



# Round and Round the Gardens Childcare

*... the natural choice for your child.*

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ  
01932 355322

Company Director / Nursery Manager  
**Suzanne Dawe** BA (Hons) / EYPS  
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager  
**Andi Hart** Assoc. CIPD MCMI MInstPA  
admin@roundandroundthegardens.co.uk

## Operational Planning

### **Background:**

Round and Round the Gardens Childcare is situated in Pyrford and is owned and maintained by R&RG Childcare Limited (Suzanne Dawe – Company Director & Andi Hart - Company Secretary).

R&RG Childcare Limited purchased the business of Spirit Daycare Limited in September 2011 and has since grown and expanded to meet the need of the local community and families moving into the area; taking children from the age of 12 months to rising 5 years old.

Round and Round the Gardens Childcare is purpose built and meets the holistic and diverse needs of children and families through traditional play methods and aspects of Montessori approaches. The provision is registered with Ofsted and is registered for the early years education funding and early education funding for two year olds.

There are three classrooms; Bumblebees for the 1 year olds to 2 year olds, Ladybirds for the 2 year olds to the 3 year olds and Dragonflies for the over 3 year olds. There is also extensive outside space split into areas for play and learning; Secret Garden, Paddock, Balance and Climb, Wild Garden, Outside Classroom and a playground.

### **Staff & Staff Management:**

For all staff to carry out their job responsibilities effectively, they need to understand how the nursery works and what is expected of them. This can be achieved by ensuring that all staff have the necessary skills, experience and a genuine desire to work with children as well as undertaking a comprehensive induction process carried out by management and a mentor.

Continuous training helps individuals, and the staff group as a whole to maintain an appropriate skill base for the care of the children. All staff will be encouraged to maintain their professional development whilst being supervised by senior management and the owner. Staff are required to attend regular staff meetings, in-house training and external training and attend supervision meetings as deemed necessary. All staff are checked in accordance with the latest directives from the Government, Ofsted, and Social Services.

R&RG Childcare is a limited company with one Company Director: Mrs Suzanne Dawe and one Company Secretary: Mrs Andi Hart

There are 21 members of staff:



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Alanna	Griffiths	Deputy Manager/Deputy SENCo / Team Leader	NVQ L3, BA (Hons) Early Years SEN L6
Andi	Hart Assoc CIPD MCMI MinstAM	Company Secretary / Business Manager	CIPD Business Awareness & Advanced Professional Study L6, CIPD Personnel Practice L3, IPA PA Skills L3, AAT Accountancy L2, BTEC Business Studies L2, CIEH Health & Safety L2
Bridget	Smith	Bank Staff / Practitioner	NVQ L3
Bridgette	Spiteri	Nursery Practitioner	CACHE L3 Studying Fdg Early Years SEN L6
Claire	Doyle	Nursery Assistant Practitioner	CACHE L2 studying L3 EYE
Claire	McCarthy	Bank Staff / Nursery Assistant	
Connie	Law	Bank Staff / Practitioner	NVQ L3
Emily	Whiting	Deputy Team Leader	CACHE L3
Gwenda	Newbery	Deputy Team Leader / 3 <sup>rd</sup> in Charge	NVQ L3, Preschool Alliance Childcare L2
Kanu	Negi	Nursery Assistant	Studying L3 EYE
Kayleigh	Macleod	Nursery Assistant	CACHE L1 Studying L3 EYE
Lauren	Poole	Nursery Practitioner	CACHE L3
Megan	Burge	Nursery Assistant Practitioner	CACHE L3
Romaan	Zulfiqar	Nursery Assistant	Studying L3 EYE
Saima	Kayani	Nursery Assistant	
Samantha	Pillings	Nursery Assistant	Studying L3 EYE
Samantha	Roche	Nursery Officer / Team Leader	CACHE L3
Sarah	Jeal	Team Leader	NVQ L3, NVQ L2
Sarah	Patrick	Bank Staff / Practitioner	NEEB L3
Sarah	Wilkinson-Smith	Team Leader / Lead Creative Practitioner	NVQ L3, EYT L6
Suzanne	Dawe BA (Hons) EYP	Company Director / Nursery Manager	BA (Hons) EYs Teaching L6, EYPS, NNEB L3
Tracy	Grant	NVQ 3	NVQ L3

Dated November 2017  
Review: November 2018