

**Operational Management Plan
Heaton Park View Nursery
315 Middleton Road
Middleton
Manchester**

1. Introduction

1.1 Purpose

This Operational Management Plan has been prepared in support of the proposed extension to Heaton Park View Nursery.

The purpose of the document is to describe the day-to-day operational procedures employed by the nursery to ensure that the site functions safely and efficiently for children, parents, staff and neighbouring residents.

The nursery has operated successfully from the site for many years and has developed established operational procedures that govern the arrival and collection of children, staff deployment, safeguarding, communication with parents and the management of the surrounding environment.

The proposed extension will operate within these existing procedures and will not require the introduction of fundamentally different management practices.

2. Nursery Management

Heaton Park View Nursery operates under a single management structure responsible for the day-to-day running of the nursery.

Management responsibilities include:

- Safeguarding
- Staffing
- Communication with parents
- Health and safety
- Arrival and collection procedures
- Management of the external areas
- Liaison with neighbouring residents where required

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The proposed extension will operate as an integral part of the existing nursery and will remain subject to these established management arrangements.

3. Staff Management

All staff are employed in accordance with the statutory requirements governing early years childcare.

Staff numbers are determined by the age profile and number of children attending the nursery and are regulated through the Early Years Foundation Stage (EYFS).

Staff are scheduled to arrive before children begin attending the nursery in order to prepare teaching areas and ensure appropriate supervision is in place from the commencement of each childcare session.

Similarly, staff remain on site until children have been collected and the nursery has closed.

This management approach assists in reducing overlap between staff parking demand and the principal periods of parent activity.

4. Parent Arrival and Collection Procedures

Children are accompanied into the nursery by their parent or authorised adult. Parents are responsible for accompanying children safely between their vehicle and the nursery entrance.

Following handover to nursery staff, parents return directly to their vehicles before leaving the site. Collection arrangements operate in the same manner.

Only authorised adults are permitted to collect children. Where collection arrangements change, the nursery follows its established safeguarding procedures before releasing a child.

5. Parking Management

The nursery recognises the importance of maintaining positive relationships with neighbouring residents.

Parents are encouraged to park considerately and avoid obstructing:

- Private driveways
- Dropped kerbs
- Junctions
- Pedestrian crossing points
- Emergency access routes

Where necessary, staff remind parents of these expectations.

The nursery seeks to encourage a respectful approach to parking that balances the needs of families attending the nursery with those of neighbouring residents.

6. Communication with Parents

Communication forms an important part of the nursery's day-to-day management.

Parents receive information regarding nursery procedures, safeguarding arrangements and operational expectations.

Where operational issues arise, the nursery communicates directly with parents in order to encourage continued compliance with nursery procedures.

7. Review of Operations

The nursery continually reviews its operation to ensure that it continues to function effectively.

Management procedures are periodically reviewed having regard to:

- Changes in attendance
- Staffing
- Safeguarding
- Operational efficiency
- Feedback from staff
- Feedback from parents

This enables the nursery to adapt its operation where appropriate whilst maintaining a consistently high standard of childcare provision.

8. Conclusion

The proposed extension will operate within an established management framework that has been successfully implemented at Heaton Park View Nursery over many years.

The proposal does not introduce a new operational model but instead extends the existing nursery in a manner that maintains established safeguarding procedures, statutory staffing requirements and day-to-day management arrangements.

The continued application of these procedures will assist in ensuring that the enlarged nursery operates safely, efficiently and with due regard to the surrounding residential environment.