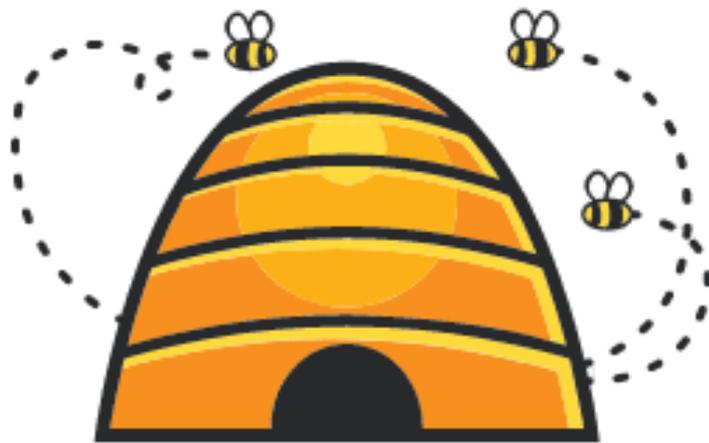


An Introduction to:



Bee Happy Childminding

50 Ropes Walk
Blofield
Norwich
NR13 4JB

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This information is to give you an overview of the services I can offer to you and your child and how the setting works. Please let me know if you have any other queries which are not covered within this document and we can discuss.

About Me & My Setting

My name is Jacquelyn Griffith and I am an Ofsted registered home based childminder based in Blofield, where I live with my husband Andrew, my young daughter Lily and Charlie the Cat.

My setting is a 3 bedroomed semi-detached house, situated at the end of a quiet cul-de-sac, conveniently situated just a short walk from Blofield Primary School and Blofield Pre-school.

My home has a good sized enclosed rear garden which is perfect for fun outdoor activities and messy play whatever the weather! There is a designated soft play area in the conservatory which has plenty of toys and crafts for the children to choose from, along with comfortable space in the lounge for those quieter moments.

Blofield itself is a lovely village with plenty of amenities meaning lots of walks, trips to the Play Park, garden centre, library and play groups.

I have an NCFE Level 3 Home-Based Childcare Award along with an up to date Paediatric First Aid Certificate. I follow the Early Years Foundation Stage (EYFS) and am a member of the Professional Association for Childcare and Early Years (PACEY). I have safeguarding training and relevant food preparation certificates.

All activities are planned using the Early Years Foundation Framework (2017) and will be designed to your child's current interests as well as allowing them the opportunity to expand and grow their knowledge.

My Aims & Objectives

To provide a safe and happy place for children to learn, grow and have fun! To make sure the child's welfare is paramount and to work closely with parents/carers to ensure the child is receiving the care which is right for them.

I will ensure this by continuing to build on my own development and learning by regularly undertaking relevant training and reading current legislation. I will continually review my practices to ensure they are working in the most effective way possible, seeking parents/carers opinions along the way.

Introduction Pack

An Introduction Pack will be provided to all new parents/carers attending my setting and will contain copies of my Policies and Procedures. These documents will need to be read by you and a form signed to say you agree with their contents before the child begins at the setting. These Policies are:

- Accident and Incident
- Alcohol and other Drugs
- Behaviour
- Complaints
- Confidentiality
- Emergency Evacuation
- Food and Drink
- Health and Safety
- Illness and Infectious Diseases
- Inclusion and Equal Opportunities
- Lost or Missing Child
- Medicine Policy
- Outings
- Risk Assessments
- Safeguarding
- Uncollected Child
- Working with Parents

There will also be some Parent Permission Forms which will need to be read and individually signed. These are:

- Use of Childcare First Aid Kit
- Routine Outings with the Childminder
- Sun Protection Cream Application
- Observation
- Outdoor Play Equipment
- Transporting in a Vehicle
- Photo Permission

Opening Hours:

Bee Happy Childminding is open Monday to Friday from 7.30am to 6.00pm both term time and throughout the holidays for approximately 48 weeks of the year.

I will be closed all public and bank holidays as well as between Christmas and New Year.

Trips and Groups:

I will be taking your child out to local playgroups, library sessions etc. The cost of these will be included in the fees where possible. Certain activities with higher entrance fees or fuel costs may incur an additional charge, however I will notify you and seek your permission beforehand.

Fees:

For my full Fee Charging Policy please send me an email request and I will send you a copy.

Payment:

You will be sent an invoice towards the end of each month for the following months fees which is payable by the 1st of the month (e.g. invoice sent 20th July for August's fees, to be paid by 1st August).

What You Will Need to Provide:

- A change of clothes
- Weather appropriate clothes e.g. sun hat, rain mac
- Hat, gloves and scarf for the cold weather
- Appropriate footwear e.g. wellies
- Towel
- Baby Formula or Breastmilk if necessary
- Medication if required
- Comfort Toy

What I Will Normally Provide¹:

- Nappies / cream / wipes - (please note I use a varied supply of products from various shops, all fragrance free and sensitive. If you have a particular brand you favour, I would ask that you kindly supply these)
- Sun Cream
- Breakfast, lunch and healthy snacks
- Water and full fat milk
- Car Seats
- Highchairs
- Pushchairs
- Travel Cot
- Cups and beakers
- Plates and cutlery
- Evening Meal for an extra £2.00

Example Weekly Foods on Offer

Breakfast – Toast / Cereal / Porridge

Lunch – Choice of sandwiches (cheese, ham, tuna) with sides of carrot sticks, crisps, and/or cherry tomatoes / soup & bread roll / boiled egg and soldiers / baked beans on toast

Healthy Snacks – Fruit (kebabs), yoghurt, breadsticks, cheese sticks, Carrot houmous with pitta dippers, homemade sugar free biscuits

Dinner – Homemade pizzas, pasta in tomato sauce, meatballs, homemade chicken nuggets, wedges & peas, fish fingers, homemade fish cakes, jacket potatoes with variety of fillings

I will ensure fresh drinking water is available at all times, both in and outside my setting.

* I will obtain and act on information from parents about any special dietary requirements, preferences and food allergies, and any special health requirements.

¹For government funded places consumables are unfortunately not covered. All items can be covered for a small additional charge as outlined in the Fee Policy.

Example Activities

- Themed Activities to coincide with seasons/celebrations/birthdays
- Puzzles
- Sand & Water Play
- Sensory Play
- Role Play / Dress Up
- Outdoor Play
- Toddler Groups
- Rhymes / Dancing / Musical Instruments
- Cooking / Baking
- Painting / Drawing
- Books
- Library Trips
- Play Park
- Potato Printing

Local SEND Offer

I aim to follow the requirements of the EYFS (2017) and provide an inclusive environment for all children and their families. I am required to comply with the requirements of the Equalities Act 2010 and the Special Educational Needs code of practice - 2015.

I will monitor and review the progress and development of all children. However, where a child appears to be behind expected levels of development or where a child's progress gives cause for concern I will adopt a graduated approach with 4 stages of action: Assess, Plan, Do & Review. I will work in partnership with parents and provide information on how I am supporting their child's development and will seek consent to request support from outside agencies where necessary.

I have a responsibility to identify groups of disadvantaged children who attend my setting and will apply for additional funding available locally, if families meet certain criteria. I will use this funding to ensure support is in place to improve children's outcomes.

I will work with the local authority via 'SEN Local Offer' to ensure information is available locally to parents to ensure they are able to make choices about the right childcare provision for their child with SEN.

For more information on the SEN Local Offer, check out Norfolk County Council's website at: <https://www.norfolk.gov.uk/children-and-families/send-local-offer>

Observations and Planning

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 states that:

‘Assessment plays an important part in helping parents, carers and practitioners to recognise children’s progress, understand their needs, and to plan activities and support. Ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves practitioners observing children to understand their level of achievement, interests and learning styles, and to then shape learning experiences for each child reflecting those observations. In their interactions with children, practitioners should respond to their own day-to-day observations about children’s progress and observations that parents and carers share.’

In my setting I complete a daily diary which I hand over to parents at the end of each session which explains what your child has been up to that day, along with times of food, nappy changes, naps etc. This diary is a great place for you to also keep me updated on what your child is doing at home, anything new they may be interested in and so on.

I also complete a Learning Journey for each child which will have monthly observations, wow moments, photos and examples of work which parents can look at any time and contribute too.

These observations help to assess where your child is and if they are hitting those important milestones whilst ensuring they learn, develop and have fun!

I will also be required to complete a 2 year progress check and a school ready profile which we can discuss in further details as and when required.

Working with Parents

What I Will Do:-

- Keep children safe and help them to thrive.
- Make time to listen to parents and/or carers to learn about your child’s feelings and identify any concerns; making sure there is a two-way flow of information, knowledge and expertise between you as parents and myself.
- Make policies and procedures available to all parents and/or carers.
- Know parents and/or carers preferred time and method of contact.
- Inform parents and/or carers about their child’s progress and development, providing appropriate support for those who English is an additional language.
- Involve parents and/or carers in the observation, assessment and planning of their child’s next steps.

- Seek parental feedback.
- Ensure parents and/or carers are aware of the Early Years Foundation Stage (EYFS) and how we will work together to support their child.
- Keep you regularly informed about the type of activities we do.
- Provide a weekly menu.
- Share details with parents and/or carers about how to complain to Ofsted should the need arise.
- Review your contract detailing arrangements for the care of your child annually.
- Give notification of impending Ofsted visit and provide parents and/or carers with a copy of the report.

What You Can Do:-

- Read your child's daily diary and comment where necessary.
- Let me know if your child has had a disturbed sleep, is not feeling well or any other piece of information that may help me to provide them with the best care I can.
- Let me know of any changes to contact numbers for yourselves including work and mobile numbers and those of your emergency contacts.
- Contribute to your child's learning journeys, such as exploring their interests, continuing tasks completed at my setting or sharing your own 'wow' moments from home.
- Inform me of any compliments/concerns you have about my setting or the care I provide.
- Positive two way communication.

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