**Pendoylan Childcare**

**OPERATIONAL PLAN**

**Aims and Objectives**

We aim to provide the best quality, accessible childcare, offering a wide range of adult led activities and play opportunities in a welcoming, safe, secure and stimulating environment.

**Children for Whom Care is Provided**

Pendoylan Childcare operates for boys and girls of Pendoylan Primary School aged 3 - 4 years as stated in the admissions policy. The playgroup caters for a maximum of 30 children, in line with our Care and Social Services Inspectorate Wales (CSSIW) registration.

Pendoylan Childcare offers a child centred environment meeting the social, physical, intellectual, creative and emotional needs of children and recognising the individual needs of each child who attends.

**Opening hours**

* Pendoylan Childcare operates within the school nursery and opens at 11.50pm to 2.50 pm during school term-time.

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| Pendoylan Childcare Manager | Angharad Davies |
| Pendoylan Childcare Practitioner/ Deputy Childcare Manager | Ruth Clapham |
| Pendoylan Childcare Assistant Practitioner | Amy Dentus |
| Pendoylan Childcare Assistant Practitioner | Jessica Arandjelovic-Vaughan |
| CSSIW Responsible Individual  | Paula Vaughan |
| CSSIW Person in Charge  | Angharad Davies |

**Club Premises/Facilities Offered**

Pendoylan Childcare operates at the Pendoylan Church of Wales Nursery in Pendoylan, and has the use of all facilities there including outside play area.

Pendoylan Childcare provides appropriate areas for a range of needs including a food preparation/dining area, a quiet area, a large play area and outdoor play space. Toilet and first aid facilities are available as well as storage and administrative space. There are a suitable number of toilets available for use by the children attending Pendoylan Childcare.

There are no animals kept on the premises during playgroup hours. On occasion, external activity providers may bring animals to the setting, but in each case a risk assessment will be completed, and the safety of the children will be paramount at all times.

 **Training development**

All staff will have regular appraisals and training will be provided on a regular basis.

The development of the childcare provided by Pendoylan childcare will continually be reviewed and updated.

**Services Offered**

In line with the arrival and collection policy of Pendoylan Childcare, staff collect children as necessary and they are escorted to the playgroup premises where the children are registered. All children will be allocated to a member of staff who will be their key worker. The key worker is mainly responsible for their well-being on a daily basis.

All food and drinks offered are in line with our healthy eating policy, and meets the dietary needs and preferences of children as indicated on the child’s registration form.

**Activities Offered**

A wide variety of activities are offered. Activities will be planned weekly in line with Foundation Phase Framework, whilst still offering opportunities for free play. Children will be encouraged to participate in the planning and evaluation of activities and ideas for equipment when it is being purchased.

**Languages Used**

The main language of the playgroup is English. Bilingual signs will be used where appropriate.

**Playgroup Routine**

Usual routine of Pendoylan Childcare:

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| 11.50pm | Complete daily attendance register Lunch break – food provided by parents. |
| 12.50pm | Planned activities/cooking/activity/crafts/free-play  |
| 2.50pm | Pendoylan Childcare closes – parents to sign children out of afternoon session |

**Terms and Conditions**

The terms and conditions for using Pendoylan Childcare are set out in our parent/playgroup contract and playgroup policies and procedures. Parents/carers must sign this before their child starts attending Pendoylan Childcare. This contract includes arrangements for collection of fees.

**Admissions policy**

Pendoylan Childcare is open to any child attending Pendoylan Church in Wales Primary School. We have a detailed admissions policy which can also be found in the Parent Brochure. A copy can also be obtained from the Senior Person in Charge.

**Contact Information**

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| Contact name: | Mrs P Vaughan |
| Contact telephone number:  | 01446 760272 |
| Contact address: | Pendoylan Childcare, Pendoylan Church in Wales Primary School, Pendoylan |
| Post code: | CF71 7UJ |
| Email address: | pendoylanps@valeofglamorgan.gov.uk |

This address should be used for all written correspondence to Pendoylan Childcare, including any correspondence to the Responsible Individual.

**Arrangements for complaints and concerns**

We welcome suggestions and constructive criticism from parents/carers and children to help us maintain a high quality provision. Please speak with the senior person in charge if you would like to make any suggestions. However, from time to time a parent/carer or child may find it necessary to follow the complaints procedures, copies of which can be found in the family’s handbook. A copy can also be obtained from the senior person in charge.

**Arrangements for dealing with an emergency**

Pendoylan Childcare has comprehensive emergency procedures. Details can be found in the Parent Brochure, or can be obtained from the Senior Early years Practitioner.

**STAFF**

The responsible individual is Mrs P Vaughan.

Mrs P Vaughan is in charge of the running of Pendoylan Childcare including day-to-day bookings, changes to requirements, organising the maintenance of the classroom, staff requirements, administration, invoicing and ensuring new policies and procedures are introduced according to government regulations.

**Staff present are:**

**Lead:** Angharad Davies (Open University Level 4 Certificate in Early Years.

Open University Level 5 Foundation Degree in Early Years).

 **Named Deputy:** Ruth Clapham (EDEXCEL –L3 National Certificate/Diploma children’s Care, Learning and Development)

**Assistant Practitioners:** Staffing increases during the year as numbers increase at our provision. Assistant practitioners are employed through a supply agency and either already have or are working towards the required Childcare qualifications.

Angharad Davies and Ruth Clapham have Paediatric First Aid training certificates.

Angharad Davies has ‘Positive Behaviour’ Level 1 certificate.

All staff have Child Protection and Safeguarding certificates.

Staff are employed effectively within the provision to ensure the safety, welfare and development of children. All staff have up to date DBS checks in place.

**VISITORS**

We have a Visitors Policy which is displayed at all times, and a visitors book which must be signed by anyone (other than parents and staff) coming into the premises when children are there.

**PREMISES & FACILITIES**

We are fortunate to have sole use of a heated building, with toilets for boys and girls, a kitchen and a store room for our sole use. We also have a large, safe outdoor play area.

The indoor classroom has areas for different kinds of play opportunities Finger gym, sand, water, construction area, creative area, role play, reading corner, computer area, mark making area.

We are open each day between the hours of 12:00am and 3pm during school term time only.

We are in regular communication with Pendoylan Church in Wales Primary School which leases the classroom and are able to request maintenance matters are dealt with at the earliest possible opportunity.

Pendoylan Childcareafternoon timetable:

11.50– 12.50 Registration – Lunch (provided by parents) & Playtime on nursery yard.

12.50 – 2.40 Focused tasks – following National Foundation Phase Curriculum

2:40 – 2:50 Coats and bags – signed out by parent/carer

On recruitment, staff are vetted in line with regulatory requirements which includes a DBS enhanced disclosure check. They receive induction which includes health and safety and child protection policies and procedures.

Staff are qualified to levels that meet or exceed National Minimum Standards for Regulated Day Care and staff qualifications and training needs are reviewed regularly. Regular supervised sessions and annual appraisals are held.

Staff meetings are held whenever necessary to discuss any matters of

concern and areas for development. Outcomes of these meetings contribute to the ongoing review of quality of care.

Pendoylan Childcare always works to a 1:8 adult to child ratio with a minimum of 2 members of paid staff present at all times.

Children are cared for in groups of no more than 30 children at any time.

**Pendoylan Childcare Policies and Procedures**

Pendoylan Childcare has an extensive set of policies and procedures.

The policies and procedures most relevant to parents/carers can be found in the parent handbook, although the complete set of policies and procedures is kept in Pendoylan Childcare, and can be accessed by parents upon request.

This Operational Plan, Statement of Purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes in regulation and at least annually. Any changes to the service are notified to CSSIW. Parents are informed of any changes to policies and procedures that affect them, and they will be asked to sign a new copy of the parent contract indicating acceptance.

List of policies, procedures and forms (which includes, but is not limited to):

1. Accident Incident Report (Adult/Child)
2. Activity Risk Assessment Form
3. Admissions Policy
4. Anti Bullying Policy
5. Collection Policy
6. Behaviour Policy
7. Child Booking Form and Daily Attendance Register
8. Child Protection Policy and Procedure
9. Child Registration and Parent/Carer Contract
10. Complaint Policy and Procedure
11. Confidentiality Policy
12. Data Protection Policy
13. Emergency Procedures
14. Equal Opportunities Policy
15. Food and Drink Policy
16. Health and Safety Policy
17. Hygiene and Health Care Policy
18. Media Policy
19. Medication Procedures
20. Medication Forms
21. Missing Child Policy and Procedure
22. Play Policy
23. Statement of Purpose
24. Sun Care Policy
25. Visitors Policy
26. Working in Partnership with Parents

**This Statement of Purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes in regulation and at least annually. Any changes to the service are notified to CSSIW. The playgroup notifies parents/carers of any changes to the playgroup’s policies and procedures.**