3.OPERATIONAL POLICY

Wavertree Christian Community Centre’s nursery operates for approximately 38/39 weeks a year (term time only). All Qualified staff have continuous training sessions throughout the year. A minimum of 50% of staff on duty are trained to at least NVQ level 3.

08:30 Doors open. Children admitted to main hall. Self-registration. (Children are

 encouraged to find their own name, sign in and put it in the appropriate place)

 Fruit and water are on offer from the time the children arrive. Free choice (child

 Initiated.) Activities to choose from include large play equipment e.g. Climbing frame, bikes, scooters, prams, Home corner, Mark making area, number zone (maths), sand, water, dough, reading area, craft corner, painting area, computer, listening centre.

All staff are involved with the children during free play.

09:20 Main registration group discussions. Children go to their key workers area and discuss the weather, days of the week, the months, the date and what they are going to do today. Key person time.

09:30-11:00 Free choice/Open Snack/Outside play/Key person activity

 (see 08:30 for free choice)

Open snack – children are offered a choice of healthy snacks and drinks. They are encouraged to collect their own plate. Choose their own snack, pour their own drink and on certain days make their own snack. Staff assist children only if required.

09:45 Key Person Activity

Small group time. Children are separated into their individual groups with their key worker to do a specific activity (adult led).

Two groups will go into specific areas e.g. The mark making area and carry out activities. They are encouraged to participate fully but if they want to move on to another activity they may do so, if it is not being used by another group. The children are encouraged to help prepare and tidy away the activity. During the time the children spend with their key worker, they will be assessed on occasions on particular skills and this will be recorded in their record of achievement.

Two groups will go outside to play.

11:00 Tidy up time and circle time. (Children are encouraged to tidy up the area in which they have been working and then come and join in the singing, praise and rewards or story time. All staff will praise children in their individual groups, who have achieved a target that day. A minimum of two staff will sit in the circle for story/song time.)

OPERATIONAL PLAN CONTINUED

 11:30 Parents begin to arrive

12:00 Lunch time

Doors open for new arrivals. Self-registration for new arrivals. Children are admitted into main hall to join circle time.

12:00-12:30 Children wash their hands for lunch and go into lunch room. Lunch time- children eat their packed lunch.

12:30-13:00 Quiet time. Children look at book in the book corner or choose a quiet activity.eg. jigsaw

12:30 Last intake of children arrive. Self-registration (Children are encouraged to find their own name and place it in the appropriate place.)

13:00-14:00 Free play/Registration/Group time

 (Children are encouraged to choose activities which they enjoy. Activities available during this period include large play equipment e.g. Climbing frame, bikes, cars, prams, home corner, writing area, number zone, craft area, painting area, construction, play dough, reading area etc. All staff are involved with the children during the free play period)

13:30 Registration.

13:45 Group time. Children go to their key workers area and discuss the weather, days of the week, the months, the date and what they are going to do today.

14:15 Snack time. Children are offered a choice of healthy snacks and drinks.

 They are encouraged to collect their own plate, choose their own snack, pour their own drink and on certain days prepare their own snack. The main register is called at this time.

14:30-15:00 Group time. (Older afternoon children are separated into their individual groups to do specific activities; younger children have structured play. Staff with key groups, work with them in the areas doing specific activities. Other staff structure play activities for younger children.)

15:30-16:00 Children are collected between 15:00 – 16:00.

 Tidy up time (Children are encouraged to tidy their activity and then join the circle for reward and praise, news, singing or story time. All staff praise and encourage the children for things they have achieved during the session.)

 Home time (parents are requested to wait in the crèche until their child is brought out to them by a member of staff. One member of staff will call children out to their parents)

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**