We will celebrate and share success both of the nursery's achievements and those of our children.

We will be flexible to meet the changing needs and demands of our industry.

Contact numbers:

Contact	Name	Telephone number
Builders		
Computer		
Doors		
Electrician		
Electricity supplier		
Environmental health		
Fire and rescue		
Fire equipment		
Fire officer		
Gas board		
Health visitor		
Health and safety representative		
Hospital		
Insurance helpline		

Local authority early years service		
Local paper		
NDNA legal helpline (NDNA members only)		
NHS Direct		
Pest control		
Ofsted		
Police		
Police Community Support Officer		
Plumber		
Social Services		
Water board		
Waste management		
Window call out		

Emergency locations:

Water main stop tap	
Gas point	
Fuse box	
Boiler	

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: