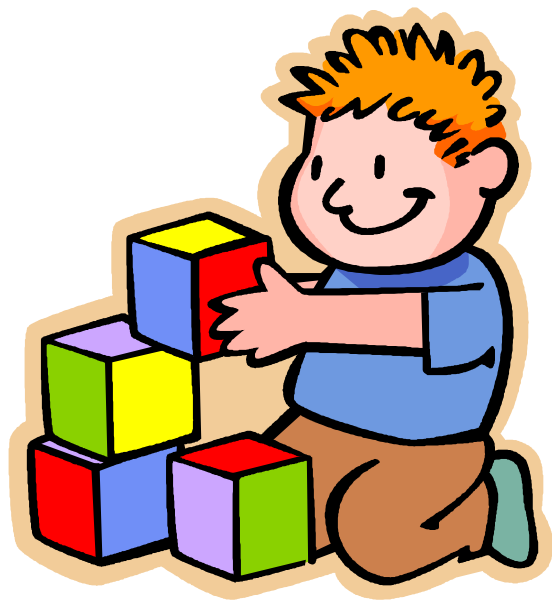


Prospectus



Registered childminder

Michelle Kennard

Introduction

Here is my prospectus. It contains a variety of information about the way I organise my setting including risk assessments, policies and procedures and other general information that may be of use.

Firstly I thought you may like to know a little about me. I'm Michelle Kennard. I was born in 1980 in Stratton hospital and have always lived in Bude. I enjoy socialising, browsing the internet and may take the occasional run with friends when I can.

I have a housemate called Katie who has moved to Bude to be close to family. Katie is currently working in an Admin position. Katie has a CRB check and is occasionally home.

I have a boyfriend, David, who lives in Plymouth. He works at the 'Orange' call centre dealing with customer enquiries. David may occasionally visit my home during my working hours and regularly during my non-working days. David also has a CRB check.

I have worked with children since the age of 15 when I completed work experience in a day nursery. I continued my career working at a local pre-school, working within a school as a Teaching Assistant and have had positions as a Nursery Nurse within nurseries as well as gaining experience as a Nursery Manager and Supervisor. I have training and experience of children with additional needs.

I have a CACHE Diploma qualification (equivalent to level 3) and continue additional training to keep my knowledge up to date. I have Child Protection training, additional needs training and have up-to-date First Aid and Food Safety qualifications. I have completed the 'Introduction to Childminding Practice' and the Early Years Foundation Stage (EYFS) framework training. I am an Accredited Childminder which enables me to offer the government funding to 3 and 4 year old children.

Please feel free to ask if you would like to view my Curriculum Vitae.

I am a member of the National Childminding Association (NCMA), the local Childminder Network, library and toy library.

I have my own car and possess a full, clean driving licence.

I have been registered by Ofsted who conduct regular inspections at my setting. Under the Ofsted regulations I am registered to care for up to six children under the age of eight years which includes three children under five years (one child being under one year). I am also permitted to care for children over eight years.

I offer special rates for school age children and for families with two children who attend my setting. The fees page gives further detail on these matters.

Overleaf you will find more information about how I run my sessions but please don't hesitate to raise any concerns or queries with me as I am flexible and may be able to accommodate your particular needs.

For your information my telephone number and address are as follows:

Telephone number: 07813 210805

Email: info@budechildminder.co.uk

Website address: www.budechildminder.co.uk

What my setting offers

I aim to make my setting a fun, friendly yet homely atmosphere for both children and adults alike whilst also giving each child the individual attention they deserve.

I provide a variety of activities each day focusing on the following areas as detailed in the E.Y.F.S. framework

- Personal, social and emotional development
- Communication, language and literacy
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

These activities may for instance include cutting, sticking, painting, music, singing, dancing and role-play.

I aim to take the children 'out and about' everyday. I use everyday tasks such as going to the shops, feeding the ducks, going to the library or to the beach as learning opportunities. I conduct risk assessments for each of these outings so that we can have a safe but fun trip. I also frequently take the children to groups such as the local library story time and sessions at The Children's Centre because these will extend the children's social skills.

I compose regular written planning of activities to implement with the children. This planning is flexible and revolves around each child's routine and interests. Each child has a 'Learning Journey' book which I will gradually build on by adding observations, photos and samples of the child's work. Please feel free to bring any items you wish me to add on your behalf. I complete observations of the children to enable me to work in partnership with parents to develop their child's skills. These documents are available to view at any time.

I also write daily diaries which I share with parents at collection time each day. The daily diaries can also be used as communication books. This means you as parents can add your own comments such as mentioning if your child didn't sleep very well the previous evening, noting any funny events that have occurred with your child, details of recent health issues or just to ask me a question. So please feel free to add your own comments.

I carry out regular parent meetings as well as chatting informally with parents on a day-to-day basis which I hope means we can work together to care for each child in the best possible way.

I will gladly take children to school or pre-school and collect them if required. Just let me know if you would like me to do this and we can discuss it further but please take note of my fees.

I do my best to accommodate children with additional needs. If you require more information, please don't hesitate to ask.

Please see the 'Settling in' policy and procedure for details on how we will work together to settle your child into my care.

Basic routine

8:00 – 8:30 am	Arrivals/breakfast
8:30 – 10:30 am	Take to school/pre-school Outdoors Freeplay/activities Attend groups
10:00 – 10:30 am	Nappy change Toileting/hand washing Snack
10:45 am – 12:30 pm	Freeplay/activities Outdoors Attend groups
12:00 – 1:00 pm	Nappy change Toileting/hand washing Lunch Quiet time
1:30 – 3:30 pm	Outdoors Freeplay/activities Attend groups Collect from school/preschool
3:30 – 4:00 pm	Nappy change Toileting/hand washing Snack
4:00 – 6:00 pm	Freeplay/activities Toileting/hand washing Evening meals Nappy change Quiet time

*** This routine is flexible according to the needs of each child**

Fees

I am open Monday to Friday 48 weeks of the year and am closed on Bank Holidays.

1 st child (under 5 years of age)	£3.50 per hour
Each additional sibling or any child over 5 years of age/school age	£3.20 per hour

£5 discount each week for any 1st child who attends my setting full time throughout the year (8:00 am – 6:00 pm).

If you wish your child to arrive before 8:00 am or leave after 6:00 pm I ask that you pre-arrange it with me and there will be a set additional charge of £4.50 each time. I do not offer childcare before 7:00 am or after 7:00 pm.

If you bring your child early to a session or collect them late without prior agreement with me, there will be an additional charge of £5.50 per hour (if you are less than a full hour late, you will still be charged for the full hour).

Fees are to be paid by the payment due date shown on each bill either by cash or cheque. Any fees not paid by this date will be subject to an additional £10 late payment charge. Fees paid by cheque which is subsequently returned to sender due to insufficient funds, will also result in the additional late payment charge

I offer a minimum of three hours childcare at a time.

I can, if you wish, take your child to school/pre-school **or** collect them. I will in these circumstances charge the fee for the three hours. If you wish me to take your child to school in the morning **and** collect them at the end of the day, we may be able to come to an arrangement.

I issue bills weekly or monthly depending on the parent's/carer's preference. I require fees to be paid in advance and if there are any adjustments to be made they will be carried across to the following month/week. If you have any worries or queries on this matter, please feel free to discuss them with me.

I ask that you please give me one month's notice in writing if you wish to cease leaving your child in my care. This means you would continue paying fees until the end of the one month notice period. This enables me to offer the place to another child.

I do not charge fees if I am unable to work due to illness or am closed due to training requirements and Bank Holidays. I charge fees when I take annual leave (4 weeks each year). I will give parents at least one months notice if I need to book any annual leave unless in unusual circumstances.

I charge the full fees if your child is unable to attend my setting (unless school holidays are pre-arranged).

I reserve the right to review the fees on an annual basis to keep them in line with current living expenses and the level of inflation.

To bring

I would appreciate it if parents would please bring a bag each day containing nappies, baby wipes, a change of clothes, any medication (please inform me of these), powdered milk to make up fresh (if required), bibs and maybe a comforter such as a dummy, blanket or teddy. It would also be useful to bring a pair of slippers to wear indoors.

Please include a packed lunch. This may be a cold lunch or you are welcome to bring something to heat in the microwave and I will safely do so. I can allow a lunch time during the morning session and during the afternoon session if necessary to suit individual children's hours/routine (see 'Basic routine'). If you wish your child to eat an evening meal within my care, please bring a meal that I can heat in the microwave. Likewise if you would like your child to have breakfast with me then please bring it with you and just ask.

I will provide drinks throughout the day. These will be either milk, water or diluted fruit juice although if you have any preferences please feel free to let me know.

I will also provide a healthy snack in the morning and in the afternoon. These will consist of various fruits, crackers, toast, breadsticks and sometimes biscuits. Please let me know on your child's record sheet if they have any allergies.

If it is raining please bring a waterproof coat or rain suit and wellies as we go 'out and about' each day. It is healthy for children to experience all types of weather if safe to do so.

In the summer I would ask that you please bring sun protection lotion and a hat for your child.

Please add name labels to your child's belongings. Thank you.