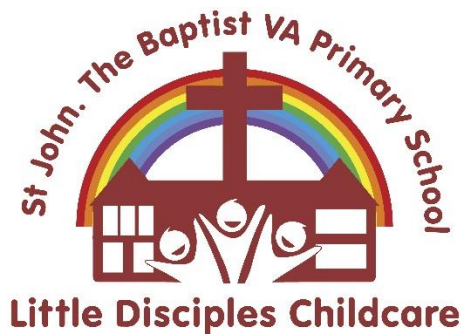


Little Disciples

Childcare



Operational Plan

At Little Disciples Childcare our aims and objectives are to provide and develop a reliable, affordable and quality Wrap around care service which includes Breakfast Club, Nursery Plus, Afterschool Club & Holiday Club.

Approved by:	Little Disciples Senior Management Team
Adopted by:	Trustees of the Little Disciples Management Committee
Scheduled review date:	November 2022 or when necessary.
Agreed by Person in Charge: <i>Signature & Dated</i>	
Agreed by Responsible Individual <i>Signature & Dated</i>	

Little Disciples Childcare

St John the Baptist Aided School
Chester Road
Penymynydd
Flintshire
CH4 0EN
Tel: 07510 305 421
Littledisciples2015@outlook.com



Responsible Individual: Mrs Anna Stephens
Person in Charge: Mr Sam Gocher
Charity Number: 1194380

Operational Plan

Our operational plan supports and underpins the Settings statement of purpose.

Organisation Details

Organisation Name:	Little Disciples Childcare
Address:	St John the Baptist V.A School, Chester Road, Penymynydd Flintshire CH4 0EN
Telephone Number:	01244 550838 (School Landline) 01244 478920 (Club Landline) 07514 979180 (Manager's Mobile)
Date of Opening:	September 2015 (2 hours per evening) Initial Registration with CIW: 27 th April 2016 Re-Registration with CIW (Charitable Incorporated Organisation: 1 st July 2021 Full Day Care from September 2023 for the launch of Nursery Plus provision.
Age Ranges of children admitted	3-11 Years (Nursery to Year 6)
Type of Club:	Breakfast Club, Nursery Plus, Afterschool and Holiday Club
Opening Times:	<u>Breakfast Club</u> 7.50am until 8.20am (Paid Club) 8.30 until 8.50am (Free Welsh Government Breakfast Club) <u>Nursery Plus</u> 11.25am until 3pm – Monday to Friday <u>Afterschool Club</u> 3.05pm until 6pm for Foundation Phase (Class 1 & 2) 3.15pm until 6pm for KS2 (Class 3 & 4) <u>Holiday Club</u> 8am until 5.30pm on Tuesdays, Wednesday & Thursday during school holidays except Christmas.
CIW Registration Number:	W1500003017
Registered Charity Number	1194380

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Staffing Details

Responsible Individual	Mrs Anna Stephens (Headteacher)
Person in Charge & Club Manager	Mr Sam Gocher
Person in Charge & Deputy Manager	Mrs Eleanor Eccles
Playworkers:	Mrs Kathy Humphreys
	Miss Ruby Humphreys
	Mrs Denise Hodson
Nursery Plus Assistant & Playworker	Mrs Jemma Williams
Relief Playworker	Miss Ellie Williams
Breakfast Club Assistants	Mr Danny Freeman
	Mrs Hilary Rimmer

Child Protection Officers:	Mrs Anna Stephens (Level 3) Mr Sam Gocher (Level 3) Mrs Emily Tiryaki (Level 3) Mrs Eleanor Eccles (Level 3)
Data Protection Officer:	Sarah Webb (e2e Consultancy)
Person with responsibility for behaviour:	Mr Sam Gocher
First Aiders:	Mr Sam Gocher (L3 Paediatric First Aid)
	Mrs Eleanor Eccles (L3 Paediatric First Aid)
	Mrs Kathy Humphreys (Emergency First Aid)

Management Committee

Chairperson (Trustee)	Mrs Anna Stephens
Treasurer (Trustee)	Mr David Dalrymple
Trustee	Mrs Jan Davies
Ex-Officio	Mr Sam Gocher (Manager)

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Background Information

Little Disciples Out of School Club was registered in April 2016 as a Breakfast and Afterschool Club, offering quality, accessible childcare for children attending St John the Baptist School, Penymynydd. Little Disciples was set up in response to the demand for childcare from working parents with children in attendance of the school. In September 2023 we also launched our Wrap Around Care service which includes Nursery Plus.

Aims and Objectives

At Little Disciples Childcare our aims and objectives are to provide and develop a reliable, affordable and quality Wrap around care service which includes Breakfast Club, Nursery Plus, Afterschool Club & Holiday Club.

Setting Premises

Little Disciples Childcare is based at St John the Baptist V.A School and has use of the school hall, foundation classrooms and outdoor areas. The setting provides various areas for the children to explore from creative to construction. We provide a healthy breakfast and afternoon snack. Toilet and first aid facilities are available (separate toilets for staff members) as well as a large free access resource area.

Breakfast Club Routine

7.50am until 8.20am	Paid Breakfast club provision: Breakfast is served, Free play & Activities
8.20am until 8.45	Welsh Government Free Breakfast Initiative: Breakfast is served, Free play & Activities
8.30am	Main School Gate is locked
8.30 until 8.50am	Children are supported in tidying up the setting by playworkers.
8.45-8.50am	Children are dismissed to their classrooms – Children with ALN are support to their classrooms.

Nursery Plus Routine

<u>Activity</u>
11.25am – 11.50 – Story/Song Carpet time
11.50am – Toilet and Wash hands ready for dinner time
12pm – 12.30pm – Dinner time in Class 1
12.30pm – 1pm – Outdoor play in the Class 1 outdoor area
1pm – 2pm – Adult led activity, play based learning indoor and outdoor.
2pm -2.15pm – Break time in the Class 1 outdoor area.
2.15-2.50pm – Finishing off activity/play in the outdoor/indoor areas.
2.50-3pm – Story and getting ready to go home or to club.

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Afterschool Club Routine

2.50pm until 3.05pm	Club Staff arrive and set up the environment in preparation for the arrival of children.
3.05pm	Early Years and Infant (Class 1 & 2) children are collected from their classes and are escorted to the club by a playworker. Attendance register is taken.
3:15pm	Junior children (Class 3 & 4) make their own way down to the school hall from their classes. Attendance register is taken.
3.15pm until 3.40pm	Children then wash their hands and sit down for snack. Children can choose what they would like for snack and a drink. This time is a quiet time for all to relax and enjoy their food and drink. Playworkers communicate with the children about their day and discuss what we will be doing in the club that evening.
3:40 - 6:00pm	Once the children have finished their snack and drink, they are then able to play freely, choosing from a range of activities such as the Indoor environment, Outdoor Environment, Adult Led Activity, or the Free Access resource area.
6pm	Parents/carers may arrive to collect their child/ren at any time up to 6pm

Holiday Club Routine

8:00am until 10:00am	Breakfast, Free Play, Adult -Led Activity
10:00am until 10:30am	Morning Snack
10:30am until 11:30am	Free Play and Adult-Led Activity
11:30 until 12:00pm	Quiet Time
12:00 pm until 12:30pm (approx.)	Lunch Time
12:30pm until 3:30pm	Free Play and Adult-Led Activity
3:30pm until 4:00pm	Quiet Time
4:00pm until 4:30pm	Snack Time
4:30pm until 5.30pm	Free Play and Home Time

In the case of a parent/carer failing to collect the child. The Manager calls the names contact (including the emergency contact) to come to the setting and collect the child. In the event of no contact being made after 30 minutes, the Manager contacts the Duty Officer at Social Services to advise them of the situation and take their advice on further action. The responsible person is also informed. (Please refer to the arrival and collection policy)

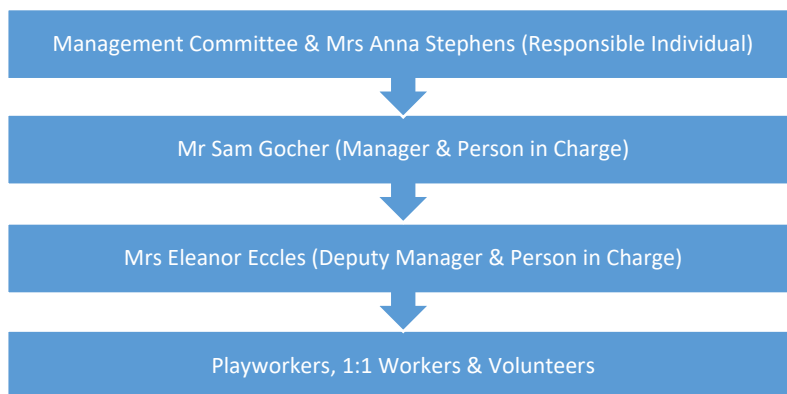
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Organisational Structure



All employees and volunteers are vetted in line with regulatory requirements which include a DBS check. Staff also receive an induction during their probationary period.

Staff are qualified to level that meet or exceed the Nation Minimum Standards for Day Care and staff qualifications and training needs are reviewed on a regular basis and during their annual appraisal. Staff carry out a self-evaluation and have monthly staff meetings/training which the findings then contribute to the ongoing review of our service and the activities and resources we provide.

The setting operates a 1:8 ratio (of children from 4-8) and 1:10 ratio (of children 9-11) with the maximum capacity of 38 at one time. There are always 2 members of staff on duty.

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Setting Policies and Procedures

Operational Plan
Equal Opportunities
Arrival & Collection
Absence Management
Additional Needs
Child Participation
Emergency Policy/Procedure
Food Hygiene
Healthy Eating, Food & Snack
Staff Disciplinary
Confidentiality
Media Policy
Social Media
Hygiene & Health
Missing Child
Health & Safety
Staff Conduct
Whistleblowing
GDPR & Data Protection
GDPR & Personal Data Audit & Matrix
Complaints
Collection of Fees
Medication Policy
Play Policy
Child Protection & Safeguarding
Admissions Policy
Behaviour Management
Anti-Bullying
Welsh Language
Parent Contract
First Aid
Intimate Care
Working in Partnerships