



## **Our Operational Plan**

**At Just Kidding After School Club, we provide 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. To continuously develop our practice, we regularly complete a self-evaluation cycle where we publish our opinions about the quality of our childcare 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 questionnaires and informal discussion which is recorded.**

**In order for Just Kidding After School Club to run effectively and efficiently serve local community 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 club. It describes how the club is run and what type of service is provided. It describes the club service, the structure of the club, who is responsible and guidance on practices and procedures.**

**The plan is used by the club director / 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 every 6 months using reflective practice, and make and implement any necessary changes following a review.**

**Suggested contents to be kept in your operational plan.**

**Main index**

**The Early Years Foundation Stage**

- **Assessment and Progress Checks**
- **Learning Objectives**
- **Key Person**
- **Equal Opportunities and Inclusion.**

**Safeguarding and Child Protection**

- **Emergency Contacts**
- **Designated Person(s).**

**Leadership and Management**

- **Suitable People**
- **Organisation Structure**
- **Senior Management Contacts**
- **Just Kidding After School Club / Structure Chart**
- **Staff Deployment**
- **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**
- **Daily Operations Statement**
- **Risk Assessments**
- **Outings.**

**Information and Records**

- **Registration Details for Child**

- **Occupancy and Daily Records**
- **Parent Pack**
- **Complaints and Compliments.**

#### **Business planning**

- **Mission and Vision Statement**
- **Inspection Report**
- **Important Information**
- **Club Plans**
- **Just Kidding After School Club Leaflet.**