



Round and Round the Gardens Childcare

... the natural choice for your child.

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

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MIPA
admin@roundandroundthegardens.co.uk

R&RG Childcare Limited t/a Round and Round the Gardens Childcare purchased the business of Spirit Daycare Limited on 9th September 2011, therefore all policies and procedures have been incorporated from Spirit to Round and Round the Gardens Childcare accordingly.

All policies and procedures will be updated onto the new nursery's headed paper in due course and at that same time these will be reviewed and tweaked where necessary.

The following are the key people within the organisation where any queries or questions relating to these policies and procedures should now be directed:

Company Director / Nursery Manager – Suzanne Filson BA (Hons) Early Years Teaching (KH)

Company Secretary / Business Manager – Andi Hart Assoc CIPD MIPA (KH)

SENCo/CPLO/Behaviour Management – Suzanne Filson BA (Hons) (KH)

Deputy Nursery Manager – Alanna Griffiths NVQ3 (KH)

Room Leaders – Sarah Jeal NVQ2 & NVQ 3 (KH)

Sarah Wilkinson-Smith NVQ3

In the event of Suzanne Filson's absence, for example holiday, illness, training, the following staff member/s will take day to day responsibility and adhere to set guidelines as follows:

Alanna Griffiths

In the event that Alanna is not available the following practitioners are able to be left in charge-

Gwenda Newbery (3rd in Charge) (KH)

It is the responsibility of the practitioner in charge to support the needs of the staff and make comprehensive notes of each day to be provided to Suzanne on her return. It is also this persons role to support and listen to the parents and keep in constant communication with Andi Hart, Business Manager.