



St Bernards Operational Plan

St Bernards provides 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.

In order for St Bernards to run effectively and efficiently serving the local community needs, it is important that an operational plan is produced and implemented. It is envisaged that this plan will become a blueprint for managing the nursery. It describes how the nursery will be run and what type of service will be provided, it will translate what is actually going to happen in the nursery, the structure of the nursery, who is responsible and guidance on practices and procedures.

It is envisaged that this plan may then be used by the nursery managers, staff, parents and outside agencies to access the quality of the service provided and how it will be operated. Furthermore, staff may also use the plan as a quality tool of reference for general day-to-day practise.

We understand that it is important that this plan is reviewed on a regular basis, using reflective practise, and any necessary changes made and implemented.

MAIN INDEX

- **The Early Years Foundation Stage**
- **Nursery Prospectus**
- **Nursery Staff Qualification Sheet (including photographs)**
- **Policy and Procedure Documentation**
- **Copies of Relevant forms**
- **Important Information**
- **Emergency Locations**
- **Health and Safety Documentation**

- Advice leaflets regarding child's health and welfare
- Parents Pack
- Inspection Report

EMERGENCY LOCATIONS

WATER MAIN STOP TAP	In lower floor bathroom, in cupboard near first toilet.
GAS POINT	Main entrance through gate.
FUSE BOX	In lower floor bathroom.
BOILER	In sensory room in cupboard.

EMERGENCY CONTACTS

ELECTRICIAN	Ges Wilson 02476 736959 07932101199
ENVIRONMENTAL HEALTH/HEALTH AND SAFETY	H.B.B.C 01455 238141
GAS BOARD	National Grid 0800 111999
INSURANCE HELPLINE	Towergate Account – NUSB05KC01 03301235127
PLUMBER	Sam Reynolds 07940005919
WASTE MANAGEMENT	Waste Cathedral Hygiene 01827 263910