

Childminding Policy Document

This contract is to be read and signed in conjunction with the childminder's contract.

Name: Jessica Wright

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Ofsted registration number: EY547620

Public liability insurance number and name of insurer: RTT 161353 and Royal & Sun Alliance Insurance plc

My registration details:

My name is Jessica Wright. I am a qualified childminder and my Ofsted registration number is: EY547620. I am qualified to childmind for twelve children six of these are allowed to be under eight, three can be under five and only one can be under one. My qualifications include Cache Diploma in Childcare and Education lv 3, Safe guarding training and Paediatric First aid.

Opening times:

I can care for your child between 7am and 6pm Monday – Friday. I am closed on bank holidays and the period between Christmas and New Year.

Late Collection:

If you are likely to be late collecting your child please can you phone and let me know. Please don't send me an email as I don't get a lot of chance to check email during the day.

I understand that occasional late collection is unavoidable. So, while no charges will be made for occasional late collection, if this becomes an ongoing problem then we may need to review the hours as stated in the contract.

If you are more than half an hour late you will be billed at double your normal hourly rate.

If you fail to collect your child within half an hour of when you are due then I will try calling you.

Then I will telephone your emergency contact. After one hour from the original agreed collection time I will notify the local authority social worker.

Absence policy:

Please can you notify me if you are planning to go on holiday. It will help me regarding planning activities and outings for the other children. Likewise, please ring and let me know if your child is sick and unable to attend for the day.

If you need to collect your child early for any reason please notify me if possible, at the start of the day. If you need to contact me during the day then please ring, don't send an email. If your child is absent for any reason including sickness or holidays, then fees are not refunded to retain your child's place.

If I am unable to provide care:

If I am unable to care for your child for any reason (such as sickness) I will try to give you as much notice as possible to make alternate arrangements. For example, I can suggest alternate childminders who may be able to take your child at short notice if they have space. I will ring to let you know if I am closed for the day and you will receive a refund at your normal hourly rate at the end of the month.

Please note that I take 20 unpaid holidays each year for which I will give you at least two full months' notice to allow you to make alternative arrangements. These holidays do not include bank holidays or the days between Christmas and New Year when I am also closed.

Items to be brought with the child daily:

You need to provide all nappies, wipes and creams to be used by your child. Bottles for babies should also be made up and brought along.

You should provide me with at least one complete change of clothes, sun cream, sun hat, Wellington boots, coat, gloves, hat and rain gear. In addition, it would be good to have some old clothes that can be worn when we do painting or other messy play.

You may also want to bring a comfort item such as a stuffed animal or blanket that the child is familiar with to sleep with.

All your child's items will be kept in your child's box and I will notify you on your child's Daily Care Sheet when these items need to be replaced.

I provide all snacks and lunch. There is no discount if you want to occasionally provide your child's own food.

Please note that while it is very rare that we lose toys or possessions you send with your child that these things do occasionally happen. So, if a particular toy or possession is very special or expensive please keep it at home as I will not be held responsible for loss or damage to items brought with your child.

Illness and medical policy:

Before your child starts in my care you will be asked to complete a child profile form which includes medical information about your child such as asthma. This should indicate any serious allergies the child may have including foods to avoid and any other things that I should be aware of in looking after your child. It is very important that you communicate in writing any changes in your child's development or physical needs that may become apparent as they grow up.

If your child becomes unwell while in my care and I feel that he or she should be at home then you will be contacted and requested that you collect your child immediately. This is at my discretion and applies even if a doctor has said that your child is fit and not infectious.

In general, if a child has a contagious infection, I would ask that for the benefit of the other children in my care that the child be kept at home while they are contagious or feeling especially unwell. You must keep them at home if they have any communicable disease such as chickenpox or measles. If they have diarrhoea or vomiting please keep them at home until they have been clear for 48 hours. The attached [Guidance on Infection and Control in Schools and Other Childcare Settings](#) from the Health Protection Agency is a guideline to exclusion periods for various infections. Please note that there could be occasions when a child will be excluded as a precautionary measure based upon information received or visual observations.

I am not permitted to administer any medicines to your child without your prior written consent which must be obtained in every instance. This includes medicines such as Calpol. If your child has a high fever or is particularly unwell then you will need to collect them immediately.

You will need to complete a permission form to allow me to administer any medication. Any medicines I administer will be recorded in my medicines administered book that is kept next to the front door. You will need to sign to say we have discussed what was given. Medicines need to be kept in their original box and prescriptions need to have the prescription labels on them. Medicines must not usually be administered unless they have been prescribed for your child by a doctor, dentist, nurse or pharmacist. I can only give medicines containing aspirin if they have been prescribed by your child's doctor.

All medicines in my house are kept out of reach of children at all times. If I ever have to take any medicines, then I always check first to make sure that they will not affect my ability to care for children.

How it all works...

Settling in period:

Leaving your child with a carer is a big step for both of you. It will take time to adjust so a settling in period is very important. I encourage at least a one week settling in period for a couple of hours a day before you leave your child for the first full day with me. This will also allow you and your child chance to see how it all works and for us to learn about each other. However, if you feel confident within your child and myself, I am happy to discuss settling periods.

On your first visit I would ask that you stay for the entire time. For subsequent visits you can start leaving your child for short stretches, slowly settling them in. Talk to your child about what will happen. Always say goodbye when you leave and tell your child that you will be coming back. Gradually you can increase the length of time you are away until your child is more comfortable in my care.

There is no charge for this settling in period.

Typical daily schedule:

07:00 -8:30	Arrivals and free play. Breakfast provided on arrival.
08:30-09:15	Morning School Run
09:30	Morning snack
09:30 – 10:15	Morning nap or quiet time
10:15-12:00	Morning activity
12:00	Lunch
12:30-14:30	Afternoon nap or quiet time
14:30-15:30	Afternoon School Run
16:00	Afternoon tea
16:45-18:00	Storytime, activities and tidy up 6 Home time

Nappies are checked regularly throughout the day and changed as necessary. I wear disposable gloves for nappy changes which I discard after each nappy change and I always wipe the mat with antibacterial spray between children. Older children can be helped with potty training and toilet visits.

In the morning and after lunch we have quiet times for naps or quiet play depending on how much sleep your child requires. The amount of sleep your child requires will be something to discuss with me during the settling in period. Each child has his or her own cot or bed for naps with bedding that is kept solely for their use and washed regularly. I check sleeping babies or children at regular intervals. You may also want to bring a comfort item such as a stuffed animal or blanket that the child is familiar with to sleep with.

If your child doesn't want to sleep, they can engage in quiet activities downstairs with me so as not to disturb the others.

School or nursery pickups can be worked into this schedule as required and you can discuss with me during your settling in period your child's requirements for homework supervision, after school playtime, rest or TV time.

The really great thing about being a childminder is that I can be adaptable. An unexpected sunny day is a great excuse to go out. And if your child is feeling under the weather or tired, they can curl up and take it easy just like they would if they were at home.

Promoting children's learning and development

It is my job to ensure that your child's time in my care is happy and productive. I offer all the benefits of a nursery in a safe, child-centred home environment, with the added benefit of lots of outings.

One of the requirements of being a childminder is that I have completed a local authority approved training course to help me to understand and implement the [Early Years Foundation Stage \(EYFS\)](#) in this setting.

Children need to:

- **play and explore** - children investigate and experience things, and 'have a go'
- **be active learners** - children concentrate and keep on trying if they encounter difficulties, and enjoy their achievements
- **create and think critically** - children need to have and develop their own ideas, make links between ideas, and develop strategies for doing things

In terms of your child's early education, I offer activities, enabling environments and learning opportunities in the seven areas of learning and development: communication and language, physical development, personal and social development, literacy, mathematics, understanding the world, and expressive arts and design. These areas of learning and development are each important and are often inter-connected.

Children develop and learn in different ways and at different rates and the activities I plan take this into consideration. I try to plan challenging and enjoyable experiences for each child in all of the areas of learning and development.

For children whose home language is not English, I will try to provide opportunities for them to develop and use their home language in play and learning, supporting their language development at home. However, I will also ensure that children have sufficient opportunities to learn and reach a good standard in English language during their time in my care.

In the home I offer a mixture of adult-led planned activities and child-initiated 'free play' that can be adapted to suit babies, toddlers and pre-school children. I provide play activities and learning experiences that are suitable for each child's age and development as they progress towards the Early Learning Goals outlined by the EYFS.

I try to build learning into everyday activities such as cooking, and going to the shops. We do lots of art and craft activities including painting, finger painting, junk modelling, collage work, play dough and cutting. We dance, sing, do music and movement, imaginative play, water, sand, number rhymes and make believe. Activities are designed to allow the child to explore and discover their own interests and take into consideration the attention spans of different age groups. We also take weekly trips to the library so that your child can check out any books they would like for the week.

Playing outdoors is also important and we have a fully enclosed back garden that your child can access whenever they want. We also frequently visit the local parks so that we can get plenty of fresh air.

Each child is unique and I try to respond sensitively to each child's feelings, ideas and behaviours. Shortly after your child starts, I will perform a starting points assessment on your child. This will allow me to monitor your child's progress from their starting points during their time with me and help to narrow any gaps between what is expected at their age. I undertake continuous observational assessments of each child in my care and these are recorded on the Daily Care Sheet you take home each day, and also on my Child Observation Form. The observations and assessments link to my planning documents which I regularly update for each child incorporating all of the Learning and Development key areas into activity ideas for your unique child. All of these observation forms are kept in a Learning Journey folder for your child which I encourage you take home and read and add your own comments to. The ultimate goal is to help your child be ready when they start school.

When your child is aged between two and three, it is a requirement for me to complete a written progress report of your child's development in the prime Learning and Development Areas. This "Progress Check at Age 2" will identify your child's strengths, and any areas where your child's progress is less than expected. My progress check forms part of the Integrated Review which is carried out by your child's health visitor at the same time.

One goal of this assessment is to highlight if your child has any special educational needs or disabilities. I will share my assessment with you, and together with health visitors or other professionals we can plan activities and strategies for home and at my setting to address any issues or concerns that may arise.

What really sets my childminding setting apart from nurseries and other childminders is outings. We go somewhere every day. Group activities are particularly important to allow your child to mix with other children. Every week we go to a music club and to a soft play gym. Charges for these activities are included in your fees.

We also attend various local toddler and baby groups, indoor and outdoor play areas, library story time and go to childminder groups, NCT open houses and on organised day trips.

For school-age children you can discuss with me during your settling in period your child's requirements for homework supervision, after school playtime, rest or TV time.

All in all, if I have happy children, having fun and being stimulated and challenged at the same time in my care then I feel happy that I am providing the best possible care for your child.

Mealtimes: promoting a healthy, balanced diet:

A healthy, balanced and nutritious lunch, morning snack and afternoon tea are included in the cost of your childcare. Fresh drinking water is available throughout the day and accessible at all times.

For lunch I normally provide a hot meal if we are eating at home and sandwiches if we are going on a picnic. Vegetarian, non-dairy and other special dietary alternatives can be made available. For younger babies on a weaning programme, I can provide suitable mashed or liquidised foods. You need to provide all bottles ready made up at the beginning of each day.

Before your child is admitted to this setting you will need to provide me with information about any special dietary requirements, preferences or food allergies that your child may have. This information should be completed on the 'child profile form' which we will discuss during your settling in period. It is your responsibility to inform me of any changes to this information that may occur over time.

As a provider of meals and snacks I am aware of my responsibilities under food hygiene legislation. Cleanliness is taken very seriously: the kitchen and dining area are cleaned daily, sterilisation equipment is used where needed, I keep the pets off of the food preparation surfaces, baby changing facilities are not kept near to the food preparation areas, and laundry is not carried out during food preparation to ensure that soiled clothing and detergents do not come into contact with food. I check the safety of food storage regularly, such as checking my fridge and freezer thermometers, storing food safely, and keeping everything clean.

In the highly unlikely event of an outbreak of food poisoning affecting two or more children looked after on my premises, I will notify Ofsted as soon as possible, but definitely within 14 days of the incident. I will keep all food receipts for 4 weeks, including those under £10, so that if there is an outbreak of food poisoning on my premises, I will be able to trace the outlet where the food was purchased.

Sample Menus

Morning snack

Sliced fruit and milk

Lunch

Spaghetti bolognaise

Jacket potato with cheese and beans

Roast chicken with mixed vegetables

Chili on rice Pasta with cheese sauce

with: Jelly, biscuit, rusk, flapjack, cake, yoghurt, fresh fruit, ice cream, custard

And: Water

Afternoon tea

Sandwiches

Mini pizzas

Cheese and biscuits

Crumpet

Croissant sandwiches

Scrambled egg on toast

Cheese on toast

Managing children's behaviour

Providing quality childcare is all about creating a loving home environment where children feel welcomed, respected and included. Being professional is also about being clear about expectations, giving lots of praise and encouragement, having a well-structured routine and setting fair, consistent boundaries. This is the ideal environment in which children thrive and develop responsibility.

This is a family home and I like to build an atmosphere of caring and sharing. It is important to teach the children to have regard for and to respect each other.

My general policy regarding discipline is consistency. I give positive reinforcement whenever possible. However, I will respond to unacceptable behaviour in an appropriate way according to the child's age and level of understanding. When problems arise, I try to distract or redirect the child or children involved and talk things through. However, if inappropriate behaviour persists then I operate a time out policy. Under no circumstances will I smack, shake or humiliate a child, threaten or administer physical punishment of any kind even if this is something you would normally do at home. Where physical intervention is taken for the purposes of averting immediate danger of personal injury to any person (including the child) or to manage the child's behaviour if absolutely necessary, this will be recorded as an 'incident'. It is also my policy to challenge bullying and any other form of peer-on-peer abuse. If I see bullying, it will be recorded as an 'incident'.

House rules:

- We take off our outside shoes when we go in to the house to keep the house clean.
- We do not swear, call each other names, fight or deliberately hurt anyone else.
- We eat and drink at the table or in the high chair to help keep the house clean and to avoid accidents.
- We are kind to each other and the pets.
- We take care of the toys, furniture and other equipment.

I keep an incident book for recording incidents relating to discipline (such as if I have to put your child into time out, if there is a fight between two children or an incident of biting or bullying). I also use this sheet to record serious incidents like racist incidents. I will also make a note on your child's Daily Care Sheet. At the end of the day you will need to sign my incidents book to say that you were made aware of the incident.

Working with parents:

Every day I send home a Daily Care Sheet with details of your child's day and I will try to include comments where appropriate about your child's development. It really helps if we can work together as much as possible and make this a two-way dialogue, with you sharing information with me about your child's behaviour at home.

I hope that if at any time you have suggestions, queries, concerns or questions about your child's care that you will talk with me about them. As a professional, I am very open to both suggestions and criticism and both are always appreciated. You are always welcome to drop by during the day at any time or to come with us on outings.

I will notify you in advance when I am to be inspected by Ofsted so that you can contribute your views to the inspector if you want to. I will supply you with a copy of the Ofsted report within five working days of receiving the report.

I hope that you will also keep me informed about anything that may affect your child's time with me. I need to be made aware of changes in the child's circumstances that could affect their behaviour during the day – big changes like a new baby or bereavement, or even little things like a bad night's sleep. If mornings and evenings are too rushed a time to stay and talk then we can always arrange an evening or weekend time for you to come and talk things over.