



## **Nursery operational plan**

At Newtown Road Day Nursery, 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.

In order for Newtown Road 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, and parents, 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 yearly basis, using reflective practice, and make and implement any necessary changes following a review.

Suggested contents to be kept in your operational plan:

### **Main index**

- The Early Years Foundation Stage
- Nursery Prospectus
- Mission and vision statement
- Care objectives
- Inspection report
- Organisation structure
- Senior management contacts
- Nursery organisation structure chart
- Staff deployment
- Training analysis/chart
- Designated person(s)
- Important information
- Nursery plans
- Emergency evacuation procedures
- Emergency locations
- Emergency contacts
- Policy and procedure documentation



- Health and safety documentation
- Daily operations statement
- Checklist for new starters
- Names of the staff who are paediatric first aid trained.

### Contact numbers

Contact	Name	Telephone number
Alarms (burglar)		
Builders		
Computer		
Doors		
Electrician		
Electricity supplier		
Environmental health		
Fire & 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	

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>