



# Prospectus

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Little Hands & Feet  
CHILD CARE

## Childminding by an Outstanding Childminder

I have 2 Children of my own. I worked full-time until my second child was born. During this time, I used a childminder myself, and so I understand fully the needs of a working family seeking childcare. I finished work to take a career break as I wanted to spend time at home, giving quality time to my children. I feel that childminding allows me to pursue my love of being with small children and to maintain a professional working status whilst looking after my own children. I am married and live in Hardwicke in a 4 bedroom detached house. The house is equipped with all the necessary safety adaptations for toddlers e.g. cupboard locks, stair gates, electric sockets, etc. We have 2 Cavachon puppies called Teddy Bear and Millie, 2 cats called Buster and Poppy and a tank of cold water fish.

It is my main aim to provide the highest quality childminding service. We can do this by achieving outstanding in my last Ofsted inspection and we also have a level 3 qualification in childcare. We have also been awarded The Bristol Standards Award for the 5<sup>th</sup> year in October 2017.

I work with an assistant, Danielle Franklin. Danielle works with me daily, Monday to Friday. She also has a Level 3 qualification in Early Years Childcare. Danielle has been with me since January 2015. While Danielle was at college she had a placement at my setting. Danielle is about to go onto maternity leave. For cover my daughter Georgina Dovaston, who is currently doing an Honours Degree at University in Health Community and Social care, is covering part time. Along with her Catherine Meredith – Wilkes is also my assistant. She used to also be a childminder and has recently been working as a teaching assistant in a primary school. When Danielle returns from maternity leave Catherine is staying to continue working in the setting. Helen Giles and Angela Hayes are also covering maternity leave. They work for other childminders. All assistants are registered to work from my setting, have current first aid and child protection training and are DBS checked.

I am also an Early Years Lead Practitioner. The distinctive function of the Early Years Lead Practitioner is to provide pedagogic leadership within their own and in other settings, driving forward improvements and raising standards in teaching and learning through leading: whole setting pedagogy, pedagogy for children, knowledge, continuous professional learning, knowledge for parents, change and reflection.



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An Early Years Lead Practitioner is an excellent practitioner who has achieved the very highest standards of early years practice as recognised through a rigorous assessment process.

All Early Years Lead Practitioners have a passion for early years best practice, which they already shared with colleagues and families in their daily work. They are champions of effective early years pedagogy and outstanding practice as expressed through the EYFS, Ofsted's criteria for outstanding.

We will produce written plans for your child showing how we will promote learning through fun, structured 'play' activities as well as allowing time in the day for independent play and response to spontaneous events, such as the arrival of snow, a spider catching a fly on a web close to the window etc! We will also encourage children to interact with each other. We will work according to 'The Statutory Framework for the Early Years Foundation Stage'. We have a large range of quality toys and books and lots of ideas for fun learning activities including regular outings. We will also plan play activities to ensure your child develops emotionally, physically and socially. You will have access to evidence of your child's learning as well as receiving general daily notes/verbal communication. All other documentation required by OFSTED will be kept. As a childminder with an outstanding Ofsted inspection and with a level 3 childminding practice we qualify for the Nursery Education Grant Funding, you are eligible for this from the term after your child becomes 3 years old for the 15 universal hours and if entitled we also take the extended 15 hour funding. We also take the funding for eligible 2 year olds.

We take and collect from Hardwicke Parochial school and Hardwicke Playgroup.

We believe that the service we provide reflects the care I would expect my own children to receive. Your child will be cared for in a safe, welcoming and above all **learning** environment.

We hope that the information in this prospectus answers many of your questions. However, we know that it will not answer all of them and so we would like to invite you and your child/children to come and visit my family and me. Please call to arrange a meeting.



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## Our settings aim

The early years foundation stage framework (EYFS) which we work within provides assurance to parents that our provision will keep their children safe and help them to reach their full potential.

The aims of the EYFS are to help children reach the 5 every child matters outcomes (be safe; be healthy; make a positive contribution; enjoy and achieve and develop skills for the future.) our aims are to;

- To provide a warm, welcoming and stimulating environment, build positive relationships with the children in our care and make their individual physical and emotional needs are met so they can reach their full potential.
- To offer children a continuity of care as close to their home environment as possible. We would like children in our care to feel “part of the family” and thus valued as a family member.
- Ensure that by following the EYFS standards every child in our care makes progress and that no child is disadvantaged.
- Follow equal opportunity and anti-discriminatory practice for all children in our care. No child will be disadvantaged because of gender, ability, culture, religion, language, ethnicity, family background, learning difficulties and/or disabilities.
- To work in partnership with parents, professionals and all the setting which a child in our care attends to ensure they receive the full benefit of the EYFS in ALL areas. Our role is to complement and work alongside the home environment and other settings such as pre-school or school; which a child in our care may attend.
- Follow and adhere to the universal standards set out in the EYFS.
- We will use our observations, assessment and play planning for individual children to inform us when planning for our daily and weekly activities to ensure that all children's learning and care is tailored to their individual needs and interests and complements their learning experiences at the other settings which they may attend.
- We will look carefully at each child in our care, consider their individual needs and interests; stage of development and abilities and use this information to help plan challenging and enjoyable experiences across all areas of learning and development to help develop their future skills.
- We also look at the Characteristics of Effective Learning, this is showing us how your child learns. All children learn in different ways so this is important so that we can plan activities to suit how your child will learn.



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- All areas of learning and development will be delivered through a balance of planned purposeful play and adult led /child initiated activities.

### **Suitable person.**

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

I am registered with OFSTED and will display my registration certificate in my hall for you to see. Registration with OFSTED means that I have a 'Criminal Records Bureau' check. My husband and my daughter have also both had a CRB check, and may be on the premises occasionally when your child is here and my husband is also registered assistant. I have had a suitable person's interview at registration and will be inspected regularly by OFSTED.

My assistants, Danielle Franklin, Georgina Dovaston, Catherine Meredith-Wilkes, Angela Hayes and Helen Giles have got 'The Disclosure and Barring Service' (DBS). They have all completed the procedure needed by OFSTED and also my own employment procedure.

I have completed a first aid course which includes training in first aid for children and babies (including resuscitation) and an 'Introduction to Childminding Practice' course. I have also taken GSCB Inter-agency Child Protection Course, Certificate, and certificate for 'Care of the child with asthma, Prevention and management of Allergic Reactions and Protecting yourself and others from the spread of illnesses. I also completed The Bristol Standards Award for the 4<sup>th</sup> time in October 2016.

Danielle has also completed her first aid and child protection training. Danielle is also Level 3 qualified in early years.

Catherine Meredith-Wilkes has first aid and child protection training.

Helen Giles has first aid and child protection training.

Angela Hayes has first aid and child protection.



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Georgina Dovaston has first aid and child protection. Georgina has a foundation degree in Children and Young Peoples Practice. She is also in her final year of her Honours Degree in Health Community and Social Care.

### **Care, Learning and Play. Competent learner and skilful communicator.**

When we are caring for your child we will endeavour to build his/her self-esteem, confidence and independence. We will listen to them carefully and encourage them to listen, speak, ask questions and solve problems. We will value their judgements and have high expectations of them as learners. In the organisation of structured play activities for them, no child will be able to 'fail'. They will be encouraged to persevere to achieve success or possibly choose a different approach. This may mean having a break from a difficult task and then returning to it later if they wish. Activities will be organised and resources selected to allow children to build on their natural curiosity as learners, develop their language and mathematical thinking, use their imagination and develop social relationships. Above all, your child's happiness in what they are doing is paramount.

Resources and toys will be readily accessible for children so that independent choice of activity is possible when appropriate. During these times, we will support and observe your child in what they are doing. We will only intervene if the child requests or some guidance is needed with key concepts. Wherever possible or necessary, we will discuss the difference between right and wrong with your child and on an elementary level, we will talk about what it means to be have good manners and be polite.

Your child will have the opportunity to get involved in parent and toddler groups if you wish. There are also trips to the local parks, library, childminding support toddler groups etc – all valuable learning experiences for your child.

Learning can also be centred on mini-topics e.g. weather, autumn, Christmas, food, a particular book etc and you will be encouraged to get involved in learning with your child at home. Each day, we will talk about the day of week, date and weather. The list of fun activities we can provide to meet learning goals is endless, but if there are particular things that your child is interested in or likes doing, please let us know so that we can build in regular opportunities for it to happen.



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**Physical Environment. A Healthy Child. Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.**

Your child will be cared for in a clean, safe, secure, spacious and welcoming setting. If there is the requirement for your child to sleep during the day, there will be a cot for this purpose. We have two sets of baby monitors in the house to use while children are sleeping. We have separate bedding for each child. We also check on the children every 15 minutes and record this onto a chart. We can offer facilities for nappy changing, potty or use of the toilet with or without a toilet training seat. We are happy to assist with potty training. There are steps for your child to stand on to wash hands at the wash basin and paper disposable towels to dry hands to prevent cross contamination,

We will enable your child to partake in lots of physical activity. The side gates are the only access to the garden from the front of the house and this gate is permanently locked with two bolts, one high – out of the reach of the children and one low. Your child will always be under supervision in the garden. During warmer months, we can collect insects, newts, frogs etc from the pond by the school for the children to observe.

The following is a list of some of our outdoor resources, covered sandpit and toys, slide, trike's, pram, paddling/ball pool, small trampoline, balls, bats, water activity toy rockers, skittles, sponge ball tennis, wheel barrow, gardening toys and sun tent. Occasionally, the children will be able to plant and nurture vegetable seeds in the garden and then harvest their vegetables when ready.



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## **Equipment. A Healthy Child. Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.**

Children will have access to many toys and books appropriate to age and stage of development. Here is a list of some of them: wooden train set, Fire station, cars/people/road signs and play mat various games to encourage cooperation, flash cards, construction equipment ( including Knex, Lego, Big builder, make and build fire engine, Duplo) wooden lift out puzzles, jigsaw, puzzles, super scribbler board, beanbags, balls, instruments, crayons, colouring pads, paper, paints, a wide range of arts resources, marker pens, easel, tool kit, dressing up clothes, play buggy, dolls, play dough, shape sorters. The toys and book are all of a good quality and in excellent condition. Your child will see good examples of how to look after equipment.

We also have car seats appropriate to age, 3 high chairs, 4 booster seats, pushchairs – doubles and singles, safety gates and 5 travel cots. All of the equipment on the premises conforms to BS EN safety standards or the Toys (Safety) Regulations.

## **Safety. A Healthy Child. Safeguarding and promoting Children's welfare.**

Children in my care will be supervised to ensure that they are safe at all times. They will be able to play safely outside with the side gate (the only access from the cul de sac). During the summer months, when children may be using the paddling pool, they will be supervised closely at all times. We request that children are provided with sun hats and sun cream in the summer months and that they understand something about the importance of using these. We will avoid taking children out to play in extremely hot weather and will avoid the hottest part of any summer day. Children will be taught the importance of not putting unclean hands in their mouths while outdoors and certainly not any plant. Hand washing will always take place when returning inside from the garden.

We have a fire blanket and fire extinguisher in the kitchen and smoke alarms (which are maintained in a working condition) throughout the house. Your child together with all children in our setting will practise an emergency escape plan at least 3 times a year.



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You may feel that it is necessary for your child to use a walking harness or wrist strap whilst out walking with me. This will be discussed with you when we meet.

I am a member of the PACEY and have public liability insurance. This certificate will be displayed with my registration certificate.

### **Health A Healthy Child. Safeguarding and promoting Children's welfare.**

You will find our house clean and hygienic. Children will have clean bed linen for sleeping and disposable paper hand towels in the cloakroom and wipes for use throughout the day. Children will learn about personal hygiene through their daily routine. You are welcome to provide your child with slippers or clean plimsolls for indoor use. Alternatively, they can have bare feet or just wear socks. We discourage outdoor shoes being worn inside as the children spend a lot of time playing on the carpets and crawling around floors and small, sharp stones can be brought inside on shoes.

Food will be hygienically stored and prepared according to the 'Safer Food, Better Business' advice. Both myself, and my assistant have Basic Food Hygiene.

Please note the following points with regards to medication:

We will not administer any medicine or other treatment unless the parent has discussed its use and given prior written permission. This forms part of the written contract.

If permission is given to administer medication:

The medicine will be stored in its original container, clearly labelled and inaccessible to children.

We will not usually administer any medicine that has not been prescribed by a doctor. The use of 'calpol' for emergencies will be discussed with you and noted in the contract.

A written record of medicines administered to the children will be maintained. The parent will be asked to sign this record book to acknowledge an entry.



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A first aid box will be kept out of the reach of children. You will need to provide evidence for my records if your child has any known allergies. You will also need to give written permission at the time of accepting a place, for us to seek any necessary emergency medical advice or treatment whilst your child is in my care.

A record of any accidents is maintained and signed by the parent.

### **Sick Children**

We reserve the right to choose not to look after a child if they are obviously very unwell.

You will need to notify us if your child has been ill during the night prior to bringing them for minding. Likewise, I will inform you if my own children have had an illness that could be passed on.

Children must be kept away for at least 48 hours after the cessation of diarrhoea, vomiting or high temperature. Again, if my own children are affected you will be notified and must keep your child away. You will not be charged for non-attendance due to mine or my children's illnesses or our holidays. You will however, pay the full daily fee if days are missed to illness, holiday or any other reason on your part.

Children who have had communicable diseases e.g. chicken pox, should be kept away for the required period of time as per health protection agency guidance which is at least 5 days from the onset of the rash and can come back to the setting once the last spot has crusted over.

If your child has had antibiotics prescribed, please keep him/her away for the first 48 hours after being prescribed these. Likewise, please observe this 24-hour period of non-attendance after an inoculation.

There may be a need for your child to be collected during the day if they become very ill. We would ask you to make arrangements for this to be possible. Any adult collecting your child should be on your list of nominated people and know your password. This may also need to be done if we become ill suddenly during the day. This is, however, a rarity.



## **Smoking**

Our home is a non-smoking household and this be observed by parents when they are on the premises.

## **Food and Drink A Healthy Child. Safeguarding and promoting Children's welfare.**

Your child will be provided with adequate high quality food for their needs throughout the day and encouraged to drink regularly. Fresh drinking water will always be within reach of the children. Food will be nutritious and we will endeavour to cater for any special dietary requirements, preferences or food allergies. We will record these in writing. If however, we feel that we are unable to cater for a particular requirement, we will discuss this with you and it may mean that you will need to provide food for your child.

## **Equal Opportunities. A strong child. Providing for equality of opportunity.**

We do not make any assumptions about people based on their race, culture, gender or disability. All children are given equal opportunity to play with the toys and equipment available dependant on their age and stage of development.

## **Special Needs. A strong child. Equality of opportunity.**

We do not discriminate against children for having special educational needs or disabilities and look to see if we can work our setting to be able to accommodate all children. If your child has special needs, or if we suspect that this is the case, we have an obligation to discuss this with you in the first instance. We can then take the necessary steps to promote the welfare and development of your child within the childminding setting involving other relevant parties where necessary. We have good experience in working with children with special needs. We also have lots of experience in working with different agencies to help children to develop to the best of their ability and we are willing to help you as a parent to access all that your child needs. We have a local offer on the family information services website that explains this better.



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**Behaviour A strong child. Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular needs.**

We believe that if children are occupied with something of interest, there is unlikely to be a display of poor behaviour. We have consistent expectations about acceptable behaviour. However, we would manage behaviour positively and would never use physical punishment or threats of physical punishment. We encourage good behaviour by constantly using praise for worthy acts and comments. We will discuss with parents the methods we would use to manage unwanted behaviour before a child is placed in our care.

**Working in Partnership with Parents A Strong Child. Safeguarding and promoting Children's welfare.**

For your child to remain happy in my care, we believe that good communication with parents is vital and consequently, the contract of service will be drawn up on an acceptance of a place, so that exact needs for the child can be discussed and documented. The contract will be reviewed six-monthly or earlier if the need arises.

On a daily basis, you will have an opportunity to exchange information about your child. You will also be given written information about the child's day e.g. activities participated in, food and drink, sleep and other notes of importance e.g. with regards development. Please also feel able to speak to us on a daily basis if you have any concerns or feedback about my service. This may mean that any problems can be remedied as soon as they arise.

**Child Protection A Healthy Child. Safeguarding and promoting Children's welfare.**

We will comply with the Local Safeguarding Children Board procedures. The protection of your child is my first priority. Any concerns about abuse will be recorded and we are required to notify the relevant authority. We will follow guidance in the Government booklet: "What to do if you're worried a child is being abused". Both myself, and my assistant have received child protection training and this is updated every 2 years. I am the designated person for safeguarding and attend the inter agency training done by Gloucester Safeguarding Children's Board.



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**Documentation. Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.**

We will keep records, policies and procedures relating to your child and my business up to date. You are welcome to see any records relating to your child.

## **Other Information**

### **Fees**

I charge an hourly rate. Payments are due monthly, or weekly in advance. If you would like to defer the start date of your child's placement with me, I will require a retainer of £38 per week. This is because I will be unable to accept other children during this time. Throughout the time that the retainer fee is being paid, I will be available for settling-in visits. If you require more hours than the retainer fees covers during this period, I will ask for the balance before looking after your child. Deposits or retainer fees are non-refundable should you change your mind about placing a child in my care.

You will not be charged when I am on holiday or in the rare event of me being ill or because the childminding service is not available due to any unforeseen event such as family bereavement. At all other times, full fees must be paid to retain a place for your child. You will receive an invoice for payment. Fees will be reviewed annually. The fees for your child will be discussed when we meet. I hope you will understand the fees reflect the high standard of service that I will provide. It is an aim for my business that a large proportion of the weekly fee is used to buy additional equipment and resources for the children to use.



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### **What is and isn't included?**

Fees for parent and toddler groups, pre-school and any daily outing cost e.g. entry to farms etc are not included in the daily rate.

Excluded from the daily rate are 3 meals a day: breakfast, lunch and dinner. These are chargeable at 50p for breakfast, £1.00 for lunch and £1.50 for a cooked evening meal, a piece of fruit instead of an evening meal is 25p. Snacks will also be available mid-morning and drinks will be offered throughout the day.

Please supply your own child's formula/expressed milk, Wipes, nappies and baby food if appropriate. Cow's milk can be provided if required. Parents will need to provide baby milk and meals for babies under 12 months.

### **Opening Hours**

We can provide term time and holiday cover for your child. We would normally work 5 days a week.

My usual working hours are between 7.15 am and 6.00 pm Monday to Thursday and 7.15am-5.00pm on a Friday

Morning or afternoon sessions may be a possibility – please enquire

### **Visit**

If you decide to visit me as a prospective childminder, you will be invited to meet my family and myself. The best time to visit is early evening or in the afternoons before the school run. Please come along with a 'list of questions' to ask and don't be afraid to discuss any concerns. We will be more than happy to talk these through with you. After your visit, I ask you to provide me with a response within 48 hours as to whether or not you require my services. As you can appreciate, someone else may be waiting on this response before they can place their own child.



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## **Settling-In**

We want your child to be happy and to feel safe and secure at my home. Obviously, we also want all the children in my care to be happy. To ensure that there is a harmonious relationship between you/your child, myself and my family and other minded children, we request that a one month settling in period is undertaken. During or at the end of this time, both parents and myself can decide whether or not the child will remain with us. At this point, neither party will be bound to the 'one month's notification of contract termination'. Prior to this month parents are welcome to bring their children along for settling in sessions.

## **Clothing and Personal Items**

You will be asked to supply your child with a change of clothing/underwear. Please also ensure that your child doesn't wear jewellery when he/she comes along and that they don't bring money or sweets.

## **Security**

Your child will only be released to adults assigned by you. We will keep a list of these nominated people and a password. They will be asked for the password for your child on collection. You will need to forewarn us if someone different is collecting your child. They will also need to use a password that you have provided.

In an emergency situation where, as a last resort, we would need to leave the children in my care with another adult, my husband or someone known well be myself who is DBS checked will be contacted and will care for the children until you or an assigned person can collect your child