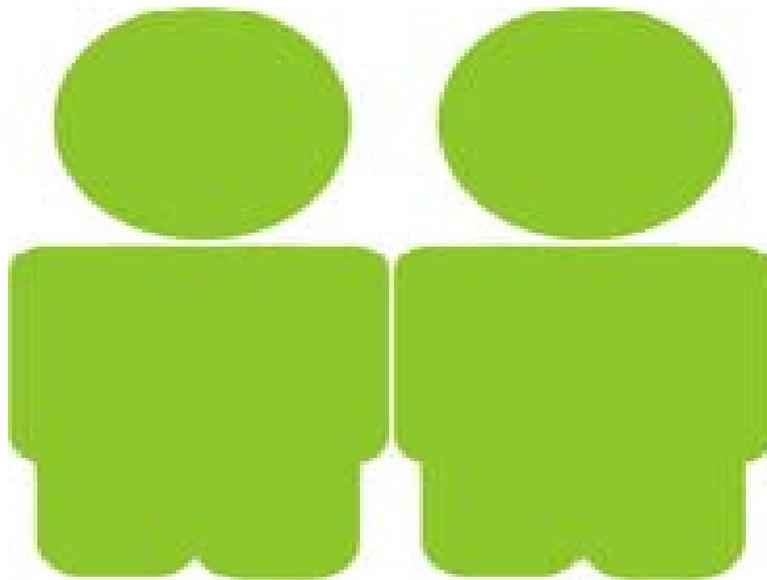


# Debs Powell Childminding Services



November 2015

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# Introduction

My name is Debs and I am married to Ben. We are both Christians and have three young children (plus numerous pet hens and two guinea pigs). I have been Childminding since January 2012.

I work most days with Amanda who is registered as a Childminding Assistant. Amanda is married with two young children and lives locally. Amanda is a warm and caring person who has a wealth of experience with young children and babies.

My husband, Ben, is also registered as a Childminding Assistant, which allows us to offer flexibility for school drop off or pick up to those children who take part in after school activities, and when possible, Ben joins us for family meal times, playing in the garden or for impromptu singing sessions with his guitar!

We seek to take full advantage of the opportunities to learn and grow in the great outdoors, whatever the weather. Children in our care can enjoy playing and gardening in our secure garden, exploring the local woods and fields with us or enjoying trips to the nearby coast. We also regularly visit the local library, play parks and join a number of toddler groups in nearby villages.

Amanda, Ben and I hold current Paediatric First Aid certificates, I have attended the relevant Safeguarding (Child Protection) courses. I am a member of PACEY (Professional Association for Childcare and Early Years) and hold current Public Liability Insurance. I also attend regular conferences, courses and Early Years networking groups. I also run Apple Trees Club, the out of school care at Curry Rivel Primary School.

Prior to childminding, I worked for a charity managing a team of community development staff who ran a preschool, after school club, toddler groups and a number of other community projects. I have recently been Chair of the Curry Rivel Playgroup committee (2011 - 2013). I am a leader of one of the Children's group (0-5 years) at our church on a Sunday and jointly lead a messy play and singing parent and toddler group at our church on a Monday.

I am a trained Breastfeeding Mother Supporter and can provide help with a range of breastfeeding queries, including weaning, continuing to breastfeed when working and expressing milk.

# Admissions

I am registered on the Early Years Register and also registered on the compulsory and voluntary parts of the Childcare Register.

# House Rules

- ✓ We will be polite at all times, using 'please' and thank you'
- ✓ We sit whilst eating and drinking, usually at the table sat on a chair / booster seat as appropriate
- ✓ We are respectful and kind to other people and animals
- ✓ We take care of toys, furniture and equipment at the setting

# Mission Statement

My aim as a childminder is to offer:

Quality childminding service from 7.30am – 4.30pm during school term time only (hours outside these times are negotiable).

The drop-off and collection of children to and from **Curry Rivel Primary School and Foundation Stage (Little Pips)**.

A friendly atmosphere where **all** children whatever race, religion or culture are made to feel welcome

A wide range of stimulating toys and equipment to suit all needs, and ages and stages of development in children.

I will work towards Ofsted standards.

I will have all relevant policies in place.

I will have all relevant procedures and plans in place which include: Fire Evacuation Procedure, Accident Procedure, Activity Plans

I will have all the relevant Permission Forms in place which include: Photo Permissions Forms, Routine outings, Transporting in vehicle, Observations, Sun protection cream application, Outdoor play equipment.

I will work in Partnership with parents and share information about their children on a weekly basis.

I will go on all relevant training which will include First Aid every 3 years.

I will evaluate all the children's activities and support children in their individual learning and development.

## Early Years Foundation Stage

As an Early Years childcare provider, I am required to follow and comply with the Statutory Framework for the Early Years Foundation Stage (EYFS) for children under 5 years old. This is split into 2 sections:

- Learning and Development requirements
- Welfare and Safeguarding requirements

Since September 2012, the Learning and Development requirements are divided into 7 interconnected areas of learning, with 3 being 'prime' areas.

Prime Areas:

- Communications & language
- Physical development
- Personal, social & emotional development

Specific Areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

"Each area of learning and development must be implemented through planned, purposeful play"

For more information about the EYFS, please ask me or have a look at [www.foundationyears.org.uk](http://www.foundationyears.org.uk).

# Policies

I have set out the following policies (in alphabetical order) so you can have a clear understanding of how I run my Childminding Services.

## **Behaviour Management**

I aim to provide a high quality childcare service. To achieve this I need to set reasonable and appropriate limits to help manage the behaviour of the children.

I endorse positive discipline as an effective way of setting limits.

1. I reward good behaviour
2. I encourage self-discipline and respect for others
3. I set realistic limits according to the child's age and development
4. I encourage children and give explanations
5. I am consistent with my house rules
6. I give praise and attention
7. I help build a child's self-esteem

If a child is showing unwanted behaviour, I have developed several different strategies on how to deal with a child misbehaving and use different ones depending on the age/ability of the child and the situation:

1. Distraction. Remove the child from the situation and give them an alternative activity.
2. Ignore. Depending on the situation I may ignore the bad behaviour as I feel it is being done to get a reaction.
3. Discuss with Child. If the child is able to understand I will discuss their behaviour and try and get them to appreciate the consequences of their actions on others. I inform that that it is their behaviour that I do not like not them.
4. Time Out. Removing the child from the activity and sitting them quietly for a few minutes

I will not administer any form of punishment which causes pain, discomfort or humiliation. Hitting and hurting are always wrong and are not permitted in my home.

If your child misbehaves I will let you know by either writing it in their contact book or by ringing you later after collection. Some children can become upset if the incident is retold in front of them. I will also inform you of how the matter was dealt with. In most cases the matter will not require any further action, punishing a child hours after an incident achieves nothing but confusion and upset.

I would also be happy to discuss with you any strategies you employ at home to deal

with unwanted behaviour and, where appropriate, will try to follow the same approach.

If you have any concerns regarding the managing of your child's behaviour, please do not hesitate to contact me. It is important that we work together on managing behaviour so as not to confuse your child.

### **Child Protection (Safeguarding Children)**

My responsibility as a childminder is to ensure the safety and welfare of all the children in my care in line with the procedures laid out by the Somerset Safeguarding Children's Board ([www.swcpp.org.uk](http://www.swcpp.org.uk)) and conforming with statutory guidance from government.

I will have received training on Safeguarding Children (Child Protection) and be aware of the signs and symptoms of child abuse, physical, emotional and sexual, and those of neglect.

If your child's safety is considered to be at risk, I will not be able to keep information relating to your child confidential, but will need to share it with Ofsted, Social Services and the Police if requested.

I will take precautions to protect myself and family from allegations of abuse by:

- 1 Ensuring all household members over 16 are CRB cleared
  - 2 Ensuring all visitors to the house sign the visitors book and do not have unsupervised access to the children under any circumstances
  - 3 Ensuring, where possible, that no works are carried out on the house during minded hours by external contractors
  - 4 Document all accidents and incidents that occurs whilst in my care, informing parents and requesting them to sign my records
  - 5 Noting any marks on the children when they arrive and asking parents to inform me of any accidents that have occurred whilst outside my care
  - 6 Ensuring the children are supervised at all times
  - 7 Keeping accurate records on each child and writing a daily diary
- Digital Media (mobile telephones, camera's and other digital information devises)

I will take photos of your child (subject to parental permission) during their time at the setting to allow me to build a portfolio of evidence of their achievements and to support me in planning future activities for them. These photographs will primarily be used in their individual records, but may on occasion be used in the setting. I have a camera designated for childminding purposes which remains in the setting. My mobile telephone does have the capability to take digital photographs and may be used to take photographs when we are out of the setting.

Any visitors to the setting are asked not to use any equipment which is able to

record the children in any format and parents and visitors are asked not to use their mobile telephones in rooms where the children are present.

I am not a user of social networking websites.

Should an allegation be made against me or a member of my family, in order to gain support and professional advice I will:

Contact :

- PACEY
- Somerset Early Years, Childminding Development co-ordinator
- Insurance Company
- PACEY Legal Advice Line or Family Solicitor
- Ofsted

I will write a detailed record of all related incidents, including what was said and by whom, with times and dates. I will ask any witnesses (if there were any) to also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.

Children's Social Care Safeguarding Children Board (Somerset Direct)	0300 123 2224 Emergency Duty Team 0300 123 2327 (LADO) 01823 357823
Ofsted	0300 123 1231
PACEY allegations and complaints service for anyone concerned about the welfare of a child	0845 880 0044
PACEY Safeguarding Children Service	0845 880 0044
PACEY regional office	01454 270530
NSPCC child protection helpline – 24-hour helpline for people worried about a child	0808 800 5000

I am aware that I must have **due regard to the need to prevent people being drawn into terrorism**. This is referred to in the Prevent Duty. I am also aware of the signs and indicators of extremism or radicalisation. If I had any concerns I would contact the Prevent Officer in my local area and my LSCB as above.

I am aware of the Department for Education telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email [tocounter.extremism@education.gsi.gov.uk](mailto:tocounter.extremism@education.gsi.gov.uk)

## **Confidentiality & Data Protection**

Any information regarding your child or your family, given to me either verbally or in writing, will be treated as confidential.

You will have access to your own child's records but not to others. All documentation relating to your child is stored in a file, which is not accessible to any other party.

I will not discuss your child with others unless I have permission from you, for example to take your baby to be weighed by the Health Visitor. I will however divulge confidential information to Social Services and to Ofsted if I have any concerns that your child is being abused. Please see my Child Protection Policy.

You will also find out confidential information about my family and myself during the course of our working relationship and I would be grateful if you too would respect my family's confidentiality and not repeat what you may have been told to other parties.

I am registered with the Information Commissioners Office for Data Protection. If you have any concerns regarding this policy please do not hesitate to contact me.

## **Complaints**

I aim to provide high quality childcare and I hope that you are happy with the service that I provide. I appreciate there may be times when I am not offering you and your child(ren) the service that you require.

I hope that you will feel able to discuss any concerns or issues that you may have with me directly. If you would rather not talk in front of your child(ren) then we can arrange a mutually agreeable time. I will always seek to learn from any complaints or concerns you raise with me.

It is a requirement by Ofsted that any complaints are logged along with the outcome and any action taken. These records must be available to show an Ofsted Childcare Inspector if required.

If you feel that you are unable to talk to me or that after talking the matter remains unresolved then you can talk in confidence to:

- The Somerset Early Years Childminding Team via Somerset Direct on 0300 123 2224

If you wish to make a formal complaint then you can contact the Ofsted Complaints and Investigation Unit on 0300 123 1231.

## **Dropping Off and Collection (including Late Collection)**

## Dropping Off

Please let me know in advance if you intend to arrive at a different time from the contracted one. If you arrive unexpectedly early I may not be ready to care for your child. If you are late, I may have to take children to school/pre-school and will not be able to wait for you. Please discuss with me if you need to change your contracted hours.

## Collection

I will only release your child from my care to adults who have permission to collect him/her. I will therefore need you to provide me with a list of people authorised to collect. It would be helpful, if they are not known to me, to include a description or a photograph for me to keep on file.

In the event of an emergency, we can operate a password system where you can send someone not authorised to collect your child but who is able to give the password. Please discuss with me if you would like to use this system.

It is important that you arrive at the contracted time to collect your child. Even very young children learn our routine and know when their parents are due. They can become distressed if you are late. I know sometimes delays are unavoidable, especially if you are relying on public transport. If you are delayed, for whatever reason please contact me and let me know when you expect to arrive. I will normally be able to accommodate the additional care, however if I am unable, I will contact other adults from the authorised list and arrange for them to collect your child. I will reassure your child that you are on the way and if necessary organise additional activities and a meal.

If I have not heard from you and you are very late I will try and make contact with you. I will also attempt to contact the emergency numbers provided. If I am unable to make contact with anyone I will inform Somerset Direct on 0300 123 2224 and follow their advice.

Ordinarily I will make an additional charge for late collection.

## **Equal Opportunities**

I give all children in my care the opportunity to reach their full potential. Sometimes this means adapting an activity to the child's ability and stage of development, providing additional resources or giving one child more attention and support than others during a particular activity or routine.

All children in my care are given the opportunity to play with all the toys (subject to health and safety with children under 3 years of age). No toys are just for girls or just for boys. I try to ensure my toys reflect positive images of children and people from

different cultures and with different abilities. I have toys and resources that challenge stereotypical ideas on what careers are open to men and women.

No child in my care will be discriminated against in anyway, whether for their race, culture, gender, ability or religion. I will challenge any remarks that I feel are inappropriate.

I encourage the children in my care to learn more about their own culture and to find out about the culture and religions of other children. We do in this in a fun way through sharing books, colouring sheets, cooking and eating food from around the world and celebrating special festivals. I provide resources such as, dressing up clothes and multicultural skin tone crayons and pencils.

I encourage the children to develop a healthy respect of each other's differences and to value everyone as an individual.

I encourage Parents to share with us any festivals, special occasions or artefacts, which may enhance the children's learning and understanding.

If you have any concerns regarding this policy please discuss them with me.

### **Emergency Plan & Evacuation Procedure**

In order to keep the children and myself safe I have developed the following procedure to evacuate my home in the event of an emergency (as a result of a fire, flooding, etc.).

Escape routes can be found to the back, front and side of the house from the ground floor. Smoke detectors are located throughout the house. From the first floor, access is via the annexe roof, but I would seek assistance prior to attempting this in exceptional circumstances.

The children will regularly practice the evacuation procedure with me so they will not be alarmed in the event of the situation being real. Practices will be carried out on different days of the week to ensure all children practice and the details recorded in the evacuation log.

- 1 Sound the alarm (this is a whistle)
- 2 Evacuate the children using the safest and nearest exit available
- 3 Take:
  - o Attendance Record for the day
  - o Contact numbers
  - o Mobile phone
- 4 Assemble on the pavement outside the house (at the end of the garden by the shed if leaving via the rear of the house)
- 5 Contact the emergency services

- 6 Comfort and reassure the children
- 7 Arrange safe place for the children to stay until parents can collect them
- 8 Follow the instructions of the Emergency Services
- 9 Do not return to the building until the Emergency Services have declared it safe to do so

### **First Aid**

My Assistants and I hold an OFSTED and Somerset County Council approved Paediatric First Aid Course certificate which is valid for 3 years. I regularly check the First Aid kit and ensure all contents are in valid use by date.

### **Health and Safety (including in the event of a serious incident)**

The Health and Safety of your child is very important to me and I have the following steps in place to support this:

- 1 All toys will be checked and cleaned regularly to ensure they are safe for your child to use. Any broken or hazardous toys will be removed immediately. Children will only be offered toys and resources that are suitable for their age/stage of development
- 2 I do a quick risk assessment of my home every morning before the children arrive to ensure that it is a safe environment for minded children
- 3 All plug sockets not in use have socket covers
- 4 All equipment will be checked and cleaned regularly. All equipment is fitted with the correct safety harnesses to prevent accidents, for example highchair and pushchairs.
- 5 Car seats are checked regularly to ensure they are correctly fitted.
- 6 My car is regularly serviced and MOT. My car insurance is for 'Business Use'.
- 7 I use safety equipment appropriate for the children in my care, ie stair gates etc. These are checked regularly.
- 8 I will keep my front door locked with the keys on a hook up high to prevent the children opening the door to strangers.
- 9 I have procedures in place in the event of a fire (see separate policy)
- 10 I keep my kitchen clean, following hygiene guidelines on the storing of food, keeping the fridge at the correct temperature etc
- 11 I ensure that the children do not have access to any waste, the bins are emptied daily and any used nappies are wrapped and placed in the outdoor rubbish bin.
- 12 I do not permit smoking in my home (see separate policy)
- 13 I follow strict hygiene guidelines to prevent contamination.
- 14 I wear gloves to change nappies and wipe change mats with antibacterial spray after use.
- 15 Children's soiled items will be put in a suitable bag and sent home with the child.
- 16 Surfaces and hard floors are kept cleaned regularly with antibacterial cleaner

or bleach.

- 17 All cleaning products are stored in the utility room cupboard to which no children have access.
- 18 Tissues and wipes are available at all times and hand gel will be used when out and about if hand washing facilities are not available.
- 19 I have strict Child Protection guidelines in place (see separate policy)
- 20 Children must stay with me when we are away from the home - strapped in a pushchair, on a harness or wrist strap, or holding onto my hand/pushchair as age appropriate. Children walking will wear high visibility jackets.
- 21 I have emergency contact details with me at all times should I need to contact the parents.
- 22 I will work with parents to teach the children about safety issues like crossing the road and stranger danger.
- 23 I will work with parents to teach the children about making healthy food choices and physical exercise.
- 24 Sleeping children will be regularly monitored
- 25 I discourage the children from keeping 'secrets'
- 26 I will restrain a child if they are putting themselves or others in danger, for example running into a road.

In the unfortunate event of a serious incident, the following steps will be taken:

- Every effort will be made to revive the casualty by a trained First Aider
- Contact will be made with the Emergency Services
- Any children in the area would be moved to minimise trauma
- Inform parents or next of kin
- All documentation would be completed
- OFSTED will be notified
- Other parents will be notified
- Support will be signposted to those who need it
- Circumstances will be reviewed and any changes implemented as necessary

### **Illness**

In the event of any children falling ill whilst in my care the parents will be contacted and arrangements made for the child/children to be collected. This is because as a childminder I cannot be expected to look after a sick child whilst taking care of other children. A fee is still payable for that day.

If a child is sick before a scheduled session then parents must make alternative arrangements for the child to be looked after. A fee is still payable for that day.

In the event of my own child's illness all parents will be contacted prior to the scheduled session. If it is decided that the minded children will not attend no fee will be payable.

In the event that I am unwell all parents will be contacted prior to the session.

Alternative arrangements will have to be made. No fee will be payable.

The ease at which communicable disease's can be transmitted to others necessitates that in order to minimise the danger all parents/guardians play an active role in its control. Indeed sneezing, coughing, touching, vomiting and closeness can all be serious avenues of potential cross contamination. Communicable diseases, illnesses, infections, virus's and even head lice know no boundaries.

It must be emphasized that the following sets out the guidelines for exclusion from the setting relative to the commoner infectious diseases. There could be occasions when a child will be excluded as a precautionary measure based upon information received or visual observations. At all times prior discussions will take place with the respective parents. I ask that you always consider keeping your child away from the setting for at least the first 24 hours of feeling unwell.

<b>Disease/Illness</b>	<b>Exclusion Period</b>
Antibiotics	First 2 days at home
Temperature	If the child is sent home ill, they must be kept away from the setting for 24 hours
Vomiting	The child should be kept away from the setting for 48 hours after the vomiting has stopped
Conjunctivitis	The child should be kept away from the setting until the redness and discharge have gone
Diarrhoea	The child should be kept away from the setting for 48 hours after the diarrhoea has stopped
Chickenpox	The child must be absent from the setting for a minimum of 7 days from the appearance of the rash
Gastroenteritis /food poisoning salmonellosis & dysentery	Until authorised by your Doctor
Infective hepatitis	The child must be absent for a minimum of 7 days from the onset of jaundice
Measles	The child must be absent from the setting for a minimum of 5-7 days from the onset of the

	rash (Notifiable)
Meningococcal infection	The child must be absent until fully recovered from the illness
Mumps	The child must be absent from the setting until all swelling has gone – there is a minimum period of exclusion for 10 days (Notifiable)
Pertussis (whooping cough)	The child must be absent for a minimum of 21 days from the onset of paroxysmal cough (Notifiable)
Rubella (German measles)	The child must be absent from the setting for a minimum of 4 days from the appearance of the rash
Shingles	The child must be absent from the setting for a minimum of 7 days from the appearance of the rash
Scarlet fever& streptococcal Infection of throat	With appropriate medical treatment, minimum of 3 day from start of treatment (Notifiable)
Threadworm	Excluded from the setting until treated
Tonsillitis	Must be kept away from the setting for a minimum of 48 hours after starting antibiotics
Tuberculosis	Until declared free from infection by your doctor
Typhoid fever	Until declared free from infection by your doctor
Impetigo	Must be kept away until the skin has completely healed
Pediculosis	Must be kept away until the appropriate treatment has been given
Ringworm of scalp	Excluded until cured
Ringworm of body	Exclusion not usually required
Scabies	Excluded until treatment is complete, usually 24 hours

I will adopt a professional approach to each incident of illness. As such the period of exclusion will be greatly influenced by the availability of resources, knowledge and

the overall care for the other children's health within this setting. However it is important to remember that when a child is ill, they tend to want their parents love and attention.

I am aware that the implementation of the above policy may cause some problems to parents/guardians employment; as such I am committed to assisting whenever and wherever possible to overcome such concerns. It should be noted however that my prime responsibility is to protect all the children within it.

### **Lost Child**

I will safely supervise children at all times, especially when we go on outings or trips. I will teach the children about safety when we are out and about.

If a child did go missing, I will do a brief search of the area before contacting the police, parents and Ofsted.

### **Medicines**

I will not usually give your child non-prescribed medication, such as cough mixture, Calpol or nurofen, teething gel etc, and only if you have signed a parental permission form for me to do so. A new form will be required for each time this is required.

This permission form will be regularly reviewed to ensure that there are no changes, for example a child may no longer be able to take some medication or may need an additional form.

Even though you may have signed a form, I will still contact you to check that I can administer this medication. This is to protect your child, you and myself. It is vital that you inform me of any medication you may have given your child before they arrive into my care. I need to know what medicine they have had, the dose and time given.

I will ensure that all medication given to me will be stored correctly and I will check that it is still within its expiry date,

If your child requires regular prescribed medication or has acute allergies, please discuss with me as I may not currently be able to accommodate them or may require you to attend to your child when such medication is needed.

If your child needs to take medication prescribed by a doctor, please discuss this with me. I will need you to sign an additional permission form. In some cases a child on antibiotics may be asked not to attend for 2-3 days in case they react to the medication and to prevent the spread of an infection to others.

All medicine given to me to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it and if a prescription

medication the details from the Doctor/pharmacy.

I will record all medication administered in my book and request a parental signature at the end of each day.

### **Nappy Changing & Potty Training**

I am happy to accept babies and children in nappies. I will need you to provide me with the following:

1. Nappies
2. Any cream that you use on your child (and I will ask you to sign for me to apply this)
3. Baby wipes

I will provide a changing mat, which will be wiped over with disinfectant between each use and nappy sacks for the disposal of used nappies. I will always use plastic gloves when changing your child's nappy to reduce risk. If your child is allergic to these please let me know.

I am happy to take a child in real/cloth nappies. If you are currently not using real nappies but are interested in finding out more please let me know.

I will change your child regularly and immediately if they have soiled a nappy. I believe that changing a nappy should provide lots of opportunity to communicate with your child and as their understanding grows provide time to discuss basic hygiene issues, preparing them for potty training.

When your child starts to show signs that they are becoming aware of their bodily functions I will arrange a convenient time to meet with you and discuss your plans on potty/toilet training your child. It is unusual for a child to be ready to be potty trained much before their second birthday and for some children it can be a lot later. Please do not be concerned if your child shows no signs until they are older. It is very important that we work together to potty train your child and pick a suitable time to do it, when we can both dedicate time. If we start the training and your child is not ready then we can stop and start again when they are. Some children take to potty training overnight for some it is a longer process, the most important thing is that we work together to give your child the support and reassurance they need during this period. I will provide you with daily feedback on how we are progressing with the training. A stretch of quiet time at home to potty train is often the most successful way to get started and I would encourage your child to be consistently dry for a week before attempting potty training in our setting.

In order to help your child become independent in going to the toilet I can provide the following equipment:

Potties

Toilet trainer seat

Steps for the toilet and the wash basin  
Books on potty training

Please let me know if you wish to discuss your child's potty training.  
There are lots of useful websites on the Internet. I found the following one useful:

[www.pottytrainingtips.com](http://www.pottytrainingtips.com)

### **Parent Partnership**

It is very important for your child that we work in partnership. This will give your child continuity of care and (s)he will not become confused with different standards of behaviour and boundaries.

As Parents you are the central adults in your child's life and the ones making decisions on their behalf. I will endeavour to work closely with you in order to carry out your wishes for your child wherever I can. It is therefore important that we have an excellent communication system. I appreciate that as a working Parent you will be in a rush to go to work in the mornings and in the evenings you may well be tired and need to go as quickly as possible, so I like to use a Parent/Childminder contact book for daily communications. I will complete a page each day that will include what your child has eaten, naps, activities, milestones achieved etc. I would request that you use this book to note down if your child has had a disturb sleep, is not feeling well or any other piece of information that may help me to provide him/her with the best care I can. I am always happy to discuss your child and their care with you at any time that is convenient to us both, whether in person or over the phone.

I would also appreciate it if you could inform me if there are any changes to contact numbers for yourselves, including work and mobile numbers and those of your emergency contacts.

As your child grows and develops issues will crop up that are very important for us to discuss in order that we can work together and your wishes be incorporated into my care routine for your child. These could include weaning, potting training, managing behaviour, starting (pre-)school etc.

If you wish me to incorporate a special activity into my routine, perhaps a festival or religious holiday that you celebrate please let me know.

If I have any concerns about your child's behaviour, development, eating etc I will share them with you and if necessary work with you to seek support from outside agencies.

If you have any concerns or issues regarding the care I am providing for your child please do let me know. Often a concern is a simple misunderstanding that can easily be resolved.

I am very much looking forward to working in partnership with you to care for your child.

### **Payment Policy**

Once you have decided to use my service and sign the contract I ask for a deposit of 1 week's fees, this will be deducted from the first normal week the contract starts - if the contract is due to start within one month. If you wish me to hold a place for you longer than one month, then I ask for half fees from the signing of the contract until the commencement of the contract if it stops me offering another child a place(see Reserved Places below).

**Hourly rate** - £5.00/hr for under ones and £ 4.00/hr for over ones. In January 2016 our fees will be going up to £5.50/hr for children under one years old and £4.50/hr for children one and over

**Non attendance/sick child** - Normal hourly rate will be charged for contracted hours, unless the session can be taken by another child.

**Booked holiday** - If you go on holiday during the contracted period I will expect to be paid normal fees.

**Reserved Places** - I will charge a retainer fee when a place has been reserved for a particular child and will not be taken up within a month, if it stops me from offering a place to another child who may take it immediately. The retainer is half fees for that period.

**Financial Contributions** -I will ask for a financial contribution towards special trips but will provide parents with a list of special trips planned in advance.

**My holidays and days of closure** -If I am ill or can not look after your child for any reason I will give you as much notice as possible and will not charge for these sessions. I will take five weeks holiday a year. During my holiday period I will not charge.

**Payment** – I ask that I am paid in advance. The fees can be paid weekly or monthly and can be paid by cheque (if so please pay 1 week in advance), cash, childcare vouchers or you can arrange with your bank to pay by standing order if preferred.

Please note if arrears of fees occur, I reserve the right to withdraw the child's place until fees are paid up to date, and there will be a late payment charge of £5.00 per day.

**Snacks, meals and drinks** - Drinks during the course of a session will not be charged for. Snacks will be £1.00, light meal will be £2.00 and hot meals will be £3.00. Children will need to bring their own drinking bottle for when we are out and about.

**Break down of fees**

Standard Rate	£4.00/hr - £5.00/hr (Jan'16 £4.50/hr - £5.50/hr)
Sick Childminder	No Fee
Non Attendance/Sick Child	Full Fee
Childminders holiday	No Fee
Parents holiday	Full Fee