



Organisation Plan

Once Upon A Time Nursery is a privately-owned Day Nursery and is registered to take 43 children per session. The nursery is open Monday to Friday from 7.30am to 6.00pm. Morning sessions are available from 7.30am to 1.00pm and afternoon sessions are available from 1.00pm to 6.00pm. We also have a small amount of playgroup sessions available which are from 9.15am to 12.15pm and an afternoon playgroup from 1.00pm to 4.00pm.

The nursery consists of a baby/toddler area for children 6 weeks to 2 years and a pre-school room for children over 2 years. The baby area is registered for 19 children per session and the pre-school room is registered for 24 children per session. As well as the children's age, their stage of development is also considered when choosing the right environment for them.

As each child is approaching the age when they will be moving to the next area in the nursery, a plan for their settling in sessions will be arranged between the staff involved. The parents/guardians will be informed of this transition and be encouraged to discuss with the staff any concerns or anxieties they may have. Parents/guardians will be invited to look around their child's new room.

Each area has a key worker system in place. The key worker is responsible for ensuring the child's daily app is completed, liaising with the parents/guardians, and ensuring the child's individual development needs are met.

The ratios at the nursery are as follows:

- Under 2's – 1:3
- Over 2's – 1:4
- Over 3's – 1: 8

The nursery has a large enclosed garden with a locked gate. In addition to this a smaller area is provided for continuous outdoor learning experiences for all children. Outdoor play is encouraged as much as possible. Occasionally the children will enjoy a trip out of the nursery, which could be a walk around the village, discussing our local area or a visit to local shops, post office, café, library or garden centre. The ratio for such trips is 1:2. Before an outing takes place a visit to the location is arranged with the manager to check the suitability and for a risk assessment to be carried out and recorded. Written consent will then be required from the parents/guardians.



Training Plans

Training needs are identified through supervision meetings and courses are sourced through Noodle, R.C.T and Early Years Advisory Teacher. On-going training such as first aid is monitored by the manager.

Staff Structure

We currently have the following staff at the nursery:

- 1 registered owner (level 3)
- 1 manager (level 4/5)
- 1 room leader (level 4/5)
- 11 part time nursery nurses (level 3)
- 2 part time nursery assistants (level 2)
- 1 apprentice
- 1 cleaner
- 1 cook

Throughout the year we have students from the local colleges and comprehensive schools. All students are supervised, and regular feedback is given to their tutors.

Manager's job description:

- To manage and maintain the policies and routines of the nursery on a day-to-day basis.
- Plan and arrange provision for the children
- Carry out and record all health and safety checks (e.g. fire drills, risk assessments)
- Provide accurate information in response to enquiries maintaining a level of professionalism at all times
- Liaise with outside agencies such as CIW, Health Visitors and Social Workers
- Complete all admin work such as staff rotas', wages, fee book, registers and waiting lists
- Carry out annual appraisals with staff and regular one-to-one supervision meetings

**Senior staff description:**

- To work alongside the manager
- To take on the manager's job role in her absence

Nursery nurse's job description:

- To work within the policies and routines that have been set within the nursery
- Provide a safe, stimulating, friendly and caring environment for children to play and learn
- Ensure all areas are kept clean and hygienic and report any hazards to the manager
- Ensure children are treated with respect always
- Work in line with the curriculum for Wales for non-maintained settings
- To become familiar with each individual child's routine and stage of development
- To complete each child's daily diary on the Family App, assessments and development charts, observations, wellcomms, play plans (when needed)
- Liaise with parents/guardians in a confidential and professional manner
- Report any concerns to the manager (e.g. regarding staff, children or parents)

Key-worker's role:

- Encourage play and learning the Foundation Phase way and provide photographic and written evidence in each child's assessment file.
- Liaise with parents/carers daily.
- Plan, implement and evaluate learning experiences for allocated individual children.
- Discuss children's development with parents, staff and other professionals when required.



Early Years Foundation

We are an Early Years Foundation Phase Non-Maintained Setting and also a Childcare Provider for over 3's. We have an EYAT visit our setting monthly and all progress made is recorded. All courses attended are evaluated and implemented in the setting where possible.