

Clwb Penmorfa
Registration Number: W1400002698



OPERATIONAL PLAN

September 2023

Our operational plan demonstrates how Clwb Penmorfa is organised and administered, and how we adhere to the Welsh Government National Minimum Standards for Regulated Childcare for children up to the age of 12 years and follow the setting policies and procedures, which are reviewed and amended accordingly.

Clwb Penmorfa is situated in the coastal town of Prestatyn in Denbighshire. It opened in January 2021 due to the demand from local parents/carers with the aim to return to work or further their education and to offer a Flying Start and Early Education provision for the preschool children. We are registered with Care Inspectorate Wales (CIW) and set up as a Community Interest Company (CIC) with Companies House which is a not for profit organisation, that consists of parents, staff and volunteers. Our clwb is purpose built to provide full day care and education for under 4's and out of school and holiday care for 3 - 11 year olds, 50 weeks of the year.

The organisation of the Clwb is as follows:

Registered Person: Sharon Davies

Person in Charge: Lisa Oldroyd

Senior Practitioners: Liane Woods, Stacey Butler, Emma Milward and Soley Jackson

Practitioners: Shimu Afsana, Jack Morris, Clare Englishby and Claire Rees

Supply Practitioners: Sian Ellis-Williams, Lara Gilbert

Volunteer: Mandy Parsons

Clwb Penmorfa setting is open plan and set in two large areas, with its own access to outdoors. The building has recently been extended and refurbished. We have an enclosed outdoor area both grassed and tarmac that all children have consistent opportunities to explore and learn outdoors. Lisa Oldroyd, our person in charge has a level 5 qualification, in her absence we have two senior practitioners who have a level 3 or above qualification and are deemed responsible by the Registered Person for the day to day running of the setting and the welfare of the children and staff. Along with full day care we are registered to deliver early education to 3 year olds and work to ensure smooth transitions between our setting and Ysgol Penmorfa.

Our planning structure wholly support and reflect the requirements of the New Curriculum, ensuring that the individual child and their family is at the centre of all learning and development. Key to this is assessment and evaluation of every child's individual learning needs so that they can be supported and encouraged appropriately. We ensure that all parents and carers are part of this process so that we are working together to best support every child.

Children learn best when they are happy, relaxed and playing. Delivering the curriculum while the children are engaged in play helps foster a genuine curiosity and love of learning. All play is conducted in a safe, child centred environment under the guidance of qualified practitioners who are sympathetic to the care and educational needs of the children.

Clwb Penmorfa

- Ensures that our provision meets the learning and development requirements of the New Curriculum providing a safe stimulating environment for the children and all stakeholders, through effective safeguarding policies and procedures, regular risk assessments which are reviewed and amended accordingly.
- Ensures that all children are allocated to a member of staff who is their key worker to support their well-being on a daily basis and ensures that information is exchanged with the parent.
- Promotes effective communication with parents and carers with our warm and friendly professional qualified staff team and management, our website, parent/carer notice board and seesaw.
- Continue to have a comprehensive training plan and continue to encourage staff to undertake further training. At Clwb Penmorfa we are encouraging and supporting our staff to embark on training courses and to further their qualifications, which not only supports their practice but ensures that the

children have enriched learning opportunities to meet their individual needs.

- Encourages and involve the parents/carers in their child's learning through providing parents evenings, holding drop in sessions and sharing their experiences through seesaw
- Promotes inclusive practice at all times.
- Provides smooth transitions into our organisation from area to areas and to school.

- Management and staff team at Clwb Penmorfa share the vision to be a friendly, caring professional, sustainable business, that is committed to high quality education and childcare and acts for the benefit of the community.

Our mission statement is 'Every child matters, every moment counts'. We continue to be inclusive, supportive, informative and nurturing as well as being fun to work at and be a part of.