



Ribbons Preschool Operational Plan

At Ribbons Preschool we provide quality, affordable childcare for the families in and around the local community. Quality childcare brings not only huge benefits for the children but also benefits for the whole community, enabling parents* to start and/or return to work, 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. We continuously reflect on the quality we provide and further develop our practice in line with policy, research, best practice, internal and external feedback.

We welcome parents' opinions and contributions to the quality improvement process and actively seek feedback through questionnaires, parents' evenings and informal discussion, which is recorded as part of our annual quality of care review as per the requirements of the NMS and its associated regulations. The review supports us to update our business/action plan accordingly.

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.

The plan is available to parents. The aim of this plan is to ensure that the service is well planned and organised, and to allow maximum flexibility in organising the provision according to available resources and the needs of children and families. The content of the plan will vary according to the type of provision, but may include *[delete/insert records as required]*:

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- Preschool leaflet
- Mission and vision statement
- Care objectives
- Inspection report
- Details of the organisational structure
- Information about line management responsibilities
- Details of the premises and facilities, and how they are used (to include information about how children under two have contact with older children and how this is achieved)
- Senior management contacts

- Preschool organisation structure chart
- Staff deployment
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- Designated person(s)
- Important information
- Preschool action plans
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- Emergency locations
- Emergency contacts
- Policy and procedure documentation
- Health and safety documentation
- Daily operations statement
- Checklist for new starters
- Parent pack
- Training plans
- Names of the staff who are paediatric first aid trained.

Contact numbers

Contact	Name	Telephone number
Alarms (burglar)	JLS Electrical Services (Wales) Ltd	01443 394041
Builders	Alexander Design Build Ltd	07974 295565
Computer (Broadband)	BT Internet	0800 7833749
Doors	Harlech Industrial Doors Ltd	02920 665539
Electrician	JC Building & Electricals	03456460071
Electricity supplier	British Gas	03332029844
Environmental health	Vale of Glamorgan	01446 700111
Fire & rescue		999
Fire equipment	FPS Ltd	01792 774085
Gas board	British Gas	03332029844
Health visitor	Dinas Powys Medical Centre	02920 512293

Hospital	University of Wales Hospital, Cardiff	02920 747747
Insurance helpline	WatkinsDavies Insurance Consultants	02920 626226
Local authority early years service	Rebecca Satherly-Thomas	01446 704704
NDNA legal helpline (NDNA members only)	NDNA	01824 707823
NHS 111 Wales		111
Pest control	Pestforce Cardiff	07376 801 352
CIW	CIW	0300 7900126
Public Health Wales		02920 227744
Police		999
Police Community Support Officer	Alisha Gronland	07557212907
Plumber	J.D. HEATING AND PLUMBING AND MECHANICAL SERVICES LIMITED	02920799700
Social Services	Vale of Glamorgan Child Protection	01446 725202 / OOH: 02920 788570
Water board	DWR Cymru	0800 0520130
Waste management	Biffa	0800 601 601
Window call out	Dinas Windows Ltd	01446 749055

Emergency locations

Water main stop tap	Kitchen
Gas point	Cellar

Fuse box	Electricity Cupboard
Boiler	Staff Room

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 – Abigail Welsh

Senior Management Contacts

Kate Watkins-Freeman - Mobile: 07710681385

Jo Watkins-Freeman - Mobile: 07734236053

Abigail Welsh – Mobile: 07598989912

The registered responsible individual is Kate Watkins-Freeman, 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.

Abigail Welsh – Manager/ Person in charge

NVQ Level 3 Childcare and Development.

Abby Welsh has a degree in Education from Cardiff University. Furthermore, she has a Level 3 in childcare and over fifteen years experience of working in day-care. She is also a passionate artist and is incredibly talented at drawing. Abby's attention to detail in our surroundings and attention to organisation makes Ribbons a beautiful, inspiring and colourful setting for all our children. With care and play at the forefront of her practice Abby makes every Ribbon's session a happy and joyful one!

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, and the last week of the Summer 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 admin fee 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.

* For the purpose of this publication the term 'parents' will be used to describe all types of primary caregivers, such as biological and adoptive parents, foster carers and guardians

