

### **Nursery Operational Plan**

The Old School House (Headcorn) Ltd provides quality affordable childcare for the local community. Quality childcare brings benefits for the whole community - enabling parents /carers 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/carers to feel confident about the quality of care that is provided for their child/children, in order for parents to work without concern for their child's/ children's health and welfare.

In order for The Old School House (Headcorn) to run effectively and efficiently serving the local community needs, it is important that an operational plan is produced and implemented. It is envisaged that this plan will become a blue print for managing the nursery. It describes how the nursery will be run and what type of service will be provided, it will translate what is actually going to happen in the nursery, the structure of the nursery, who is responsible and guidance on practices and procedures.

It is envisaged that this plan may then be used by the nursery manager, parents and outside agencies to assess the quality of the service provided and how it will be operated. Further more staff may also use the plan as a quality tool of reference for general day-to-day practice.

We understand that it is important that this plan is reviewed on a regular basis, using reflective practice, and any necessary changes made and implemented.

Suggested contents to be kept in your operational plan (*delete/insert records as required*):

**main index**

- 1 \*Full Day Care Standards/\*National Care Standards/\*National Minimum Standards for Full Day Care (*\*delete as appropriate*)
- 2 Nursery operational plan
- 3 Operational plan review
- 4 Nursery leaflet
- 5 Mission & vision statement
- 6 Care objectives
- 7 Inspection report
- 8 Organisation structure
- 9 Senior management contacts
- 10 Nursery organisation structure chart
- 11 Staff deployment
- 12 Training analysis/chart
- 13 Designated person
- 14 Important information
- 15 Nursery plans
- 16 Emergency locations
- 17 Emergency contacts
- 18 Emergency evacuation procedures
- 19 Policy & procedure documentation
- 20 Health & safety documentation
- 21 Daily operations statement
- 22 Daily routines for each age range
- 23 Check list for new starters
- 24 Parent pack

## Contact numbers

Contact	Name	Telephone number
Electrician	Phil Roe	07946 261576
Police		999
Police Community Support Officer	Viv Hickmott	07969 583923
Hospital	Maidstone	0845 1551000
NHS Direct		0845 4647
Gas board	<b>Not Applicable</b>	<b>Not Applicable</b>
Water board	Mid Kent Water	0845 6032603 / 8506060
Plumber	Tony Meintjes	07930 552711
Fire & rescue		999
Fire equipment testing	NKM Fire Protection	01892 724242
Fire officer	Headcorn Retained Station	01622 890880
Ofsted		08456 404045
Electricity supplier	EDF Energy	0800 7838866
Local authority early years service	<b>See Attached</b>	<b>See Attached</b>
Children's links	Kent Children's Info' Service	08000 323230
Social Services		01622 691640
Environmental health		01622 602000
Waste management	Veolia	01634 731460
Pest control	Neil Homden, 1 <sup>st</sup> A Pest Control	01622 211311
Health visitor	<b>See child's registration form</b>	<b>As appropriate</b>
Health and safety		01622 602202
Insurance help line	Royal & Sun Alliance Policy No RTT209837 Reference 13745	0208 7633010
Window call out	Under Royal and Sun Alliance <i>Local 24 hr firm - Pilkington</i>	0500 006060 01622 758728
Alarms (burglar)	Rob Perfect	01233 820631
Builders	Tony Meintjes	07930 552711
Computer	Mike Chapman	07738 817260
Doors	Tony Meintjes	07930 552711
Local paper	Kent Messenger Maidstone	01622 717880

## Emergency locations

Water main stop tap	Main Kitchen – under sink
Gas point	N/A
Fuse box	Cupboard in Quiet Room
Boiler	Boiler Cupboard in main kitchen