WORKING IN PARTNERSHIP WITH FAMILIES

As a professional childminder, I understand that parents are the experts about their own child, and I will encourage and promote family traditions and childcare wishes of the parents to the best of my ability.

I aim to continuously improve the service I provide and encourage parental contribution and involvement. I aim to ensure parents play an active role in the service I provide for their child. I will aim to meet the needs of the children by demonstrating knowledge and understanding about the individual child’s needs. Mutual respect and trust will form the basis of all aspects of parental involvement.

I will make encourage parental involvement in the following ways:

* Contributing to my policies and procedures review process
* Providing opportunities for discussion between myself, the children and their family
* Involvement in my inspection
* Written and visual information: daily diary entries, all accessible through an easy-to-use app and ‘All About Me’ folders updated regularly

ATTENDANCE

Please ensure you keep me updated of any changes to our agreed times. If your child does not attend as arranged, I will contact you by text or phone and if that is unsuccessful, I will contact the emergency contact. If that is also unsuccessful after an hour of trying to make contact, I will follow my Child Protection procedures.

AIMS AND OBJECTIVES

The service will run from my family home and I will strive to make the children feel welcome and at home. It is my priority to ensure the children in my care have a safe space in which to play, learn and develop. I provide a smoke-free environment, with a safe and friendly atmosphere in line with the Health and Social Care Standards: My Support, My Life.

The children will have access to all the rooms on the ground floor. These rooms include a lounge/play room, dining room, kitchen, toilet and access to a large secure garden. The play room will be equipped with toys and crafts and I will spend time with each individual child to work on their coordination through a range of different activities. I will take the children to local toddler groups to help them develop their social skills. Outdoor play is a priority of mine and the children will have access to a large, secure garden with toys and games to play with, we will also go on woodland walks and spend time at the playpark.

I will ensure each child is treated as an individual and is able to engage in any activities that they personally enjoy. Your child will be given encouragement to achieve their milestones with the availability of age and ability appropriate toys and resources.

I value both structured and flexible play. On the structured side I will include regular story times, arts and crafts and sensory play. More flexible activities will include lots of outdoor time and free play. Sometimes the activities can be messy and so, whilst I will try my best to keep the children clean, they may not always come home perfectly clean.

FEES AND HOURS OF OPERATION

I will be open for business from Tuesday to Thursday and the hours will run between 8am – 6pm. I will not be available for evening or weekend care but will be open during school holidays. I will be taking a few weeks of personal holiday at different times of the year, this will be discussed and explained to parents as soon as I know the exact dates. There will be no charge for parents when I am on holiday. However, if the child is on holiday during the time my service is running then full fees will still need to be paid.

I will be offering either Half or Full days, as well as before and after school/nursery. A half day runs from 8.30am – 1pm or 1pm – 5.30pm and will cost £27 per child per day which includes snacks. A full day runs between 8.30am – 5.30pm and will cost £52.50 per child per day which includes snacks and dinner. If you require an earlier start or later collection please just say

For school or nursery aged children, who will be attending after school, there will be a standardised fee of £17 per child per day, and the hours for this will be between 3-5.30pm Tuesday – Thursday. Snack and dinner will be provided.

If your child attends using their funded hours entitlement then there will be no expectation for you to pay any top-up fee’s. If you wish to pay for extra hours, above the funded hours this will be charged at the standard fee of £5.25 per hour

This will be covered in more detail in our contract which we will discuss and agree together prior to your child starting.

ADMISSIONS/SETTLING IN POLICY

My admissions policy includes several ‘settling-in’ visits for children. These visits will be planned for a few weeks prior to your child starting. Some of these visits will be with parents and some without.

In terms of enrolment, there are several forms which need to be completed and will form part of your child’s Personal Plan:

* Record of Information
* Development plans
* Accident report (when required)
* Permission for Medication (when required)

The first four weeks will be considered as a trial period. During this period the parent or childminder may terminate the contract at any time, without any notice, if the arrangements are not satisfactory.



HEALTH AND SAFETY



My home complies with all necessary regulations. These include:

* Main operated smoke alarms and fire blankets
* Stair gates, where appropriate
* All potentially harmful materials are kept out of reach of the children
* Toys and Equipment is regularly cleaned and repaired or replaced where necessary
* I have strict child protection and safeguarding measures in place. Please see our Safeguarding and Child Protection Policy for further details

HOUSE RULES

The children in my care will always remember:

* To take shoes off indoors
* To always ask first
* To consider other people’s feelings
* Sharing and Caring
* Please and Thank you
* To tidy up before we get something else out
* To be polite and remember our manners
* To be kind to the other children
* To always tell the truth
* To be careful with Rebecca’s house and furniture
* And lastly- TO HAVE FUN

CONFIDENTIALITY

All information, either written or spoken about children and/or their families is held in complete confidence. The only exception would be in the interest of protecting the child e.g., in the case of suspected abuse. As the information is stored electronically, I am registered with the Information Commissioners Office (ICO) and will comply with the Data Protection Act and GDPR legislation.

MEDICATION

If your child requires medication in the short term, you will be asked to fill out a medication form. You must always give the first dose of any medicine, and it must be prescribed with the child’s name and date. On giving any medication, a form will be filled in by myself which you will counter sign-on pick-up.

No medication will be given without written consent from a parent or guardian

CHILD PROTECTION

All children and young people have the right to be protected from all forms of abuse and neglect. As a childminder I act in accordance with the National child protection guidance and have a duty to report any serious or suspicious accidents to the relevant authorities.

If I suspect abuse, it will be documented, in line with the national guidelines and my duty as an Early Learning Childcare professional

I will pass my concerns on as appropriate, which will include gathering facts and supplementary information. I may seek confidential help and guidance from relevant authorities to decide whether to report the incident. However, if I suspect that the child is at serious risk of harm, I will pass the information onto the relevant authority.

PROMOTING POSITIVE BEHAVIOUR

As a registered childminder I recognize the need to set appropriate limit and rules to help manage and deal with children’s behavior. By establishing clear boundaries as to what is acceptable and unacceptable behavior, I will provide the children with a reassuring environment. I will never use physical punishment or humiliate a child in my care. I believe positive reinforcement and praising good behavior is the best way to ensure children understand the impact their behavior can have on others.

I will also strive to be a positive role model for the children. I will ensure I behave in the same way that I want the children to behave

EMERGENCY PROCEDURE AND CONTACT DETAILS

In the event of an emergency, I will always try and contact parents or emergency contacts to inform you of the emergency. If you cannot be reached, I have arranged for another responsible adult to care for your child:

Nadine Patterson, 73 Leithen Road, EH446HY and she can be contacted on 07498780909. Nadine is known to the children and will continue to attempt to contact you to update you on the situation

FOOD AND NUTRITION

I will provide the children with healthy meals, snacks and drinks in accordance with ‘Setting the Table’ (Public Health Scotland) and ‘Food Matters) (Care Inspectorate) guidance. I will ensure all children are offered meals, snacks and drinks that meet their nutritional requirements and promote good health.

I hold a Childminding UK food hygiene certificate and practice a good hygiene procedure

INFECTION CONTROL

Please do not bring your child if they are unwell. Children need to be fully recovered from their illness and must not be contagious. I follow the NHS exclusion guidelines and have a strict 48-hour exclusion from the last bout of vomiting or diarrhoea. I have a duty of care to everyone who is using my service as well as myself and my family.

If your child become unwell whilst in my care, I will contact you immediately and will ensure your child is kept comfortable until you can collect them. If I myself am unwell, I will contact you as soon as possible to advise you of the illness and my ability to provide care for your child.

COMPLAINTS PROCEDURE

If a parent wishes to make a complaint, I would advise them to initially discuss it with myself. I will give a verbal reply with 24 hours, and if requested, a written reply within seven working days. If the parent is not satisfied, they should contact the Care Inspectorate on **0345 600 9527**. Parents may also contact the Scottish Childminding Association (SCMA) helpline on **01786 449063**



INTRODUCTION

Hello, I have created this welcome booklet to provide you with all the necessary information regarding my childminding business and also as a way for you to get to know me better. I hope it will answer any questions you may have about my service.

It is important you read all the information carefully and feel free to ask me any questions, either face-to-face, over the phone or in an email. All my contact information is located above this section

ABOUT ME

I am Rebecca and I am 26 years old. I am new to childminding but have many years of childcare experience, having worked a nanny. I live at home with my mother (Amanda) and 17-year-old sister (Eilidh), we also have a small Cavachon dog who is called Luna. Luna is well trained and enjoys being around children, she will be supervised by me at all times and will never be left alone with the children. She is also hypoallergenic so hopefully won’t cause any allergy problems for the children.

I am currently studying towards a degree in Childhood and Youth Studies through the Open University. I hope to be fully qualified by 2025. I also hold a current valid First Aid Certificate. I am a member of the Scottish Childminding Association which keeps me up to date on current legislation and policies relating to my business. I am also a member of the PVG scheme and have Public Liability Insurance as well as appropriate car insurance for my business. I will also ensure I complete a minimum of 12 hours of professional training a year.

As a childminder in Scotland, I am registered and inspected by the Care Inspectorate. Details of all the inspections can be found on their website. I comply with all aspects of their registration requirements and hold a registration certificate that will be clearly visible for all parents to see.

Full details of the requirements I comply with can be found at **careinspectorate.com.** I must also comply with the Scottish Social Services Council (SSSC) Code of Conduct which can be found at **sssc.uk.com**.