**Operation plan**

LittleCwtch Childminding operational plan is a flexible guide. LittleCwtch childminding operational plan will be available to all parents/carers as well as visitors to read. The operational plan will be reviewed annually by using feedback from parents through the use of a questionnaire. A quality-of-care review will then be written and will be made available to CIW. Rowan and Billy (we) will be working jointly as childminders and will have shared responsibilities.

**Aims and Objectives**

We will provide a safe, happy, caring and educational setting for children. We will be working closely with parent/carers to ensure we meet the child’s personal needs. All children will be supported in all areas of development through play, care and learning. Each child and their well-being will be always at the forefront of LittleCwtch childminding’s setting.

**Policies and Procedures**

All parents/carers will have access to LittleCwtch Childminding’s policies and procedures on request. Parents/carers will be asked to read, adhere to and support LittleCwtch Childmindings policies and procedures. All policies and procedures will be available via the LittleCwtch website page [www.littlecwtch.co.uk](http://www.littlecwtch.co.uk). Paper copies will be available on request. All LittleCwtch Childminding policies are reviewed constantly and in accordance with statutory guidelines and changes in legislation. A review schedule is followed to ensure the regular review of all policies and procedures. All policies and procedures are written together by Rowan and Billy in a shared responsibility.

**LittleCwtch Home Space**

LittleCwtch Childminding is based in Brecon in a terraced house. There is a main lounge/dining space which will be the main play area used by the children whilst in the setting. The dining table area will be used for arts and crafts including colouring and painting. This will also be the main space used at all mealtimes. The dining space will also be used for any homework that needs to be completed before pick up time. The lounge space is a spacious area where play time with toys and equipment will take place. This is also the space where quiet time will be introduced when we feel necessary during the daytime. The kitchen area will be used to prepare meals and also any messy play sessions on the floor. There will be easy access to the toilet facilities via the downstairs bathroom. There are 2 entrances into the home with 2 main doors. One main door has access to a porch space which is where the children will enter and exit the setting. The other front door will only be used in case of any emergencies as an alternate fire exit door. All front doors are locked during the time the children are in the setting to maintain a high level of security and safety. Safety gates will be in place at the top and bottom of the stairs as well as the doorway between the main hall and kitchen area.

We also have access to outside space which has specifically been made for our setting. This area is at the back of property and is accessed from the kitchen back door. The space is a patio area which is cordoned off with a low fence and gate to make the are secure and safe. There are a number of chidlrens outside play equipment available as well as brand new outside play house for the children to enjoy. We will aim to use this area throughout the year, weather depending, to enhance outside learning and playing. We plan to also take the children to the local play area/Brecon promenade which is only a short walk from the house on specific planned days. A new play park area has just been built opposite the house and is linked to the bryn de winton street. Any children that are not yet walking will be pushed in either a double or single pram (depending on numbers) and any children walking will have a safety hardness put on and will be encouraged to hold hands/hold onto the pram at all times to ensure the child’s safety at all times.

To access the property there is a shared path leading to the home. There is also a small garden space at the front of the property with gravel/plants and a patio area.

We have a 8 seater van available to offer school pick ups and drop offs as well as taking children out on day trips. We will be taking our 2 oldest children to the local school Monday-Friday. Either Rowan or Billy will carry out the school drop off and pick up either via car or walking. Whichever member of LittleCwtch Childminding is completing the drop off and pick up we will take the ratioed children with us to make sure that ratios are adhered to between us. We will be offering school drop off and school pick ups within the Brecon and surrounding areas depending on timings and availability. We will be caring for 6 children under the age of 5 (this includes my youngest) on a daily basis during term time and holiday time.

If an emergency were to occur we would arrange care for our own children and will contact parents to arrange pick up as soon as possible is necessary.

**Arrival and Collection Policy/Procedure**

**We and the children will wash hands on arrival to the setting, before and after all activities, when moving from outdoors to indoors, before and after all meals and before leaving the premises. This is to maintain good hygiene within my setting.**

ARRIVAL

1. Parent/Carer will drop their child off at the setting main entrance (front door with the porch attachment) prompt to the time for which they have been allocated. During the period of Covid19 and in line with current guidance, children should only be dropped off by members of their own household.
2. Parents/carer and children will be greeted by Rowan or Billy on arrival at the main door.
3. If other parents in attendance, parents are asked to keep a 2meter distance between themselves and any other parents or staff to follow covid safety guidelines as well as personal space awareness.
4. Upon arrival parents will be asked to sign the child in with time and signature.
5. When signing in the child, parents are confirming that their child is not displaying any Covid19 Symptoms.
6. Parent will be asked to place their child belongings within the front door entrance, please note only essential items should be brought to the setting, if at all possible, these belongings should be brought in at the beginning of the week and left until the last day the child attends that week.
7. Upon arrival you should inform Rowan or Billy of any significant issues and update your location of work for the day, should it have changed from the originally stated location.

COLLECTION

1. Parents must give the names of all persons authorised to collect their child on the contract form. Only persons named on this form living in the same household as the child will be able to take the child from the setting. During the period of Covid19 and in line with current guidance, children should only be collected by members of their own household.
2. Parent/Carer will collect their child from the main entrance prompt to the time for which they have been allocated.
3. If other parents in attendance, parents are asked to keep a 2meter distance between themselves and any other parents or staff
4. Upon collection either Rowan or Billy will be completing the hand over between the parent/carer.
5. Upon collection parents will be asked to sign the child out with time and signature.
6. Children’s belongings will be placed at the front door entrance for collection
7. Upon collection we will inform parents of any significant issues as well as a brief description of how their day has been.
8. A password system is in place to protect your child. Parents will be asked to set a password on your admissions/contract.

Should you or any of the named emergency contacts be unable to collect your child, please inform the setting as soon as possible. Arrangements will then be made to ensure your child is cared for.

**LittleCwtch Childminding day plan**

Service provided:

This setting aims to meet the parents/carers need for childcare. Whether that on a ½ day or full day basis or even casual hourly childcare (minimum booking of 2 hour). Booking will be essential so we can provide these opportunities to all families involved and work with each family to provide the most appropriate and fitting childcare possible. We will not be providing food during the child’s time at the setting unless specifically asked to do so and has been agreed upon between us and the parent/guardian. This setting will be encouraging healthy eating including fruit and vegetables. Any dietary requirements will be adhered, and this will be a nut free childcare setting. An example of the daily routine can be found below:

**8am**  drop off

**8am-9:30am** settling in time, play time exploring and using toys provided

**9:30am** morning snack

**10am-11:30am** morning activity (themed learning and sensory based)

**11:30am** lunch time preparation (laying the table, tidying up activities)

**12pm** lunch

**12:45pm – 1:15pm** afternoon story time/nap for younger children

**1:15pm - 2:30pm** afternoon walk

**2:30pm** afternoon snack

**3-4pm** afternoon learning activity (arts and crafts)

**4-5pm** dinner time

**5-6pm.** Free play playing and exploring before pickup at 6pm

This routine will change depending on the children’s ages, nap times and specific requirements

**Activates provided and resourced available:**

We will be provided a range of indoor activities tailored to the children age and specific needs whilst also linking in with the Foundation Phase Curriculum. The activities provided will suit each child’s development stage and age. Children will be involved in sensory, creative, hand eye coordination, motion and educational activities. Examples of activities will be jigsaws, dressing up, arts and crafts, playdough and waterplay. Outdoor activities will include the use of our play area outside as well as local walks around the Brecon area. We will also have access to a number of soft play equipment which I will bring into the play area/use outside for the children to access and play with. This will not be available on a daily basis due to the size of the equipment. Due to running a sensory company now for many years I’m very lucky to have access to a number of themed resources as well as a number of high-quality soft play and sensory equipment. Activities will be planned by both Rowan and Billy.

**Action Plans**

All adult planned activities will be kept in a folder outlining key learning development links as well as resources used. There will also be a folder with children birthdays and calendar events such as st David’s day, Christmas etc which will allow planning around that holiday time of the year. During the day to day running of LittleCwtch Childminding all parents will be informed of any activities that the children have been involved in as well as sharing of pictures to show evidence of this. This will all be written in each child’s personal diary and any arts and crafts will be taken home for parents to have first-hand. Both Rowan and Billy will write in the children’s daily diaries throughout the day.

**Staffing**

All childminders have a legal duty to ensure that all people over the age of 16 years living or regularly visiting the setting have a valid DBS check. We work together as both registered childminders and are both self-employed. From time to time we may meet up with other childminders which will create opportunities to meet other minded children. We both hold enhanced DBS checks and are both registered with the update service. Both Rowan and Billy will have shared responsibility throughout the running of LittleCwtch Childminding.

**Marketing my business**

We plan to market our business through social media as well as the littlecwtch website. We have a large following on the LittleCwtch Facebook page where we will share links to the LittleCwtch Childminding page to gain followers and interest. We will also be speaking with local parents and voicing that we are registered childminders. On the LittleCwtch website there will be a main page focusing on LittleCwtch Childminding where all relevant and up to date information will be kept. We are also registered with Family Information Services and will hand out flyers and posters if we are asked to do so. We will keep printing of posters/flyers and documentation to a minimum as to remain environmentally conscious and reduce my carbon footprint.

**Training and my own development**

We both hold an up-to-date level 3 paediatric first aid, safeguarding training, food hygiene level 2 and an enhanced DBS certificate. We will be making sure that these certificates are kept up to date and relevant. We are also a PACEY member and have access to training and resources.

We will be actively seeking out new training that may become available as part of my Continuous Learning Development (CLD). During the next year Billy hopes to complete his level 3 Makaton training as well as looking into signing up to a Childcare level 3 qualification course. Rowan has just completed her level one and level two Makaton training and is currently completing her level 3 childcare course.

Written by: Rowan Kennedy-brown and Billy Kennedy-Brown

Date: 31/05/2023