

Fun Foundations Operational Plan

At Fun Foundations 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 Fun Foundations to run effectively and efficiently and 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 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 annually, or as and when needed to reflect any changes to practice, using reflective practice, and make and implement any necessary changes following a review.

The Foundation Phase at Fun Foundations Day Nursery

All rooms have a continuous provision of a variety of areas of learning. These include wet and sand play, creative, construction, maths, language, role play, small world, reading, music and ICT areas. Children playing in these areas will be observed by staff, who will develop the play and learning by enhancing the provision.

An example of this: the children are playing in the role play area and are making cups of tea for one another. This is then used by staff to promote physical and mathematical development in the water tray. A tea set is put into the tray for the children to practise their pouring skills (physical development) and through doing this their knowledge and understanding of the conservation of liquid (mathematical) is also developed.

Staff will then develop a focused activity for the children to further develop learning and skills. In this example it could be a pouring game such as, 'Guess how many cups I can fill?!'

We strongly believe that literacy and numeracy skills are essential for life-long learning. We use the Jolly Phonics and Number Zoo schemes to assist the development of these skills. They are great fun and all children thoroughly enjoy participating in such activities. They mainly consist of singing, speaking, listening and kinaesthetic activities done during circle time daily.

These are supported through the use of the Write Dance scheme, which promotes the development of fine and gross motor skills through musical and creative activities combined.

All activities are differentiated to suit the individual's needs, enjoyments an



Mission and Vision Statement and Care Objectives

At Fun Foundations Day Nursery we are focused on the holistic development of children. We strongly believe in a child-centred curriculum, this is why we use 'The Foundation Phase' framework to guide the development of routines and activities.

We are focused on the individual and endeavour to cater for each individual's needs taking a holistic approach to care and education.

When we say 'holistic', we mean that all aspects of the child are important; for the child to thrive it is essential to encourage development:

- socially
- emotionally
- physically
- intellectually
- morally
- spiritually

This ensures that children are working towards reaching their full potential.

Organisation Structure

Nursery Manager - Amy Ferguson

Nursery Deputy Managers - Tracey Stevens and Mandy Husk

Group Leaders - Eliza Parfitt , Mollie Sadler and Natalie Mordecai

Nursery Nurses - Aimee Haines, Chloe Griffiths, Rebecca Lawrence, Leean Creasey

Nursery Assistants - Charlotte O'Neill, Abbie Lawrence, Lauren Minnett and Sophie-May Cross

Senior Management Contacts

Amy Ferguson - Mobile: 07889 948429 Home: 01656 667833

Tracey Stevens - Mobile: 07454 984144 Home: 01656 857420

Mandy Husk - Mobile: 07521 770137 Home: 01446 781684

Organisation Structure and Staff Deployment

The registered care provider is Amy Ferguson , who is a fully qualified Primary School Teacher specialised in The Foundation Phase. Her experience of working with children is long-standing and wide.

All staff have full Criminal Record Bureau checks, are trained in Paediatric First Aid and hold all relevant childcare and education qualifications.

All staff have a desire and enthusiasm for child-centred learning and endeavour to promote this ethos throughout the nursery.

Amy Ferguson - Manager

BA (HONS) Primary Education

Amy is a qualified primary school teacher, specialised in The Foundations Phase and Literacy. She has a comprehensive knowledge and understanding of experiential learning and the development of pre-school children.

Twelve years of childcare experience has gained Amy the benefit of empathy with children and their ever changing needs. Her personal experience as a mother of two enables her to naturally provide the nurturing support to both children and parents.

Little Learners Unit

Eliza Parfitt - Group Leader (Bears) Holiday/ After School Club Coordinator - BTEC National Diploma in Childhood Studies, QCF Level 5 (Advanced Practitioner) in Childcare, Learning and Development

Eliza joined the team following completing her final placement in college here. She proved, during her placement that she has a kind and caring nature and due to her ability to communicate with children effectively she is able to support and encourage their learning and development.

Mollie Sadler - Group Leader (Cubs) - QCF Level 3 in Childcare Learning and Development, QCF Level 5 (Advanced Practitioner) in Childcare, Learning and Development

Mollie's dedication to her profession is evident as she has worked tirelessly to complete her Level 3 in Childcare Learning and Development during her time with us and continue her professional development by starting her Level 5.

She has proved that she has a kind and caring nature and due to her ability to communicate with children effectively she is able to support and encourage their learning and development.

Tiny Tots Unit

Tracey Stevens - Deputy Manager NVQ Level 4 in Children's Care, Learning and Development

Tracey has fifteen years of experience working with pre-school children in a day nursery, specialising in the 0 - 2 years age range.

Her experience enables her to provide exciting and adventurous activities that promote opportunities for young children to take risks and become confident explorers of their environment.

Tracey has a warm and sincere approach to her work which inspires confidence in both children and adults who work with her, which include Frances Kendall (QCF Level 3 in Childcare, Learning and Development).

Mandy Husk - Deputy Manager NVQ Level 5 Childcare and Development

Mandy has great links to the local school, having worked in Y-Bont-Faen Primary School for 9 years in the Nursery and Reception Class. Her two children also attended the school and are now pupils at Cowbridge Comprehensive.

Children love to be around Mandy as she has a positive and enthusiastic attitude towards her work, always thinking of creative ways to enhance the children's learning and development.

Mandy has Aimee John (QCF Level 3 in Childcare, Learning and Development) working in her team to support the care, learning and development of the children attending our after school club.

Susan Brace - Nursery Cook

Susan has a passion for feeding people of all ages! Her food is always home-made and Sue is constantly thinking of ways in which she can encourage the children to eat healthily.

All children participate in cooking activities every week, giving them ownership of their food.

Sue has excellent links to Cowbridge; she has lived here for the past fifteen years, nine of these spent working in Y-Bont-Faen Primary school providing one-to-one pupil support. She has also got two children that attended Y-Bont-Faen and are now at Cowbridge Comprehensive.

Statement of Purpose

Fun Foundations Day Nursery in Cowbridge offers a day care facility for boys and girls aged between 6 weeks and 8 years through the medium of English. We support the development of bilingualism in pre-school children through the daily use of incidental Welsh in our setting. We provide a happy, caring, stimulating, safe environment and warm relationships between our staff and children. We believe these combinations promote the development of positive self-esteem and confidence in children.

We use the 'Birth to Three Matters' framework and 'The Foundation Phase' to provide a broad and balanced curriculum to support the physical, emotional, social and intellectual development of each child. We aim to assist each individual to reach their full potential and develop life-long learning skills.

The nursery is open Monday to Friday from 7:30 to 18:00 with the exception of Bank Holidays. Fees and session information are available on the Registration and Fees page of the web-site.

Fun Foundations operates a waiting list and whenever a vacancy arises a place will be offered to the applicant at the top of the waiting list. For more information on admissions please refer to our Admissions Policy, which can be found on the policies page of the web-site.

A deposit is paid when registering a child (this is refundable when the child leaves if the account is paid in full). This is not refundable if the place is not taken up. All fees are payable calendar monthly in advance and four weeks notice must be given for a child leaving a nursery.

Our nursery has two fully equipped units providing places for 21 babies aged between six weeks and two years and 15 children aged between two and three years and 15 children aged between three and five years. Staffing ratios are, under two's 1:3, two – three years 1:4 and three – five years 1:8. We have two fluent Welsh speaking members of staff that are available for parents who would like care and communication to be provided strictly in the Welsh medium.

The after school club is open from 14:55 through to 18:00 and the ratio of adult to child is 1:8. Children will be collected from schools in the local area via nursery transport (see School Collections Policy) and returned to nursery until 18:00. We will support the learning and development of the children by practicing reading and numeracy skills and providing a range of cooking activities. Children will access the outdoors play between 16:00 and 16:30. This will be weather dependent: if the weather is wet we will access the outdoors yard through the main after school entrance and following the designated path to the rear of the building (highlighted in yellow lines). If the weather is dry we will visit the Bear field next to the nursery (see our Visits and Outings Policy). Fees are £9.50 per session, which includes the provision of tea. Sibling discounts do not apply to the After School Club.

Due to the After School Club being situated on the first floor of the premises and no access to lifts we are unfortunately unable to enrol children with mobility difficulties.

We also have a holiday club for the provision of 10 children during the school holidays aged between 5 - 11 years. The opening times for this are 7:30 - 18:00 and the ratio of staff to children is 1:8. A scheme of work will be provided to parents when they enrol their child at our holiday club. An example of the child's day is:

7:30 - 9:00	Breakfast/ Free activities
9:30	Library/ Park
10:30	Snack
10:45	Planned Activities
11:30	Outdoor Play
12:30	Lunch
13:00	Planned Activities
14:30	Snack

14:45	Planned Activities
16:00	Outdoor Play
16:30	Tea
17:00 - Close	Free Time

Visits will be planned once a week, the appropriate risk assessments and permission slips will be obtained prior to every trip (see Visits and Outings Policy). Children will access the outdoors play between 11:30 and 12:30 and 16:00 and 16:30. This will be weather dependent: if the weather is wet we will access the outdoors yard through the main after school entrance and following the designated path to the rear of the building (highlighted in yellow lines). If the weather is dry we will visit the Bear field next to the nursery (see our Visits and Outings Policy). Fees per session are £22. Parents are required to provide a healthy packed lunch. Sibling discount does not apply to the Holiday Club.

Due to the After School Club being situated on the first floor of the premises and no access to lifts we are unfortunately unable to enrol children with mobility difficulties.

We provide a daily school drop-off and collection service to a number of local schools. Some of these may require the use of a staff member's vehicle, which will be fully insured and complies with all necessary legislation.

A typical routine at nursery for a two year old includes:

7:30	Free activities
8:15	Breakfast
8:45	Combination of free play and planned activities
10:00	Morning Snack
10:20	Outdoor Play
10:50	Combination of free play and planned activities
11:30	Lunch
12:00	Nap
14:00	Afternoon Snack
14:20	Outdoor Play
14:50	Combination of free play and planned activities
15:30	Tea
16:00	Busy Feet
16:30	Outdoor Play

17:00 - Close	Free Play
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Nappy changes are factored into the routines and children are also changed as and when required.

Fun Foundations Day Nursery welcomes all children and aims to respond appropriately to each child's background and individual needs. We ask parents to give as much notice as possible if a child is disabled or has any special educational needs. This will enable us to explore with parents and any outside agencies how we can provide most effectively for that child. We have a designated Special Needs Coordinator who will be happy to discuss your child's individual needs with you.

We believe that all of our children and their parents should always be afforded courtesy and prompt attention to their needs and wishes. If a complaint has been raised to a member of staff our aim is to have it resolved within 28 days.

The CSSIW are keen to hear from our users about their experiences and any concerns that they may have in regards to our nursery. However, it is not a complaints agency, and cannot deal with complaints linked to individual circumstances. If they are not able to deal with your particular complaint, they will direct you to the organisation best placed to help you.

They can be contacted through:

Website: www.cssiw.org.uk

Email: cssiw.southeast@wales.gsi.gov.uk

Telephone: 0300 790 0126

In writing: CSSIW National Office and CSSIW South East Wales Region, Welsh Government, Government Buildings, Rhydycar CF48 1UZ

More details can be found on Fun Foundations complaints procedure on our policies page of the website.

In the event of illness, accident or emergency we will act on the parents behalf and take such action as we consider appropriate. This may include taking your child from the nursery to seek medical attention. Every effort will be made to contact parents in all cases of emergencies.

Children must only be collected from the nursery by their parents / legal guardian or a nominated, responsible adult over the age of 16.

The nursery has a large garden area suitable for the range of ages attending. This is securely fenced and gated. The children are supervised at all times. We are situated in the heart of Cowbridge with access to a vegetable plot and the local library, which will provide a plethora of learning opportunities. Children will always be supervised when accessing these areas. The setting is only entered through a secure access door entry.

We occasionally have chicks at nursery. We believe that providing the children with the opportunity to be involved in the egg incubation process and enabling them to observe the chicks hatching promotes the development of personal, social and emotional skills. The eggs are contained in an incubator in the holiday club upstairs, the children do not touch the eggs. The chicks are then contained in a large box in a place that enables the children to feed and observe them with adult supervision and so that they do not pose any risk to the child.

The quality of care, statement of purpose and policies and procedures will be reviewed at least annually; the views of:

relevant children

the parents of relevant children

a local authority arranging for day care for a relevant child

persons employed to look after relevant children

will be obtained on the quality of care provided as part of any review undertaken. The CSSIW will be informed of any changes to the service.

The nursery contact details are as follows:

Website: www.funfoundationsdaynursery.co.uk

Email: info@funfoundationsdaynursery.co.uk

Tel: 01446 771117

In writing: Vale Forge, North Road, Cowbridge, CF71 7DF

Registration and Fees

Your childcare fees are payable monthly in advance on the 27th of each month by Standing Order or Childcare Vouchers and are non-refundable in the event of your child's absence. The fees are generally calculated by multiplying the weekly rate by 52 (or as appropriate) and divided by 12. If you require changes to your child's attendance which occur part way through a month the fees will be calculated on a daily rate for that month.

We are able to provide some flexibility with fees, please contact the nursery manager to chat about your individual needs.

The nursery is open Monday – Friday 7:30am – 18:00pm, 52 weeks of the year with the exception of Bank Holidays, Christmas Eve and New Years Eve.

Full fees are payable for all days, including closures. The 2 -5 year's rate applies the month after your child's second birthday.

We allow a two week fee break during Christmas, Easter and Summer school holidays. This will be reflected as: a 25% discount on one month's fees (one week break), 50% discount on one month's fees (two week break).

If you wish to decrease your child's attendance, we require one month's written notice.

A non-refundable registration fee of £10.00 is payable on registration of your child. A deposit of £50.00 is charged when a place is booked at the nursery. This will be deducted from your final month's fees provided one month's written notice has been given.

Sibling Discount

The nursery offers a 10% discount for siblings. The discount will be applied to the lowest invoiced fees and will only apply to regular sessions. Extra sessions and other charges will not qualify for discount.

Start and Finish Times

Parents must inform the nursery by 10am for morning sessions and by 2pm for afternoon sessions if their child is not attending the nursery that day, otherwise the nursery will assume a problem exists and will make all efforts to contact the parent/carer and or emergency contacts. If contact cannot be made by the nursery by 24 hours the local Area Child Protection Unit will be contacted for advice.

Your child must be collected by the end of their session. An additional fee of £10.00 for every 15

Age	Half Day 7:30 - 13:00/ 13:00 - 18:00	Shorter Day	Full day	Breakfast Club	School Collection (11:30/ 12:00 - 15:00)	School Collection (11:30/ 12:00 - 18:00)	After School Club	Holiday Club
Under Two	£25.00	£33.00	£44.00	-			-	-
Two - Five years	£24.00	£33.00	£43.00	£6.00	£21.00	£32.00	£9.50	-
Five - Eleven Years				£6.00				£22.00

minutes or part thereof will be charged in the even of late collection.

Contact Numbers

Computer	Apple	0844 3851666
Doors/ Plumbing/ Electrical	Robert Fisher (Landlord)	07849 116072
Social Services		01446 725202
Electricity	E-on Account Number: 10586759	01306 6727930
Environmental Health	Vale of Glamorgan Council	01446 709137

Fire and Rescue	Cowbridge Fire Station	01443 232000
Fire Officer	Dave Clark	07900 138955
Fire Equipment	Chubb	0344 8791738
Health Visitor	Tracy Leigh/ Pam Cater	01446 777040
Health and Safety Representative	Mandy Husk	07521 770137
Hospital	Princess of Wales	01656 752752
Insurance help line	CCV Insurance Brokers	029 20441238
Local Authority Early Years Service	Debbie Maule	01446 709269
Local newspaper	The Gem - Wendy Short	01446 774484
NDNA Legal Helpline		0845 9003583
NHS Direct		0845 4747
Pest Control	Vale of Glamorgan Council	01446 709105
Police	Hilary O' Callaghan	07805 301416
CSSIW	CSSIW East	0300 7900126
Water Board	DWR Cymru	0800 0520103
Waste Management	Vale of Glamorgan Council Simon Chilcott	029 20 673224
Window Callout	Richard Harris (Agent for Landlord)	07792 555294

Emergency Locations

Water main stop tap	Kitchen under the sink
Fuse Box	Entrance to After School club downstairs Above role play area in Little Learners Unit In cupboard in Tiny Tots feeding room
Boiler	Little Learner's Staff room

This policy was adopted on	Signed on behalf of the nursery	Date for review
20/05/2015	A. Ferguson	20/05/2016
06/05/2016	A. Ferguson	May 2017
05/04/2017	A. Ferguson	April 2018