

Cardiff Montessori Nursery Operational Plan

Cardiff Montessori School & Nursery provides quality childcare for the local community and parents from further afield wishing to give their child a Montessori education. At Cardiff Montessori we recognise that our children are the future. The early years of a child's life shape the way they view themselves and the world around them. We want parents to feel that when they leave their child in our care, we are not simply keeping them safe until they are collected. Rather, we view their time with us as an integral part of the child's journey to self-determination and discovery.

Being part of your child's journey is a great honour and we respect the trust you have in leaving your child with us. Montessori recognises that each child develops at their own pace and when given the freedom and respect they deserve children follow their own interests and flourish as confident & happy individuals.

Great emphasis is placed on observing your child and catering for their needs and interests; challenging them and setting them up for success. We want nursery and pre-school to be an extension of the loving environment you create at home.

In order for Cardiff Montessori Nursery to run effectively and efficiently serving local community needs, we have produced an operational plan which we implement.

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 manager (Nido Lead), staff, parents and outside agencies to assess 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 practice.

We review our plan on a regular basis, using reflective practice, and any necessary changes made and implemented.

Our operational plan is divided into 13 areas:

- 1) Mission and vision statements**
- 2) The Foundation Phase**
- 3) Inspection report**
- 4) Organisation structure and staff contact details**
- 5) The setting plan**
- 6) Routine & outdoor play**
- 7) Training**
- 8) Breakfast club**
- 9) Afterschool club**
- 10) Child Protection & First aid**
- 11) Emergency procedures**
- 12) Statement of purpose and policies**
- 13) Contact numbers**

SECTION ONE: Mission and Vision

Mission:

Our Motto is “Planting Seeds, Growing Aspirations”. We recognise that the very early experiences of children shape how they view themselves and the world around them. At Cardiff Montessori we want to empower the children with knowledge and understanding that enables them to reach their full potential. We aim to help children to do things for themselves, allowing them to flourish in their independence.

Vision:

We aim to provide children aged 2-5 years from all backgrounds and of all abilities with an educational and care service using the Montessori philosophy and methodology, which fully embraces the Early Years Foundation Phase.

The Montessori curriculum is carefully planned with children’s stages and areas of development (physical, language, cognitive, social and emotional) in mind.

As is the care with the Foundation Phase, the children are provided with a favourable environment, rich in carefully planned activities to meet their individual development needs, where they are given time and space to learn by doing.

Throughout the sessions, our staff will carefully observe and assess each child in order to plan individual activities to continuously aid their progression. We will make records and share these with the parent(s)/ guardian(s), so that together we can actively help each child reach their full potential.

SECTION TWO: The Foundation Phase

The Foundation Phase has 7 Areas of Learning which are delivered through practical activities and active learning experiences both indoors and outdoors. Below we provide a brief overview of how we meet the 7 Areas of Learning:

- **Personal and Social Development, Well-being and Cultural Diversity**

At Woodlands Montessori nursery we recognise each child as an individual with specific needs and abilities. We provide lots of opportunities for children to develop their individuality. In addition to this we instil a strong sense of community and encourage collaboration and caring for the environment to enable children to become a contributing member of their community.

We build up the children’s social and emotional encounters arming them with strategies and skills to tackle different scenarios. By fostering positive relationships with the children, we make them feel secure and settled in their environment.

With the freedom given to the children comes responsibility and by being consistent and clear with the boundaries children become familiar with what is right and what is wrong.

Our Nursery is open to children of all backgrounds and we celebrate diversity. We encourage children to share Languages they speak at home with us and tell us about any cultural celebrations they have.

- **Language, Literacy and Communication Skills**

From the moment children arrive we make time to have focused conversations with them, making eye contact and using open ended questions to encourage their participation in the conversation. We hold circle time and encourage the children to discuss and tell their friends their news; to respond to questions and requests and to learn new vocabulary.

Through giving the children the proper names of objects found in the environment and the materials they use we enrich and extend their vocabulary.

We also playing I SPY with the children to focus their attention on the sounds that make up our words e.g. sounds at the start, end and beginning of our words

Having laid the foundation in communication and language (in the prime area), your child is guided towards activities such as the Sandpaper letters, perfecting the formation of the letters (writing); blending the sounds leading to early reading.

- **Mathematical Development**

Maths begins with us as soon as the child does. Children start with Practical life activities which indirectly prepare the child's mathematical mind. For example, pouring activities which stimulate observation and judgement skills. When pouring from one container into two children are indirectly learning about halving. The children also do a lot of sorting, comparing and contrasting with the sensorial materials.

In addition to the abstract preparation for maths we also encourage counting objects in the environment and sing songs and rhymes with numbers.

Through the use of the number rods, sandpaper numbers and bead material children progress onto mathematical concepts of addition, subtraction, multiplication and division.

- **Welsh Language Development**

The Welsh Language and culture will be promoted within our Montessori. Children will be exposed to incidental Welsh with staff greeting them in Welsh as well as English and in the same way we name objects to the children in English they will be provided with Welsh words.

In addition, children from Welsh speaking homes will be welcomed to communicate in Welsh and we will assign a Welsh speaking key worker to them.

Through our circle time and singing and rhyming we will introduce all children to Welsh. We will also hold cultural days where children can explore Welsh heritage in more detail.

- **Knowledge and Understanding of the World**

At Cardiff Montessori we embrace the rich and varied cultures of the world. We talk about the lives and celebrations of children from different parts of the world. We also have globes and puzzle maps so children can learn about other countries and their relationship to each other.

The 'cultural' aspect of the Montessori curriculum introduces the children to history, geography and science. From simple puzzles of British trees and their leaves to models and stamps of animal life cycles, the children gain a deep understanding of the world around them.

- **Physical Development**

We have a lovely outdoor environment that offers children the opportunity to coordinate their movements exercising both their fine and gross motor skills. Not only do they have the opportunity to improve their balance, acquire and refine skills such as skipping, hopping and jumping but also to take part in gardening.

- **Creative Development.**

Children at Cardiff Montessori are exposed to different media, artists and art work.

They are given the opportunity to mix colours, to create and identify their own colours. They also have the option to paint and draw and explore other prepared materials from time to time to explore art and to express themselves. They have regular Music, Drama, and Creativity sessions.

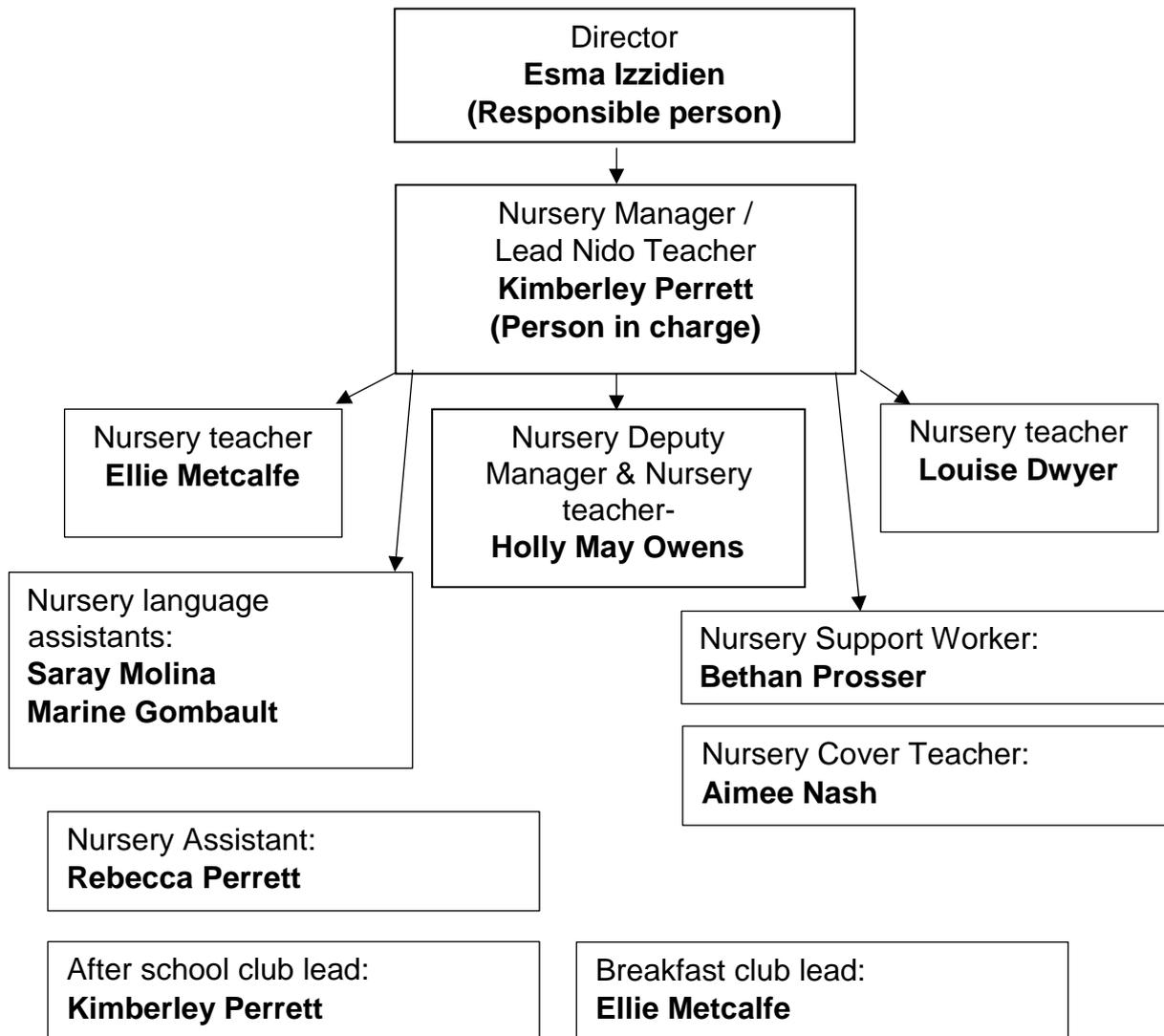
SECTION THREE: Inspection Report

Once we have had our inspection we will provide details of the report in this section.

SECTION FOUR: Organisation structure and staff contact details.

- **Nursery organisation structure chart**

(Please see appendix 1 for details on how the nursery structure fits into the rest of the school structure).



Esma Izzidien- Position: Founder and Director.

Esma is a medical doctor and works part-time as a GP. During medical school and while working in Paediatrics she developed an interest in child development. Her passion for Montessori Education began when she had her own 2 children and starting researching various educational approaches. Esma lived in London for a few years and was able to see the benefits of sending her own child to a Montessori. When she decided to move back home to Cardiff she searched for a fully Montessori Nursery that her children could attend. Realising there was no such nursery available she set about working with Montessori trained teachers in the area who shared her vision and passion to establish a Montessori in Cardiff. She is a member of the Montessori Schools Association. Esma works at the nursery Monday mornings and Wednesday to Friday.

Kimberley Perret- Position: Nursery Manager (Lead Nido Teacher) / Montessori teacher

Working days: Full time.

Kimberley holds a CACHE level 3 certificate in childcare. She has always believed that children should be given the freedom to explore and be guided to achieve their independence. She has completed and passed her Montessori apparatus workshop assessments and is currently completing her Integrated Montessori Practice course with the Montessori Centre International. She is a member of the Montessori Schools Association.

Holly-May Owens – Position: Nursery teacher and Deputy Manager

Working days: Full time.

Holly holds a CACHE level 3 in childcare. She has an excellent understanding of the Montessori approach and is currently training with the Montessori Centre international to achieve her certificate in Integrating Montessori Practice. Holly is highly organised, dedicated and passionate about Montessori education. She is a member of the Montessori Schools Association.

Ellie Metcalfe – Position: Level 3 nursery teacher, Breakfast club lead.

Working days: Part-time, Monday-Fridays until 1:45pm.

Ellie holds a cache level 3 certificate. She feels the Montessori approach is perfectly aligned to child development and was immediately fond of it. Ellie has a lovely calm manner and aspires to ensure each child always gets the best possible start in life. Ellie is also the lead for breakfast club.

Louise Dwyer – Position: Level 3 nursery teacher

Working days: Full time

Louise has over 9 years' experience working in childcare. She has a Cache level 3 in childcare and brings a wealth of experience with her. She has done training in '*Positive Language*', '*Montessori Ethos*' and '*Montessori Activities of Everyday Living*'.

Saray Molina – position: Spanish Language Teacher

Working days: Part time: Afternoons, Monday – Wednesday inclusive

Saray is a native Spanish speaker. She completed her degree in Primary School Teaching at Seville University in Spain. She is a certified 0-3 AMI Montessori Assistant. She is also a certified Yoga Leader and enjoys dance and travel. Saray works with children in the Nido speaking only in Spanish to help children learn language through immersion. She is currently completing her level 3 in childcare.

Marine Gombault– position: French Language Assistant

Working days: Part time: Afternoons, Thursdays and Fridays

Marine's is a Native French speaker and has completed her certificate in the Introduction to the Montessori approach. Her role will be to talk to and assist the children through only speaking French to them. She is currently completing her level 3 in childcare.

Bethan Prosser – Position: Support worker & Cache level 3 in childcare

Working days: Part time-

Bethan holds a CACHE level 3 in childcare. She has experience working as a teaching assistant and a breakfast club supervisor. She works as a support worker in the nursery class, in particular over the lunch period.

Aimee Nash – Position: Casa Teaching assistant, cover worker for nido class. After school club lead.

Working days: COVER ONLY WHEN NEEDED

Aimee Nash holds a CACHE level 3 in childcare and a Level 2 Forest School Assistants Award. She is hard working and reliable and has done training in the '*Montessori Knowledge and understanding of the world*' in addition to '*Positive language*'. She is based in the School in the Casa class but may at times come into the Nido if cover is needed. She is also works in after school club.

Rebecca Perrett – Position: Nursery assistant, Cache level 3 trainee.

Working days: Part time

Rebecca has done work experience in a school and nursery and did a placement at CMS. She thoroughly enjoyed her time with us and the Montessori approach came instinctively to her. She is passionate about continuing to develop her career in childcare and joins our team as an assistant in the classroom while embarking on her Cache level 3 in childcare. She also assists with the running of afterschool club.

- **Nursery contact information**

Tel. 02920 567311

Email for general enquiries: admin@cms.cardiff.sch.uk

Email for finance and accounts: accounts@cms.cardiff.sch.uk

Email of Director: Elzzidien@cms.cardiff.sch.uk

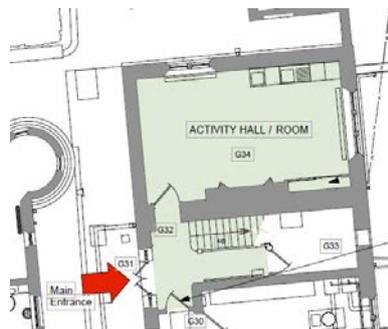
Website: www.cms.cardiff.sch.uk

Parents are very welcome to approach any of our staff at drop-off and collection to discuss any matters they wish. If you require an in depth discussion regarding something our staff will be happy to arrange a private meeting for you.

SECTION FIVE: The Setting Plan

Areas shaded in green represent the floor plan of Cardiff Montessori School.

Ground Floor:



- There is a room (29.41 m²) as you enter the East wing. This room contains a kitchen. The oven is situated high up and is used solely by staff. There are 2 sinks- one for the use of staff and another child level sink for the use of children.
- This room contains tables and chairs to seat 16 children and 4 adults. This room is used for cookery sessions and other activities
- The chairs are stackable and tables collapsible allowing this room to be also used as a small assembly hall when needed.
- The other door on the right as you enter the building leads towards the main house. This door is locked and alarmed.

The first floor nursery rooms:



- The welcome and rest / reading room- contains the children's pegs and bags and is where they store their belongings. It also has a rest area and reading corner, in addition to literacy and numeracy materials.
- The main class- This contains heuristic play, small world / role play, area for activities of everyday living, sensorial materials, Knowledge and understanding of the world.
- Toilets take the form of: 4 child size toilets and sinks and one normal sized toilet and sink with an available step. A separate staff toilet is available upstairs.
- After school club and breakfast club take place in the 2 middle rooms at the back of building or the Nido class

FOR YOUR ADDED INFORMATION:

- The back of the building contains the 3-6 classes, representing the casa and primary classes.

- The door at the other end of the end of the corridor joins to the main house. It is a locked and alarmed door. In the event of a fire it unlocks and our fire policy takes this into account

SECTION SIX: Routine

- **Opening hours**

We will open Monday to Friday broadly following Cardiff School Term dates (our term dates are available on our website and from the office). Our hours of opening are 8:00am to 5:30pm. With final collection at 05:30pm. (Please note 8am to 8:45am is breakfast club and 3:30pm to 5:30pm is afterschool club)

- **Outdoor play:**

We have an enclosed and secure outdoor play area next to the nursery entrance.

Children all have an 'allocated' and planned time to go outdoors. In addition to this staff will follow the lead of children to escort them to the outdoor area outside of these times when needed. Minimum ratios will always be adhered to. A member of staff will go and check the route and open the gate to the enclosed play area before the children are escorted to the area.

There will be times when children make use of the vast gardens on insole court, this is treated as in a similar way to an outing as these gardens are public. Children must wear high visibility CMS waistcoats when on these trips and nursery children will be accompanied on a 1:2 ratio. This ratio may be lower if staff feel a child needs greater supervision but will never exceed these ratios without the written consent of the CMS Director, if agreed it is safe to do so. In this case a ratio of 1:4 will never be exceeded. Staff always carry the outdoor bag for these trip which includes a first aid kit, mobile phone and walkie talkie communication with the school.

- **Routine:**

The structure of our sessions shown on the next page

The structure of our sessions is as follows:

The Nido (Nursery)

Breakfast Club 08:00am – 08:45am	Morning Session 8:45am – 12:30pm	Afternoon Session 12:30pm – 3:30pm	Afternoon Care 3:30pm – 5:30pm
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8:45am to 12:30pm: Morning session:

8:45am to 11:15am: 2.5 hr Montessori work cycle. (includes approx. 45min in the outdoor classroom)

11:15am to 11:40am: Circle time & lunch preparation

11:40 to 12:15pm: 45mins lunch (includes setting table and washing up)

12:15 to 12:30: Singing and story time. Children doing morning only session get ready for home.

12:30 12:45: afternoon session drop off / morning collection- from the class

12:30pm to 3:30pm: Afternoon session

12:30pm- 1:45pm: Montessori work / Nap time* (Children are able to nap at other times if needed).

1:45-2:45: Outdoor Classroom

2:45- 3:15 Activity time

3:15 – 3:30: Story time / getting ready for home.

3:30 collection from nursery door

Please note, we follow the needs of the children and therefore this plan may be adapted slightly from time to time. You will be notified of any significant changes to the routine.

SECTION SEVEN: Training

All staff at Cardiff Montessori must attend induction training where they are familiarised with all the Nursery policies and procedures.

Staff also attend regular training events organised by the Nursery and are encouraged to attend CPD events throughout the year.

All Nido staff complete first aid, safeguarding and food hygiene training.

SECTION EIGHT: BREAKFAST CLUB

CMS BREAKFAST CLUB INFORMATION SHEET

- At 8.00 am the door will be opened and the Staff will welcome the children into the upstairs kitchen where breakfast club is held
- Teachers will register the children into breakfast club
- Breakfast club operates from 8am to 8:45am. Parents may drop off any time between 8am and 8:30am and bring their child upstairs for breakfast club
- Children's bags will be kept with them in breakfast club, then taken with them to class
- Children will be provided with breakfast and will be encouraged to eat independently. Children will be supervised at all times by members of staff and help is provided when required
- An example of the breakfast menu is given below and is reviewed on a regular basis. Please note breakfast is cleared away at 8:25am.
- Once the children finish breakfast they will be able to do colouring and use reading books.
- The breakfast club staffing ratio will at all times comply with CSSIW regulations
- There will be a maximum of 16 children at breakfast club. The staffing ratio will be 1:4 for children who are 2 years old and 1:8 for all children 3 years old and over
- Staff will sign children out to their class teacher at 8:45am
- Breakfast club lead is: Ellie Metcalfe

BREAKFAST CLUB MENU

Children will have the following selection available to them each day:

- Cereal or porridge
- Yoghurts
- Toast with butter and Sugar free jam
- Milk / Water for drinking
- Fresh fruit. Option varies according to day

Monday	Tuesday	Wednesday	Thursday	Friday
Banana slices	Apple	Melon slices	Blueberries	Grapes (sliced)

***There are times when our supplier may not deliver certain items if they are unavailable / out of stock. In these instances a similar substitute will be offered.**

SECTION NINE: AFTERSCHOOL CLUB

CMS AFTER SCHOOL CLUB INFORMATION SHEET

- Once all the parents have left the building, the children who attend the after school club will be taken to the designated afterschool club room (3-6 Oak room or Nido room). Children will be signed into after school club on the register
- Children will be have access to:
 - Arts and Crafts
 - Construction
 - Puzzles and games
 - Water play
 - Transport play
 - KUW play
- Children will be offered a light evening snack and will be encouraged to eat independently. Children will be supervised at all times by members of staff and help is provided when required
- An example of the after school club menu is given below and is reviewed on a regular basis
- The after school club staffing ratio will at all times comply with CSSIW regulations. There will be a maximum of 16 children in the after school club. The staffing ratio will be 1:4 for children who are 2 years old and 1:8 for all children who are 3 years old and over
- Children may be collected at any time during the session. At 5.25 pm any remaining children will start to get ready for pick up time
- At 5.30 pm all children should be picked up and after school club will be closed. Any parent arriving after 5:30pm will be charged for late collection in accordance with our terms
- The after school club lead is: Kimberley Perrett.

AFTER SCHOOL CLUB MENU

Monday	Tuesday	Wednesday	Thursday	Friday
Ham or cheese toasted sandwich	Wholemeal bagel with cream cheese and cucumber	Wholemeal pitta bread with ham or cheese & salad filling	Tuna, Ham or Cheese wrap	Baked beans with grated cheese on toast
Fruit Loaf with butter	Fruit yoghurt	Fruit salad (apple, orange, banana, grapes)	Fat free greek yoghurt and fruit (blueberries, banana)	Fruit yoghurt
An option of milk or water to drink.				

***There are times when our supplier may not deliver certain items if they are unavailable / out of stock. In these instances a similar substitute will be offered.**

SECTION TEN: Child Protection and First Aid

All child protection and first aid matters will be notified to the Nursery Manager- Kimberley Perrett.

The Nursery manager will then take matters further to the designated officers within CMS if needed.

Designated CMS Child Protection Officer: Rose Moon. **Deputy:** Kimberley Perrett.

Designated CMS First Aid Officer: Esma Izzidien **Deputy:** Rachel Payne.

SECTION ELEVEN: Emergency procedures

Emergency evacuation procedures

Please see our attached fire and accident policy.

SECTION TWELVE: Statement of purpose and policies

The operational plan compliments our statement of purpose and policies. Both of which are available from the office, the school app or on the website.

SECTION THIRTEEN: Contact numbers

In an emergency situation personal mobile phone numbers are available in the office for **staff use**.

Contact	Name	Telephone number
Nursery Director / School	Esma Izzidien	02920 567311
Nursery Manager / School	Kimberley Perrett	02920 567311
CSSIW		0300 7900 126
Child protection / social services	SE Wales Safeguarding Children's Board SE Wales Children's Social Services	0808100 1727 02920 536400

This policy was adopted / updated on	Signed on behalf of the nursery	Date for review
<i>01/08/2016</i>	<i>Esma Izzidien</i>	<i>01/08/2017</i>
<i>Reviewed 1/11/16</i>	<i>Esma Izzidien</i>	<i>01/08/2017</i>
<i>Reviewed 9/1/17</i>	<i>Esma Izzidien</i>	<i>01/08/2017</i>
<i>Reviewed 18/7/17</i>	<i>Esma Izzidien</i>	<i>28/07/2018</i>
<i>Reviewed 20/09/17</i>	<i>Esma Izzidien</i>	<i>20/09/2018</i>
<i>Reviewed 22/09/17</i>	<i>Esma Izzidien</i>	<i>22/09/2018</i>
<i>Reviewed 30/11/17</i>	<i>Esma Izzidien</i>	<i>30/11/2018</i>