

Quba Nursery and Pre-school Operational Plan



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Operational Plan for Quba Nursery and Pre-school

Overview

Quba Nursery is committed to providing high-quality early years education and care in compliance with Ofsted's statutory framework. This operational plan outlines the proposed number of children attending, the distribution of ages, staffing ratios, daily schedules, and compliance measures to ensure the highest standards of safety, education, and care.

Capacity and Age Distribution

- **Total Capacity per Session:** 35 children
 - **Morning Session:** 8:30 AM - 11:30 AM
 - **Afternoon Session:** 12:30 PM - 3:30 PM
- **Age Groups:**
 - **2-3 year-olds:** 15 children
 - **3-4 year-olds:** 10 children
 - **Infants (9 months to 2 years):** 10 children

Attendance Schedule

- **Operational Days:** Monday to Thursday
- **Operating Hours:** 8:30 AM to 3:30 PM
- **Weeks of Operation:** 38 weeks annually, divided into three terms:
 - **Term 1:** September to December (14 weeks)
 - **Term 2:** January to April (12 weeks)
 - **Term 3:** Mid-April to July (12 weeks)

Compliance with Ofsted's Statutory Framework

Staffing Ratios

Quba Nursery adheres to the staffing ratios set by Ofsted to ensure the safety and wellbeing of the children:

- **Infants (under 2 years):** 1 teacher per 3 children
- **2-3 year-olds:** 1 teacher per 5 children
- **3-4 year-olds:** 1 teacher per 8 children

Qualified Staff

- **Manager:** 1 qualified manager
- **Teachers:**
 - **Infants:** $10 \text{ infants} / 3 \text{ infants per teacher} = 4 \text{ teachers}$
 - **2-3 Year-Olds:** $15 \text{ children} / 5 \text{ children per teacher} = 3 \text{ teachers}$
 - **3-4 Year-Olds:** $10 \text{ children} / 8 \text{ children per teacher} = 2 \text{ teachers}$
 - **Total Teachers Required:** $4 + 3 + 2 = 9 \text{ teachers}$

Importance of Local Employment

- **Community Impact:** Creating local employment opportunities, enhancing community development, and providing a stable work environment for early childhood educators.
- **Qualified Workforce:** Employing qualified teachers from the local area to ensure cultural and community relevance in the nursery's operations.

Safeguarding and Welfare

Safeguarding Policies

- **Child Protection:** Comprehensive child protection policies to prevent abuse and neglect.
- **DBS Checks:** Enhanced Disclosure and Barring Service (DBS) checks for all staff members.
- **Training:** Regular safeguarding training for all staff to stay updated on the latest practices and regulations.

Supervision and Care

- **Supervised Activities:** All activities are supervised by qualified staff to ensure the safety and well-being of children.
- **Emergency Contacts:** Maintaining updated emergency contact information for all children.
- **Confidentiality:** Ensuring the confidentiality of all child and family information.

Health and Safety

Health Policies

- **Health Checks:** Regular health checks for children to monitor and maintain well-being.
- **Hygiene Practices:** Strict hygiene practices, including regular hand washing, sanitizing toys, and clean facilities.
- **Illness Protocols:** Clear protocols for managing illnesses, including isolation procedures and parent notifications.

Safety Measures

- **Emergency Procedures:** Clear and practiced evacuation plans, regular fire drills, and emergency response training.

- **Secure Environment:** Secure premises with controlled access to ensure children's safety.
- **First Aid:** Staff trained in pediatric first aid, with first aid kits readily available.

Daily Schedule

Morning Session

- **8:30 AM - 9:00 AM:** Arrival and free play
- **9:00 AM - 9:30 AM:** Circle time and registration
- **9:30 AM - 10:30 AM:** Educational activities (structured play, learning exercises)
- **10:30 AM - 11:00 AM:** Snack time and outdoor play
- **11:00 AM - 11:30 AM:** Storytime and preparation for departure

Afternoon Session

- **12:30 PM - 1:00 PM:** Arrival and free play
- **1:00 PM - 1:30 PM:** Circle time and registration
- **1:30 PM - 2:30 PM:** Educational activities (structured play, learning exercises)
- **2:30 PM - 3:00 PM:** Snack time and outdoor play
- **3:00 PM - 3:30 PM:** Storytime and preparation for departure

Curriculum and Activities

Quba Nursery follows the Early Years Foundation Stage (EYFS) framework, focusing on:

- **Communication and Language Development:** Activities to enhance speaking and listening skills.
- **Physical Development:** Indoor and outdoor play to promote physical health.
- **Personal, Social, and Emotional Development:** Activities to build self-confidence and social skills.

- **Literacy:** Reading and writing exercises suitable for each age group.
- **Mathematics:** Basic numeracy skills through play and structured activities.
- **Understanding the World:** Exploring different cultures, traditions, and the environment.
- **Expressive Arts and Design:** Art, music, and imaginative play.

Monitoring and Evaluation

Child Progress

- **Ongoing Assessment:** Regular assessments to monitor and support children's progress in line with EYFS guidelines.
- **Individual Learning Plans:** Tailored learning plans for each child based on their development needs and interests.
- **Parental Involvement:** Regular meetings with parents to discuss their child's progress, provide feedback, and set future goals.

Staff Performance

- **Performance Reviews:** Regular performance evaluations to ensure staff meet professional standards.
- **Professional Development:** Continuous professional development opportunities for staff to enhance their skills and knowledge.
- **Feedback Mechanisms:** Systems in place for staff to provide feedback and suggest improvements to nursery operations.