



Ribbons Preschool Operational Plan

At Ribbons Preschool 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 Ribbons 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 preschool. It describes the preschool service, the structure of the preschool, who is responsible and guidance on practices and procedures.

The plan is used by the preschool 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 plan 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.

Ribbons Preschool in Dinas Powys will offer a wrap-around preschool service for boys and girls aged 3-4 through the medium of English, whilst also supporting the development of bilingualism and promoting the use of Welsh through daily use of incidental Welsh and Welsh language learning activities in our setting. We will provide a safe, creative and engaging learning environment aimed at promoting learners independence, confidence and curiosity. Ribbons Preschool will be a place for children to grow, learn and play. We will use the Foundation Phase and the Four Core Purposes to facilitate an arena of enhanced and continuous provision alongside carefully planned, child-led activities that will inspire and engage our pupils and meet all their academic and developmental needs in order to enable them to reach their full potential and develop life-long learning skills.

We to hope to develop our service as it grows over time. Firstly by being able to wrap around with additional primary schools, offering our service to a wider area of the community. As we grow we would also like to expand our services to allow us to offer services such as a breakfast club, after school provision.

The Foundation Phase at Ribbons Preschool

The preschool has 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 Read Write Inc. and TAPAS 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 and interests.

At Ribbons Preschool pupils will be active and motivated, both independently, through group work and adult supported activities. Co-created by two primary school teachers we at Ribbons endeavour to deliver only the best for our pupils. They will have access to a variety of provision both in and outdoor, which whilst encompasses within a learning environment that is safe and providing.

Ribbons Preschool is within a purpose built one storey building which includes a large main room separated into eight specific learning areas. These are as follows: Cooking area; Reading area; Construction area (including loose parts); Creative area; Water and sand play area; Block play area; Mark making area; and Role-play area. As well as these eight areas we have three small rooms. The first of which will be used as a sensory room for children to explore different materials and will include items such as bubble lamps, light tables etc. The second of which will be a quiet room to carry out activities such as story time, phonics and counting activities. The third room will be a music room and will be used for group singing and will include a variety of different musical instruments for the children to explore.

As well these inside areas we also have a large outside area that the children will have free access to throughout the day. This area will include a mud kitchen, a sand pit, a water area, tuff trays, planters and a bug hotel. This area is securely fenced and gated. The children are supervised at all times.

Children will always be supervised when accessing these areas.

The setting is only entered through a secure access door entry.

Mission and Vision Statement and Care Objectives

At Ribbons Preschool 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

Director– Jo Watkins-Freeman

Responsible Individual – Kate Watkins-Freeman

Preschool Manager – Kate Thomas

Senior Management Contacts

Kate Watkins - Mobile: 07710681385

Jo Watkins - Mobile: 07734236053

Kate Thomas – Mobile: 07701081218

The registered responsible individual is Kate Watkins, who is a fully qualified Primary School Teacher specialised in The Foundation Phase. Her experience of working with children is longstanding and wide.

All staff have full Criminal Record Bureau checks, and hold all relevant childcare and education qualifications. Our manager is fully trained in Paediatric First Aid, with the view to have all staff fully trained within the first year of operation.

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

Jo Watkins-Freeman - Company Director/Teacher

BA (Hons) Education, PGCE Primary and Music.

Jo is also a qualified primary school teacher who has experience of teaching children of all ages and cultural backgrounds. Her experience of teaching in a variety of countries and cultures has enabled her to develop different teaching techniques. Jo's love for music and creative approaches ensure the children she teaches have the opportunities to explore and learn through different platforms and creative mediums.

Kate Watkins-Freeman - Responsible Individual/Teacher

PGCE Primary, Masters in Early Years Educational Practice.

Kate 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. From twelve years of teaching experience has gained Kate the benefit of empathy with children and their ever changing needs. Kate is a true ambassador of learning through play and will ensure her pupils are given opportunities to access a full range of educational experiences.

Kate Thomas – Manager/ Person in charge

NVQ Level 5 Childcare and Development.

Kate has over nine years experience working within Preschool settings. She is an enthusiastic, gentle practitioner who will ensure all children at Ribbons are immersed in the highest of learning environments. Kate has trained and worked in the Vale of Glamorgan for the last decade. Her hard work and focused attitude makes Ribbons Preschool a calm and happy place for learners and team members alike.

Registration and Fees

The preschool will be open Monday to Friday from 7:50am until 5:45pm all year with the exception of the Christmas Holidays, in line with the Vale of Glamorgan's term dates. During these hours we will run two separate sessions 7:50am to 12:50 and 11:40 to 4:40pm, and a twilight session running from 4:40pm until 5:45pm. Children may also attend for the full-day, 7:50am – 4:40PM, or 5:45pm. Each session will include either breakfast or tea and a healthy snack provided by the preschool, and a session to eat lunch which will be provided in the form of a packed lunch by parents (facilities to warm up foods due to dietary requirements will be available upon request). Each session will also include a daily drop off or collection service (depending on which session the child is attending) to a number of local schools depending on parental demand. Some of these may require use of a company vehicle which will be fully insured and comply with all necessary legislation. Childcare fees are payable monthly in advance on the 28th of each month by BACS and are non-refundable in the event of your child's absence.

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 preschool manager to chat about your individual needs.

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

A deposit of £50.00 is charged when a place is booked at the preschool. This will be deducted from your final month's fees provided one month's written notice has been given.

Sibling Discount

The preschool offers a 5% 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 preschool by 9am for morning sessions and by 1:30pm for afternoon sessions if their child is not attending the preschool that day, otherwise the preschool 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 preschool 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 minutes or part thereof will be charged in the event of late collection.