HUXLEY BEAR LIMITED

ASCOT DAY NURSERY

OPERATIONAL PLAN

2022

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Introduction

The Ascot Day Nursery was opened in 1998 as a baby unit at the North Ascot Community Centre. The idea of the baby unit came from the proprietor, who had sought baby places locally when her own children were young but found there was very little provision for 0-2’s in the Ascot area.

The Ascot Day Nursery provides an inclusive environment which supports the individual needs of each child and their family.

The Ascot Day Nursery follows the Early Years Foundation Stage Statutory Framework to inform planning, support development and monitor progress of the children within the setting.

Aims and Objectives

We believe that all children must be provided with a broad and balanced Early Years environment. The Ascot Day Nursery aims to provide a safe and stimulating environment for children, offering a high level of care and commitment to the children and their families that use it.

In order to achieve this, the following improvements will be implemented throughout the coming year.

* All relevant staff attend ongoing EYFS training.
* Focus on in-house staff training to support new team members.
* Ensure all staff read and understand the nursery policies and procedures.
* Ensure new staff complete First Aid training.

Use of space

Baby Room

The nursery is operated out of two sizable rooms, both are light and airy. We aim to have the younger children in one room and the older toddlers in the other. This allows activities to be planned to suit the age and stage of the children within each room more effectively.

The main room is divided into two smaller sections by a small wall and gate. One half of the room has a playhouse, slide and this is the area where the children sleep. The area has two cots and two small beds as well as space for the mattresses for the older children at sleep time. Linen is provided by the nursery, should a child need to sleep more than once a day their linen is removed and stored in a named basket to not confuse it with other children’s linen. All linen is laundered at the end of each day. The same area also has a nappy changing unit, all nappies and wipes are provided by the setting and included in the cost of the care. If particular brands are required, parents are able to supply these for the child to use at nursery. Above the changing unit is a board displaying a daily chart where nappy changes, sleeps and meals are recorded for each individual child. This information is then relayed to parents at the end of each day. This area also has a sensory wall with a busy board, sensory tiles and a mirror. There is also a large bookshelf for adult led story times.

The other half of the room is divided into two sections, one section is carpeted, and the other half has lino. The carpeted area has a cosy book corner with a sofa and cushions and a bookshelf which has board books for the children to self-select. Play mats are set out on the carpeted area and these mats will have a rotation of toys. The mats will have a selection of construction and small world toys to meet the needs of the children within the setting. The is also a toy box which a selection of colourful and interactive toys for the children to explore.

The Lino section of this area is where the children will have their meals and snacks and has tables and highchairs to meet the developmental needs of the children. Tabletop activities are also carried out in this area, and these include:

Art activities such as painting, sticking, chalk and pencils

Sensory including, gloop, swell gel, Playdoh, Sand, water, orbees and loose objects

Fine motor activities including, puzzles, shape sorters.

The lion area also has a double sink for handwashing and a storage area below with childproof locks installed.

On the walls in this area, raised from the floor are cupboards which provide storage for equipment.

Within this area there is a door with access to a small outdoor play area. This outdoor area is separate to the main garden and allows free flow the outdoors. The area has astroturf on the floor and is set up with activities daily to promote the cohort of children’s development and learning.

Outside in the main area is a secure playground which has a mud kitchen, sandpit, water feature, chalkboard, musical area and a gated off area for growing vegetables and flowers with the children.

The other room, located opposite the main room is a large hall with wooden floor. The hall is shared with the Old School Day Nursery and is divided in half using large, sturdy units which are locked into place. The units have shelves out of the children’s reach that store equipment and the children’s personal baskets. The lower part of the units has mattresses and cushions to make snug areas for the children to use during the day. The hall has an area with tables where the children eat their meals and snacks and where activities are set up during the day. These activities are the same as above in the baby room but also there are more structured activities such as cutting, threading, planned art, and more adult led activities that further promote children development and are planned around the themes in the hall. The themes provide a focus for planning and activities and helps children learn about different animals and countries around the world. The different themes we explore are:

Europe where we learn about farm animals, woodland animals, medieval Europe where we learn about kings, queens and castles.

Africa where we learn about African animals including lions, elephants, hippos, monkeys, rhinos. We also learn about the cultures.

Rainforest (South America) where we are about all the animals in the rainforest including, lizards, bugs, frogs, snakes, toucans, parrots. We also learn about the rainforest itself and make leaves, rainmakers and trees etc.

The Orient where we explore the animals and cultures of the Orient including tigers, panda and golden monkeys. We also learn about cultural traditions.

The Artic and Antarctica where we explore the animals such as, polar bears, seal, penguins, artic fox, whales etc. we also learn about Inuit’s, igloos, ice, snow. This theme is planned for December and during the theme we learn about Christmas.

Native America where we learn about cowboys and Indians, the animals that live there such as, Horses, eagles, elk, Bison, racoons etc.

The Caribbean and under the sea where we learn about the different creatures you find under the sea and the traditions of the Caribbean.

Australia where we learn about the animals including, koala, kangaroo, coyote, alligators etc.

There is an area within the hall that is dedicated to the theme and is set up to allow the children to explore the animals and object from that continent. There will be art and cooking activities planned with the theme as well as role play.

There are two mats for free choice toys which are changed regularly throughout the day as well as a slide, car mat and cars and a book corner with two small sofas and a basket of books. On the radiator covers are a selection of themed books that the children can self-select and read with an adult. There is also a mirror and number line on the wall and a busy board for the children to explore.

There is daily, planned activities including cooking, multi-sports, gym, and music and movement. Children from both rooms will join in with these planned activities.

**Activities and Equipment**

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| --- | --- |
| **Art and Creativity** | **Sensory** |
| Paint- hand, feet, sponges, brushes, objects  Chalk  Crayons  Pencils  Sticking – using different textured and coloured materials  Planned art activities for themes | Sand  Water  Gloop  Ice  Play snow  Playdoh  Cornflour dough  Bubbles  Foam  Orbees  Mud kitchen  Leaves and nature  Mirror pebbles |
| **Fine motor** | **Gross motor** |
| Puzzles – peg, floor, jigsaw  Shapes sorters  Busy boards  ICT toys with flaps and mechanisms (cause and effect)  Threading  Cutting with scissors  Tweezers and sorting pompoms  Sorting bears and scales | Slide  Climbing slide  Balls  Hoops  Beanbags  Parachute  Ride on toys  Ball pool  Gym and multisport  Dancing  Rocking horse |
| **Construction** | **Small world** |
| Megabloks  Dacta  Duplo  Stickle bricks  Wooden coloured blocks  Interstars  Large Lego blocks  Wooden sensory blocks  Stacking bricks  Bubble bricks  Stickle blocks | Dinosaurs  Farm animals  Cars  Train set  Dolls house  Safari animals  Underwater animals  Bugs  Horses and stable |
| **Role play and imagination** | **Music and story time** |
| Tool set  Babies  Kitchen  Dressing up  Hoover and cleaning set  Tepee  puppets  Barbers set  Make up set  First aid set  Laptop | Musical instruments  Story books (paper Back for adult led story time)  Books (hard Back for children to self-select)  Singing puppets  Alexa  Interactive books  Story pebbles |

Baby equipment including baby toys and rattles, soft toys, rocking chair, bumbos, activity arch, jumperoo, play mats and support cushions.

**Staff Deployment**

General ratios in the nursery are to be in accordance with the Early Years Foundation Stage Statutory framework for each age group. These ratios are as follows

Under 2 years – 1:3

2-3 years – 1:4

3 years plus – 1:8

Staff are therefore deployed between the rooms to ensure staff to child ratios are maintained. This is often 15- 18 children and 5-6 staff in the main room and 11 (8 over 2 years and 3 under 2 years) and 3 staff in the hall.

Staff work on shifts as follows:

7.30-4.30

8.00-5.00

8.15-5.15

8.30-5.30

8.45-5.45

9.00-6.00

Shifts are rotated so staff have variation to their work schedule.

Shifts are organised to ensure staff to child ratios are maintained throughout the day, taking into consideration each child’s individual nursery day.

**Management of staff**

The nursery is managed by the officer in charge, Amanda Jarvis. In her absence Charlotte Shepheard or Emily Jackson (deputy manager roles) or Colleen Caddow (nursery owner) will cover the role. It is the Officer in charge’s responsibility to ensure staff child ratios are maintain throughout the day.

Staff appraisals take place annually and supervisions take place every 6 months. The Officer in charge will arrange a meeting with each staff member to carry out their appraisal/supervision and during this meeting they will discuss the staff members progress as well as any safeguarding concerns and any changes to personal circumstances. The staff member and officer in charge will then make an action plan for the staff member to work towards before the next meeting. This will help to support staff with their Continued Professional Development (CPD).

All staff are required to complete regular training, and this includes First Aid, safeguarding (covering all areas) and food hygiene. Staff also complete regular training on any changes or adaptions to current practice and guidelines. In-house training takes part during staff meeting which are held every 6 weeks.

**Feedback**

The Ascot Day Nursery operates an open-door policy and parents are welcome anytime to discuss the development and welfare of their child/children. We have always actively encouraged all staff to speak to parents daily regarding their child, their routine and daily activities. All parents are encouraged to complete ‘WOW’ moments which can be added to the children learning journey. This helps to build positive relationships between parents and practitioners and ensures that each child’s needs are being met effectively.

Parents have always felt comfortable about approaching management to discuss any queries and if any complaints have been raised a meeting has been planned between the parents, management and the nursery owner to discuss the best course of action. Any comments from parents are dealt with as a matter of urgency and all feedback from parents or other professionals are taken positively and are used to inform future practice.