

88. Nursery Operational Plan

At **Wilsic Road Day Nursery** 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. To continuously develop our practice, we regularly complete a self-evaluation cycle where we publish our opinions about the quality of our childcare and an action plan to implement emerging good practice from the sector. We welcome parent's opinions and contributions to the self-evaluation process and actively seek feedback through questionnaires, termly opportunities for parents to speak to their child's key worker and informal discussion which is recorded.

In order for **Wilsic Road Day Nursery** to run effectively and efficiently 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 nursery. It describes how the nursery is run and what type of service is provided. It describes the nursery service, the structure of the nursery, who is responsible and guidance on practices and procedures.

The plan is used by the nursery 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 policy on a regular basis using reflective practice, and make and implement any necessary changes following a review.

Main index

Contact numbers

Contact	Name	Telephone number
Alarms (burglar)	Kevin Blackburn	07989 342901
Builders	Freddie Torne	07522 292321
Computer	Data Mediks	01302 244477
Doors	Andrew Jackson	07970 428384
Electrician	Grant Inglis	07497 580304
Electricity supplier Electricity Board	Eon YEDL	0808 501 5699
Environmental health	DMBC	01302 736000

Fire and rescue		999
Fire equipment	O’Heap & Son Ltd	01332 366721
Fire officer		01142 532506
Gas board	National Gas Emergency Service	0800 111 999
Health visitor	Tickhill & Bawtry	01302 737572
Health and safety representative	Peninsula	0844 892 2772
Hospital	Doncaster Royal Infirmary Bassetlaw	01302 366666 01909 500990
Insurance helpline	Dobson and Hodge	01302 323465
Local authority early years service Local Safeguarding Children Board	Stephanie Douglas Day: 8.30am-5.30pm Eve: 5.30pm-8.30am	01302 737810 01302 737777 01302 796000
Local paper	Tickhill Today	01302 744278
NDNA legal helpline (NDNA members only)	Mem no C06149	01484 407070
NHS Direct		111
Pest control	Don Valley Pest Mgmt	07798 792774 – Steve Coe
Ofsted		0300 123 1231
Police		999
Police Community Support Officer	DMBC	01302 736000
Plumber	David Kelly	07857 300707
Social Services		01302 736000
Water board	Yorkshire Water	0845 1242424
Waste management	DMBC	01302 736000
Window call out	Andrew Jackson	07970 428384

Emergency locations

Water main stop tap	Nursery: Toilet mop cupboard House: Under black floor tile to the right of the radiator in the kitchen
Gas point	Cupboard by front door of house

Fuse box	Toddler Room, Utility Room on the right above tumble drier. House: kitchen top cupboard above sink to the right.
Boiler	Heating for Nursery: Behind washing machine. Water for house and nursery in upstairs dressing room, first cupboard on the right.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>July 2021</i>		<i>July 2022</i>