



INFORMATION PACK

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**Providing Childcare for
Children from 3 Months**



EVERY CHILD IS WELCOME

WELCOME TO 247 CHILDLY CARE

24/7
Open

Dear Sir/Madam,

Thank you for your interest regarding a place at our setting. I am an Ofsted registered Childminder working with assistants to provide 'Another home; Another Mum' experience for your child.

Please find enclosed some information, which will tell you about the services we provide. We will ask that you come and visit us to get to see us and our beautiful home. Please click on the blue link below to book a tour. If you have already been to see us and will like to register your child, click on the red icon below.

If you would prefer a large print version of this booklet or should you require any further information, please do not hesitate to contact us and we will do our best to help you.

Yours sincerely

Idy AK - Ofsted Registered Childminder



YOUR CHILD



IS IN SAFE HANDS



...BECAUSE WE CARE!

Opening Times

Our setting is open from 7.00am - 6.00pm; Monday to Friday. Other days and times are available as we are here to provide 24hrs care and available all year round.

Fee Schedule (Booked 1 month in advance)

Under 3's

Full Day session (7.00am - 6.00pm)	£55.00
Session (7.00am-12.00pm) or (1.00pm -6.00pm)	£40.00
Full Week (Full Days)	£275.00
Full Week (sessions)	£200.00
Hourly rate	£8.00

3 - 5 yrs

Full Day session (7.00am - 6.00pm)	£55.00
Session (7.00am-12.00pm) or (1.00pm -6.00pm)	£40.00
Full Week (Full Days)	£275.00
Full Week (sessions)	£200.00
Hourly rate	£8.00

Extras

School drop off & pick up (car ride)	£10.00 per ride
Before 7.00am	£10.00/hr
After 6.00pm	£10.00/hr
Occasional Overnight (7.30pm - 7.30am)	£60.00

Breakfast Club, AfterSchool Club and Holiday Club (5+ yrs):

Morning session (7.00am - 8.40am)	£15.00
Afternoon session (3.00pm - 6.00pm)	£25.00
Full day session (7.00am - 6.00pm)	£45.00

Extras

Schools drop off & pick up (car ride)	£10.00 per ride
Occasional Overnight (7.30pm - 7.30am)	£60.00
Weekend Care: All ages (7.00am - 6.00pm)	£65.00

5% Discount for siblings

Note: There's a one-off registration charge of **£25.00** (on-going) and a **£10.00** (one-offs) which are non refundable. **All Fees are paid in advance.**

Vouchers

We accept childcare vouchers and/or E-vouchers which can be available via your employer. The amount you can receive in childcare vouchers without having to pay tax or NICs will depend on when you joined your employer's scheme and on the level of pay you receive from your employer. Please speak to your employer in the first instance and let us know if you will be paying part of your fees using this method.

Universal credits

Universal credits are provided to families in a variety of situations. They can include help towards childcare costs, and they will, in some cases pay up to 75% of your childcare costs. We would advise that you contact the Universal Credit helpline: 0800 328 5644 or take a look at www.gov.uk/universal-credit/eligibility to check if you qualify!

2 Year old funding

From September 2013 the local authority made available free early years education places for some 2 year olds. Funding is available from the term after a child's second birthday. Children who qualify are generally offered 10 hours per week (all year round) or 15 hours per week (term time only). To qualify for this funding you must be in receipt of certain benefits. To check your eligibility please [click here](#).

Extended Entitlement (15 & 30 hours free)

If you live in England, you can get 15 to 30 hours FREE childcare.

You can get:

- 15 hours a week if your child is 9 months to 2 years old
- 30 hours a week if your child is 3 to 4 years old

The amount of free childcare you can get depends on:

- your child's age and circumstances
- whether you're working (employed, self-employed, or a director)
- your income (and your partner's income, if you have one)
- your immigration status

You are NOT eligible if:

- Your child doesn't usually live with you
- The child is your foster child
- Either you or your partner has a taxable income over £100,000

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

Please speak to us directly if you are eligible. If you are eligible for this scheme you will need to complete a parent enrolment form with your eligibility code. More info on the [GOV Website](#).

How to Register

Upon welcoming your child to 247Childly Care you will be asked to complete and return a registration form with all permission forms; which can be downloaded from our website or sent via email. You can ask for these forms when you visit us. Contracts will be signed and all fees paid before your child starts. We will arrange for settling-in days. On admission we will need to see your child's birth certificate as proof of age, proof of ID of the parent(s)/carer(s) and a utility bill to confirm your address.

Waiting list

To register your child/children on the waiting list, please complete a registration form and return with the registration fee. When we receive the form your child's name will be placed on the waiting list. It is very difficult to forecast ahead what spaces will be available and when, however, we will try and give you a rough indication of the waiting time. As soon as a place becomes available we will contact you via email or phone to arrange settling-in dates.



SETTLING IN POLICY & PROCEDURE

Before a child is registered, we provide opportunities for the settling in process. We will work with you to support them through this transition to ensure that they are settled.

The settling in period usually lasts for 3 days and we do not charge for these sessions, however, each child is different and if this period needs to be extended, we will charge half the daily rate.

All parents/carers must allocate time for the settling in sessions. As a guide, we will ask parents/carers to arrive at 10:30 am on the first day and stay with their child for approximately one hour.

Depending upon how your child has been, the time will be increased gradually with the parent/carer being asked to leave the child but still around the area. During the settling process, we will discuss the child's needs with the parent/carer, and we will complete all form and other relevant paper work. During this week you will need to bring your child's full birth certificate, photo ID for the parent(s)/carer(s).

Please be patient as the settling process can take time and commitment from you. We think it is an important process, which not only enables children to settle happy and confidently into the centre, but also gives the parent the opportunity to see how their child will be cared for.

For your child to feel at home and enjoy their stay, we have these in place:

- Safe environment
- Nutritious meals and healthy snacks
- Structured learning
- Preschool curriculum
- Science Activities
- Arts and crafts
- Weekly themed activities
- Dramatic play
- Music fun
- ICT development
- One-to-one homework help
- Safe playroom
- Free play both indoors & outdoors
- Planned outings to places of interest



Our Curriculum

We use all the areas of learning for the Early Years Foundation Stage (EYFS) identified by the Department for Education to help us observe, assess and plan for each child's individual learning and development. We use your child's experiences and interests to further extend their learning.



Parent Partnership

Parents are important in our setting. We offer an open door policy for you to participate in your child's learning and welcome parents involvement with their child's development. We have a 'daily dairy' to keep you informed of your child's activities while with us and we welcome feedbacks of activities done outside the setting. We also have parents' evenings; to see your child's portfolio.

Mealtimes

We provide meals, snacks and drinks, which are healthy, balanced and nutritious. All meals are freshly prepared and cooked in the kitchen daily taking into account all dietary and religious requirements.

Water and milk is also available for children throughout the day. Parents are welcome to provide their own food if they want.





Mission Statement

To provide outstanding care to children; thus innovate the lives of working families.

247Childly Care Commitment:

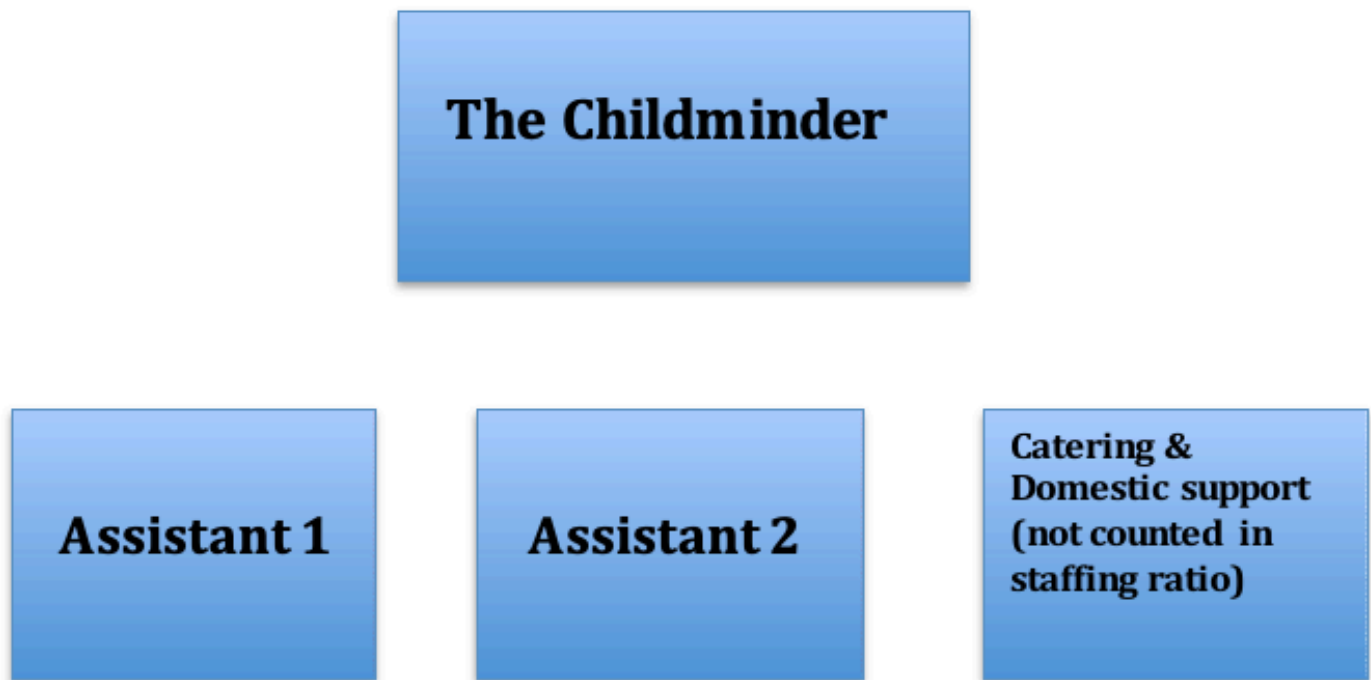
1. To provide a safe, nurturing environment where all children feel respected, loved, and encouraged to learn and have fun, explore their interests, and reach their fullest potential.
2. To provide the highest standard of childcare.
3. To ensure that all staff who care for the children are checked properly and references obtained.
4. To welcome parental involvement and ensure they are kept informed about their child's progress.
5. To comply fully with all government regulations.
6. To work hand in hand with you to ensure our commitments are achieved for you child.

LIST OF POLICIES, PROCEDURES AND GUIDELINES

Sickness & Infectious Diseases – Sick Child	Physical Contact Policy
Sickness & Infectious Diseases – Childminder	Health and Safety Policy
Healthy Eating Policy	Drop Off and Collection Policy
No Smoking Policy	Child Protection Contact Numbers
Administering Medicine Policy	Lost Child Procedure
Hygiene Policy	Accidents, Illness and emergency Policy & Procedure
Head Lice Policy	Care, Learning and Play Policy
Sun Protection Policy	Childminding Observations Policy
Dental Hygiene Policy	Language Policy
Nappy and Toilet Training Policy	Television Policy
Sleeping Baby Policy	ICT Policy
Pets Policy	Working in Partnership with other Professionals and Information Sharing Policy
Notifiable Diseases Policy	Escape Plan
Asthma Policy	Large Garden Equipment Policy
Safeguarding Policy & Procedure	Trampoline Policy
Anti-radicalisation Policy	Safety on Outings Policy
Transporting Children in a car Policy	Alcohol and Drugs Policy
Visitors in my home	Bullying Policy
Overnight Care Policy	Settling In Policy
Other Adults in the House	The handing over of responsibility Policy
Fire Drill and Emergency Procedure	Biting Policy
Equal Opportunities Policy & Procedure	Admissions Policy
Behaviour Policy & Procedure	Confidentiality Policy
Special Needs Policy	Time Keeping Policy
Working in Partnership with parents Policy	Unexpected closure of Childminding Service
House Rules in pictures	Late payment of fees Policy
Complaints Procedure	Raising Concerns (Whistle-Blowing)
Over 8's Childminding Policy	
Fees & Payment Policy	
Holiday Policy	

Policies and procedures are available on our website and also available for you to see at our setting.

OUR SETTING STRUCTURE



Staffing Qualification and Training

At 247Childly Care, the Childminder holds the minimum Level 3 in childcare and MSc in other professional study. All assistant have at least a level 2 childcare qualification. All staff has access to regular training and refresher courses.

All staff working with children have completed training in Pediatric First Aid, Safeguarding Children, health & Safety Awareness and food hygiene.

If you wish to see our current OFSTED inspection please visit:

<https://reports.ofsted.gov.uk/childcare> and search

OFSTED REGISTRATION NUMBER: 2497167

If you have any questions about the service we provide, please do not hesitate to contact us.



Any Questions?

We would be thrilled to arrange a visit for you to discuss any queries you may have.

Alternatively, feel free to call us, and we will gladly provide detailed information or address any questions you might want to explore further.

If you have any enquiries or would like to schedule a visit, please see our contact information listed below:



02082127341



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