|  |  |
| --- | --- |
| **POLICY** | **OPERATIONAL PLAN FOR REGISTERED CHILD CARE SERVICES**  **STATEMENT OF PURPOSE** |
| **SETTING** | **OVERTON PLAY CENTRE** |
| **AIMS** | Provide our children with a wealth of stimulation and motivation to help them adapt socially to different circumstances. To prepare our children for the challenges of going to school. |
| **Objectives, Statements and Procedures** | ***At Overton Play centre we promise:***   * To provide quality care and education within a safe and stimulating environment. * To meet all the children’s needs. * To provide a curriculum that is varied and balanced through a team of experienced and qualified staff, in consultation with parents. * To promote a working relationship between parents and the pre-school. * To provide opportunities for all children and families within the community of the pre-school.   Overton Play centre is a pleasant, secure environment in which children can learn through the medium of play. Everyone at our play group is treated equally, whilst, valuing their right to be unique and excel at their own pace and in their own way.  We respect all children regardless of colour, gender, creed, ability or background. Each child is encouraged to reach their full and true potential in every area and develop a sound belief in their own self worth.  Children at Overton Play centre are encouraged to take responsibility for their own actions. We promote respect for moral values and for other people and their belongings. We positively encourage that all people are unique and we all have different needs. As a result, the children form relationships here, which are sound, firm and secure.  Each child’s progress is constantly assessed and recorded in their ‘This is Me’ booklet in order to monitor their development, this follows them through their time at Overton Play Centre and when the child leaves they take the booklet with them. It will also be full of all the art and craft items they have produced whilst with us. It is not only a useful tool for the child’s key worker but also a wonderful memento of their time at Overton Play Centre.  We allow our children the freedom of the entire Nursery and never stop them from  Exploring and discovering.  ***Building and Grounds: (for a detailed floor plan please see attached)***  The entrance is via a short gated driveway of which we have sole use. At the end of the driveway there is a second bolted gate which gives access to the playground area. Our outside space runs around the perimeter of the entire building. It is divided into sections as follows:   * Hard play area is L shaped running across the front and along the left side of the building. We have a small toy store shed in the right corner. Directly over the front entrance there is a wooden framed canopy. * There is a bolted access gate situated on the left hand side of the building leading to grassed area housing outside toys such as slides and climbing frames for use in dry weather. * Continuing around the back of the building there is a paved area with a covered sand pit and play house. * To the right of the building at the back there is a ‘secret’ passageway through a short tree lined tunnel leading to our environmental garden. Here children are introduced to environmental issues and are encouraged to grow their own fruit and vegetables. It has a seating area for children to relax and enjoy the wildlife. (including our resident class pet, Badger the guinea pig) * Leading to the front right of the building from here is a low wooden gate and small step down to our fenced water play area. Housing a good selection of water play toys.   Our inside space is also L shaped and is arranged as follows:   * The main entrance is situated along the left of the building. This door is locked at all times and access is gained by the use of a bell alerting staff to your presence. * Inside the door are hooks for children to hang their belongings, above which are named pockets for each child. Parents are asked to check them regularly for information and correspondence. * Opposite the entrance is the disabled/adult toilet and nappy changing area. * Continuing to the right into the building you walk along a short corridor with the children’s toilets to the left. (this corridor has a retractable safety gate fitted) * The corridor now joins to the right into the main hallway where there are more hooks for children’s belongings. Above which on both sides are notice boards. * To the left is a quite room and toy store cupboard. This room is multi-functional through the day. It is used for register, quiet time, and rest time and as a soft play area. * Adjacent to this is the fitted kitchen the entrance to which has a fixed safety gate which is kept closed at all times. There is a shuttered hatch into the main room. * On the opposite side of the main hallway is the office. * The main room of the Play Centre is situated via a door in the main hall. * To the left is a fenced area which is predominantly used for craft activities, snack and meal times. * We have a small inside sand pit and a good selection of toys for use here. * At the far end is a carpeted area with a child accessible toy storage shelving unit. Children are encouraged to choose their own activities and tidy up after themselves. * On the opposite side of the room is a reading area with low seating and book storage. * Next to this we have our computer desk where children have free access to use the computer. * Back up the right side of the room is the area for role play. It is ever changing from home to doctor’s surgery, to cafe, post office and limitless other options as the children’s imagination allows.   All activities are tailored to each child’s ability and age. The input and support of staff to child will change depending on the amount of help required by the child or stepping back to make it more challenging for the older and more able children.    **Staff**  **and Committee structure**   |  |  | | --- | --- | | Play Centre Manager | Margaret Davies | | Deputy Manager | Nicole Langley | | Supervisor | Angela Hughes | | Childcare Assistant | Charlotte Brookfield | | Cover Childcare Assistant | Roxanne Haynes | | Cover Childcare Assistant | Grace Haynes | | Chair Person of the Committee | Angela Atkins | | Vice Chair Person | Sarah Evans | | Secretary | Sarah Carpenter | | Vice Secretary | Vacant | | Treasurer | Claire Jowitt | | Vice Treasurer | Louise Skillhorn |   All of the above are directly contactable via the Play Centre.  **For detailed information on all issues regarding the running of Overton Play Centre please see our Policies and Procedures which are readily available at the Play Centre.** |