

Montessori Operational Plan

At Wirral Montessori, we provide a quality pre-school education for the local community and surrounding areas.

We want parents to feel confident about the quality of education and care that is provided for their child in order for them to have no concerns for their child's health, welfare and early learning. To continuously develop our practice, we regularly complete a self-evaluation cycle about the quality of our nursery and an action plan to implement emerging good practice from the sector. We welcome parent's opinions and contributions to the self-evaluation process and actively seek feedback through parents' evenings and informal discussion.

In order for Wirral Montessori to run effectively and efficiently serve local and surrounding area's needs, it is important that we have an operational plan that is implemented, reviewed and revised on a regular basis. This plan is a blueprint for managing the nursery. It describes how the nursery is run and what type of service is provided. It describes the Montessori service, the structure of the nursery, who is responsible and guidance on practices and procedures.

The plan is used by the nursery manager, staff, parents and outside agencies as a reference tool for general day-to-day practice and a tool against which to assess the quality of the service provided. We will review this policy on a regular basis using reflective practice, and make and implement any necessary changes following a review.

Contents to be kept in the operational plan file:

Main index

- The Early Years Foundation Stage
 - Assessment and Progress Checks
 - Equal Opportunities and Inclusion

- Safeguarding and Child Protection
 - Emergency Contacts
 - Designated Person(s)

- Leadership and Management
 - Organisation Structure
 - Senior Management Contacts
 - Nursery Organisation Structure Chart
 - Training Analysis/Chart
 - Checklist for New Starters

- Health and Medicines
 - Names of the Staff who are Paediatric First Aid Trained
 - Contingency Plans
 - Accident and Medication Procedures

- Managing Behaviour
 - Policy and Procedure

- Safety and Suitability of Premises, Environment and Equipment
 - Emergency Evacuation Procedures
 - Emergency Locations
 - Policy and Procedure Documentation
 - Health and Safety Documentation
 - Risk Assessments
 - Outings

- Information and Records
 - Registration Details for Child
 - Occupancy and Daily Records
 - Parent Pack
 - Complaints and Compliments

Contact numbers

Contact	Name	Telephone number
Alarms (burglar)		
Builders	CNP	0151 651 0770
Computer		
Doors		
Electrician		
Electricity supplier		
Environmental health		
Fire and rescue		
Fire equipment		
Fire officer		
Gas board		
Health and safety representative		
Hospital		
Insurance helpline		
Local authority early years service	WIRRAL	0151 666 3980
NDNA legal helpline (NDNA members only)		
NHS Direct		
Pest control		

Ofsted		03001231231
Police		
Police Community Support Officer		
Plumber		
Social Services		
Water board		
Waste management		
Window call out		

Emergency locations

Water main stop tap	Outside premises(Alfred Road)
Gas point	Hallway
Fuse box	Main school room
Boiler	Upstairs Maisonette

This policy is reviewed on an annual basis in consultation with staff.