

Ladybird Play & Toddler Group Operational Plan

Our Operational Plan sets out the background, and aims and objectives of our setting, plus our management structure, staffing, policies, procedures, ethos, curriculum and activities. For more information please contact the Chairs of the playgroup Committee.

Introduction

Ladybirds Play & Toddler group, established in 1979, has been providing a welcoming, happy and safe environment for preschoolers to gain independence and learn through play and is well established within the communities of Histon and Impington.

Our aim is to support children whilst they learn through play and gain confidence being in a setting away from their parents/carers. They will learn to socially interact and negotiate with their peers and learn how to express themselves in a caring and nurturing environment.

We rent a hall in Histon which provides a hall for indoor activities and a garden space for the children to enjoy activities such as sand play, water play, slides and bicycles and a mud kitchen. Ladybirds is registered with Ofsted.

Ladybirds is a registered charity and is run by a committee made up of parent volunteers, who are also the trustees of the charity. All parents are welcome to join the committee, ensuring we have a minimum of 60% of the committee who are parents with children currently at Ladybirds at the time of their election on the committee.

Registration Information

Ofsted organisation reference	Ofsted Committee Registration Number	Charity Commission	Early Years Alliance (formerly preschool learning alliance)
EY280989	RP903053	1014404	5692

Ladybirds Aims

- High quality care & education for 2 and 3 years olds
- Be playgroup of choice for parents locally
- Work closely with parents and other settings
- Contribute to the local community

We aim to ensure that each child:

- Each child is safe and happy
- Every child is included and involved

- The environment is stimulating for all ages and stages of development
- Will have a key worker to observe and support their learning

Management

Ladybirds is run by a committee made up of parent volunteers. Members are elected at our AGM in October. We are run by Co-Chairs who are supported by the following roles - secretary, treasurer.

The Committee is the registered provider for the playgroup and is responsible for:

- Employing and line managing staff
- Managing the finances
- Ensuring the playgroup is adhering to legal responsibilities
- Ensuring there are policies in place to provide the highest standard of care

The AGM is held every October and all parents are welcome to attend. We look back at the previous year and look forward to the year ahead.

The running of the playgroup is delegated to the Playgroup Manager, Gill Day, who is responsible for staff management, supervisions, policy updates, childcare and education matters. Gill is managed by the Committee.

All members of staff have job descriptions and contracts. Staff meet twice a month to have staff meetings where any updates are shared. Staff have an annual appraisals with the Manager and the Manager has an appraisal with the Chairs of the Committee. The Manager and Deputy Manager comprise the staff management team, the officers of the Committee form the management team of the Committee. At the Managers supervision any issues with staff are discussed (every 6 weeks).

Staffing

Our staff are appropriately qualified and all legal checks have been carried out (DBS) in accordance with legal requirements.

<p>Claire Butcher Playgroup leader Registrar Prevent lead Health & safety CACHE Level 3 Diploma for the Children and Young People's Workforce First Aider</p>	<p>Sarah Stonham Playgroup leader CASEY Safeguarding officer Designated child protection officer NNEB qualified ECAT Training Child protection training</p>
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Equalities designated person	SenCo lead First aider Staff training coordinator Health & safety
Andy Leeming Playgroup Assistant First Aid for Child Carers Child protection training	Sharon Connor Playgroup Assistant Certificate in Pre-School Practice First Aid for Childcare Child Protection

Adult to Child ratios

Ladybirds always ensures we have a minimum of 1 adults to 4 children 2 years of age and 1 adult to 8 children over 3 years of age.

Volunteers and parents helpers

All volunteers and parent helpers are supervised at all times and undergo the required checks as required by law, where required.

All visitors to Ladybirds must show ID and sign in and out on our visitor sheet.

Non child care staff

In addition to our childcare staff we employ a Finance Manager, Julie Jocelyn who is responsible for invoicing parents and processing payments and provided up to date accounts information to the Committee. Julie does not have access to children or their information, however she has completed all the necessary legal checks.

Organisational Chart

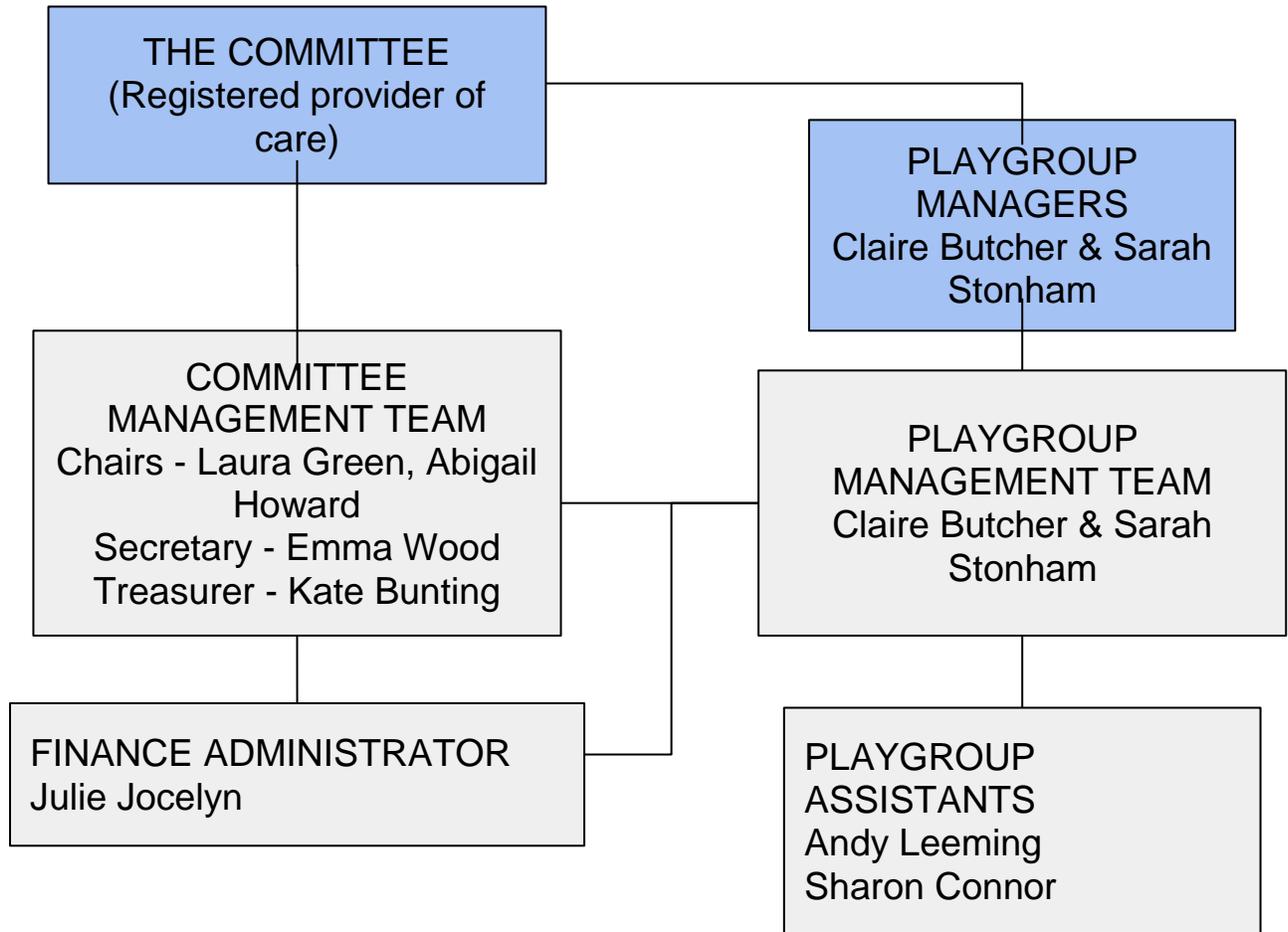
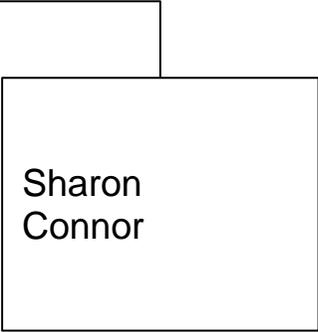
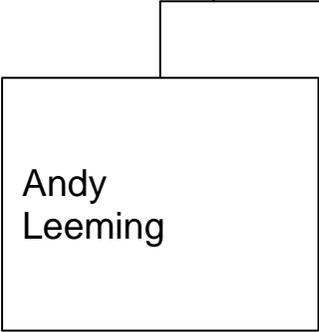
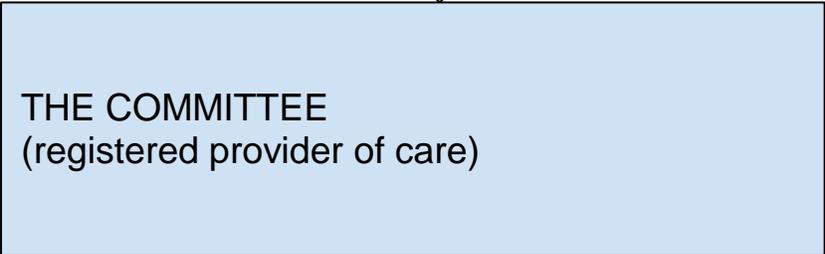
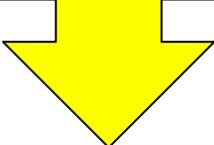


Chart of Accountability

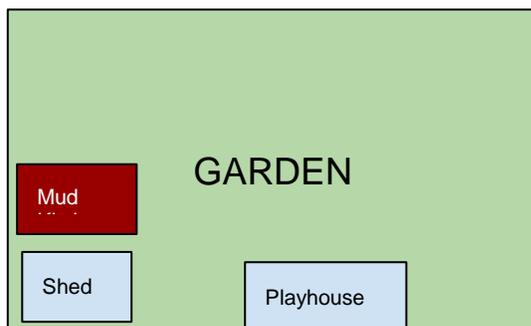
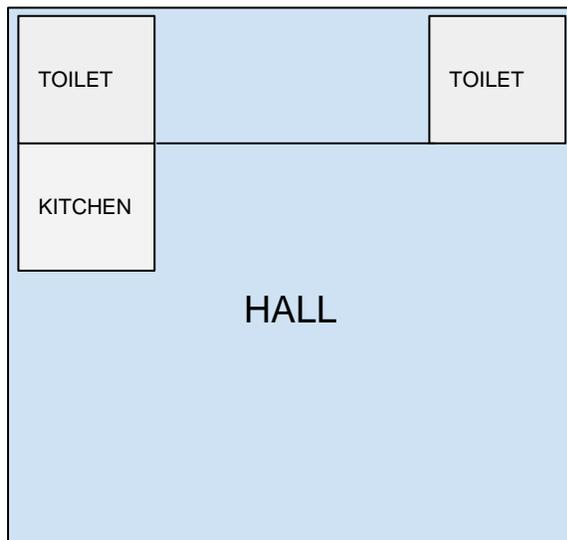


Premises

Ladybirds rents the use of a hall and it's facilities from the Salvation Army paying a fee for each separate booking, the last license agreement dates back to 2009 and we will be agreeing a new licence in due course.

The main hall is the principle area of activity and leads to the toilets. The back door leads to the garden which has grass, a playhouse, concrete. It used to be bordered by lovely trees which were cut down to make way for houses, the impact on the garden was quite significant.

The hall is due to be upgraded with an extension project this year.



Care and education

Key worker

Ladybirds has a key person system. This means that each member of staff has a group of children for whom they are particularly responsible. Your child's key person will be the people who work with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, they will help your child to settle and throughout your child's time at the setting, they will help your child to benefit from the activities.

Childrens records

In accordance with the EYFS, we maintain two types of record for all children: developmental and personal.

Developmental records

We observe and record their interests and achievements in each child's personal learning journey folder and our practitioners use these observations to enhance your child's progress. We encourage parental involvement by asking you to share your child's development and interests at home, which we incorporate into their sessions with us. We enjoy close partnerships with parents and carers, which we believe enhances the children's experience with us.

Personal records

These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters. These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in the office. Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about any other child. Staff will not discuss personal information given by parents with other members of staff (except the Manager), except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Consent forms

Registration form has personal details as follows

- Parent/Carer Name
- Address
- Date of Birth
- Email contact
- Contact phone number/s
- Child's Name
- Child's DOB
- Any dietary/medical information
- Any special educational needs

- Playgroup days attending
- First language
- Doctor's Name and address
- Data Protection form
- Form to allow us to pass on info about their child to other settings.

Curriculum

Our provision is focused around the seven areas of learning and development in the Early Years Foundation Stage Curriculum (EYFS). We deliver this within a nurturing and caring environment to give your children the confidence to develop their natural curiosity. Our planning incorporates the individual needs of each child and builds on their achievements to allow us to encourage the next steps in their learning.

Areas of learning

Your child will mostly be taught through play.

The areas of learning are (with example of each area that Ladybirds provides):

- **communication and language** - *modelling behaviour of how to talk respectfully, listening area for stories and rhymes, encourage learning of other children's names, singing, engaging in conversation with children, role play, discussing activities as playing*
- **physical development** - *we use our indoor and outdoor spaces to deliver an environment where children can practice fine and gross motor skills, from trampolining, balancing, jumping, gardening. We teach children about self-care - importance of washing hands, using their own drink bottle, good walking etc*
- **personal, social and emotional development** - *encourage sharing of equipment, taking turns, modelling respectful behaviour, clear, consistent and reasonable limits so children feel safe and secure, materials and play equipment at safe height for children enabling them to be independent and build confidence, time with key worker to develop relationships*
- **Literacy** - *reading stories and singing songs together, art table for mark making, rhymes, model behaviour through listening, fact and fiction books, themed sessions around books, book area*
- **Mathematics** - *shape, space and measure through blocks, liquids, water play, lentils, identifying patterns in books, puzzles, counting, play-do - halving, sand play, snack preparation - whole apple on one plate for example*

- **understanding the world** - *through stories and through play equipment there are opportunities to explore a wider world, we celebrate different festivals and and talk about different cultures, small world equipment provided for play, baking - helps understand different states of liquids*
- **expressive arts and design** - *there is always the opportunity to create and experiment with different materials, choosing colours and mixing colours, and expressing themselves through play*

In planning and guiding children's activities, practitioners reflect on the different ways that children learn and reflect these in their practice.

Three characteristics of effective teaching and learning are:

- playing and exploring - children investigate and experience things, and have a go
- active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

EYFS recognises the different developmental needs of children at different ages. Ladybirds covers from 24 months to 48 months.

Ethos of playgroup

We are a warm and welcoming group that really believe in providing a happy and safe environment for your child to play, learn and blossom.

Our children benefit from excellent Early Years education that focuses on exploration and play, creating and making whilst having fun which helps prepare them for their next adventure when they leave us.

List of activities

- Creativity - Painting, sticking, drawing, playdoh
- Messy play - Sand and Water play
- Quiet play - Reading, puzzles building blocks
- Music - songs time, music and dancing
- Physical activity - Climbing, dancing, bikes, trampolines
- Imaginative play - role play, home corner, animals,
- Cooking - supervised baking

Opening times and fees

We are open Tuesdays, Thursdays and Fridays 9am - 1pm (12-1pm is an optional lunch club that has an additional cost of £3.50). Each session costs £11.50. Invoices and payments are handled by the Finance Administrator.

Term dates

Spring term 2019
3rd January - 5th April

Summer term 2019
23rd April - 24th July
Half term - 27th May - 31st May

Inset days

Will be confirmed during the academic year and communicated through newsletters, noticeboards, online and face to face communication.

Collection of children process

All parents and carers must collect their child at the end of each session. If they are unable to collect they must arrange for another authorised person to collect child.

Information to parents

Daily information

Daily plans and news are written on a whiteboard at the entrance to playgroup.

Newsletters

Newsletters are given to parents each term with updates about the playgroup including any events and committee news.

Parent noticeboard

Is displayed where children leave their coats so parents can see it, this has useful information for parents on about playgroup and valuable information, such as our constitution and the statutory framework.

Facebook & Website

We regularly provide updates on our website and Facebook page on activities and event.

Staff/Parent meetings

We operate an open door policy where parents can talk to staff at any time about any concerns they may have or to discuss the development of their child.

Observations

Each child has a folder in which the key person team compiles observations on the child's time at Ladybirds. Parents can look at these folders at any time.

Policies

The policies and procedures of Ladybirds are available for all parents, carers and visitors on our website at <http://www.ladybirdplaygroup.co.uk>.