

Welcome Pack



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Becky's Little Butterflies Childminding.

On the following pages you will find information about who I am, the setting and what your child would be doing if you decide to use my service.

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About Me

My Name is Becky,

I live with my Fiancé, my 3 children age 8, 5 and 2 years old.

We live in Shavington on a lovely family estate surrounded by fields and an amazing park.

I have worked in Early Years for over 13 years working my way up to Nursery Manager after studying my degree at Chester University. I have Paediatric First Aid, an enhanced DBS and vast amounts of training to help me within my role.

About The Setting

I offer indoor and outdoor facilities in a very relaxed atmosphere, where the planning and structure of the day is based around the children's interests and learning following the curriculum of the EYFS.

It is a home from home environment where children come to learn new skills, make friends and to feel comfortable and safe.

I offer Healthy and nutritious meals including one hot meal at lunch time and tea. Snack and drinks will also be provided.

There will be lots of fun activities throughout the day including lots of walks, baking, messy play and crafts. But most of all having lots of fun!

Opening Hours

Monday	8AM UNTIL 5.30PM
Tuesday	8AM UNTIL 5.30PM
Wednesday	8AM UNTIL 5.30PM
Thursday	8AM UNTIL 5.30PM
Friday	8AM UNTIL 5.30PM
Saturday	
Sunday	

Meals

Meals provided will be Snacks, Lunch and Tea.

Lunch will be a hot meal and Tea will be a “snack tea”.

All meals will take into account the child’s likes and dislikes but will have the experience to try new things and develop different tastes.

Hot meals will include homemade spaghetti bolognaises, Stews, Chilli, Lasagne, Jacket Potatoes and lots more..

Snacks will be a variety of different healthy foods.

Water or milk will be accessible throughout the day.

Fees

Hours: 8-6 Full Day= £57.50 per day

8-1/1-6 half day = £30 per day

9-4 School day= £42.00 per day

Late fees: £5 per 15 minutes

Contracts will be issued before sign up and invoices will be sent at the beginning of every month for the month to come. Any payment that isn’t made on time- there will be extra charges. Flexible hours can be made but will need one week’s notice.

Funded 30 Hours are accepted and there is a voluntary charge of £10 which is detailed within the contract.

Things To Provide

Suitable clothing, including wellies and waterproofs during the winter months, sun hats and sun cream during the summer.

If your child is wearing nappies, please provide nappies- wipes will be provided.

Formula/breast milk, if required. Cows Milk will be provided.

All children should bring a change of clothes in case of accidents/getting dirty/wet during play.

Daily Timetable

8.00am-8.30am	Children arrive, have breakfast and free play.
8:30 am – 9:00 am	Free Play
9:00 am – 10:40 am	Welcome time and a story. (What's the weather- how we are feeling, What's in the bag)
10:45 am – 11:00 am	Snack time
11:00 am – 12:00 pm	Free play- Inside and outside. Or a walk/ set activity.
12:00 pm – 1:00 pm	Lunchtime – inside or outside
1:00 pm – 2:00 pm	Sleep/quiet time- sensory lights and relax time.
2:00 pm – 2:15 pm	Snack time
2:15 pm – 3:15 pm	Child-led play/ activities- focusing on child's next steps
3:15 pm – 4:00 pm	School pickup. (My Children)
4:00 pm – 4:15 pm	Snack Tea
4:15 pm – 5:00 pm	Free Play inside and outside
5.30pm	Home time

Policies and Procedures

Copies of these policies are available on request.

Accident and Emergency Policy
Administering Medication Policy
Admissions Policy
Alcohol, Medicines and Other Drugs Policy
Allegations of Abuse Policy
Allergen Policy
Anti-Bullying Policy
Behaviour Policy
Biting Avoidance Policy
Bullying Policy
Care, Learning and Play Policy
Childminder Sickness Policy
Childminder/Child Behaviour Policy
Complaints Policy
Confidentiality, Privacy and Data Retention Policy
Dropping-Off Policy
Emergency Evacuation Procedure
Equal Opportunities Policy
Healthy Eating and Food Hygiene Policy
Head Lice Policy

Health and Safety Policy
Illness and Infectious Diseases Policy
Large Garden Equipment Policy
Lost Child Policy
No Smoking Policy
Observations, Cameras and Photographs Policy
Other Adults in the House Policy
Parent Partnerships Policy
Permission Forms
Pets and Animals Policy
Physical Contact and Intimate Care Policy
Ratios and Over 8s Policy
Safeguarding Policy
Safety on Outings Policy
Settling-In Policy
Sickness, Illness and Infectious Diseases Policy
Special Education Needs and Disabilities Policy
Sun Protection
Transporting Children Policy



What's Next?

Settling in sessions includes one “meet” session for you and your child to visit the “setting” and for me to get to know your child individually also for you to ask questions and fill in any relevant paperwork needed.

After this, there will be as many settling in sessions as your child needs to make sure everyone is happy before they start.