



**Kathleen
Bell
Childminding**

Parent Information Book

All about me

My name is Kathleen Bell, I am 40 years old and have been registered as a childminder with the Care Inspectorate since 2007.

Home and Family

I live with my husband and three kids. I have lived in Ladywell, Livingston since 2015 and know the area well. I love where I stay and feel lucky to be able to bring up my own children in such a lovely area. The street is a quiet cul-de-sac surrounded by woodland with a good selection of parks and playparks within walking distance. It is also well served by public transport. The nursery and school provision in Ladywell is excellent, our sons attend the local high school and primary school and our daughter will start nursery in 2020.

Career History

Since leaving school I have successfully achieved a degree in psychology and a postgraduate diploma in Education. After completing my education I worked with adults with special needs and as a playgroup assistant before embarking on my career as a childminder.

Experience, Qualifications and Skills for Childminding

As a busy mother of three, I am well aware of the demands and responsibilities involved in caring for children. I have no doubt that the experiences that I have had already with bringing up my own children help me in my role as a childminder. There is a large age difference between my eldest and youngest child and I understand how challenging it can be to care for children with varying abilities, needs and interests.

As part of my pre-registration training I successfully completed a six week induction course in childminding run by the Scottish Childminding Association and approved by the Care Inspectorate. The course covered a wide range of subjects including child protection, health and safety, child development and behaviour management. Over the last year I have refreshed my child protection training and obtained my First Aid Certificate for babies and young children. I also make full use of the training workshops provided by the SCMA and by other providers as they become available. I believe it is vitally important to continue to further my training and refresh my skills in order for me to provide a good quality childcare service.

My Registration The Care Inspectorate and GIRFEC

The Care Inspectorate is the regulatory body for the inspection of childcare provisions in Scotland. All childminders must register with The Care Inspectorate before they can provide care for children.

My registration allows me to care for a maximum of 6 children under 16 at any one time, of whom no more than three are not yet attending primary school, and no more than one is under 1. These numbers include my own children.

You will find my Registration Certificate displayed on my notice board. You can also find further details regarding my registration and latest inspection on the Care Inspectorate website: www.careinspectorate.com

As per Care Inspectorate requirements and the Scottish Government guidelines I adopt the **Getting It Right For Every Child (GIRFEC)** approach, and the eight **SHANARRI** wellbeing indicators. (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included.) I keep personal care plans and wellbeing records for every child to ensure I am meeting each of these indicators and providing the best possible care.

For further information about GIRFEC / SHANARRI please go to: <http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

Or to the Parent zone here: <https://education.gov.scot/parentzone/my-child/what-is-my-child-entitled-to/Getting%20it%20right%20for%20every%20child>

My Aims and Objectives

I am passionate about my role as a childminder and will work hard to provide your child with the best possible care service that I can.

I will strive to:

- Provide a safe and secure environment for your child.
- Provide a clean environment in which your child can play, learn, develop and grow.
- Provide a wide variety of stimulating activities that are appropriate to the age of your child.
- Recognise your child as an individual and provide opportunities for your child to develop their own personal interests.
- Encourage creativity, self-expression and imagination through various games & activities.
- Promote your child's good behaviour through praise, encouragement and guidance.
- Encourage and develop language and communication through one to one interaction alongside a range of play, story telling and other activities.
- Develop dexterity and co-ordination, through a variety of games and fun activities.
- Be a positive role model and promote social skills, encouraging courteous behaviour and respect for others.
- Develop moral values that promote consideration for individual and cultural differences.
- Provide a healthy diet and encourage your child to learn about their own health and well-being.

Learning Through Play

Children learn best through play so I strive to offer a variety of activities that will support them in their development. I support the **GIRFEC** approach and follow principles set out in the **Pre-Birth to Three** guidance and the **Curriculum For Excellence** to support children in the following development and wellbeing areas:

I keep learning folders for all children and will also make notes in your child's online contact diary. These records will enable me to make plans on how I can help your child move onto the next stage of their development and are also of course useful for you to see how your child is progressing.

If your child is attending school or nursery, I am more than happy to talk with their teacher or key worker to discuss how I can best support their learning during their time with me.

The activities and resources I use in my setting include:

- Books and Dvds
- Small world toys
- Construction toys (Lego, Duplo, mega blocks etc)
- Pretend play (toy kitchen, shop, doctors set etc).
- Dressing Up Clothes
- Water play
- Arts and Crafts.
- Music, singing and rhymes
- Cooking & Baking
- Gardening
- Outdoor play and equipment
- Computers / ICT Equipment
- Outings & Playgroups

Meals, Snacks and Healthy Eating

As part of my service, I can provide your child with the following meals and snacks:

Breakfast

Mid-Morning Snack

Lunch

Mid-Afternoon Snack

For drinks children are offered water, milk or fruit juices.

I am happy to discuss menus with parents and cater for children with different food allergies and cultural/religious requirements.

I am also happy to cook/serve food provided by parents and will support you if you are weaning your baby. Unless we have previously agreed as part of a special celebration, I would request that you do not provide your child with sweets or treats from home. This may cause upset to other children who do not have treats and also poses a danger to any children who suffer from allergies or intolerances.

I will record what your child has eaten and approximate amounts in their contact diary. If you have any concerns regarding diet/menu/quantity please do not hesitate to discuss it with me.

Working in Partnership with Parents

I can best meet the needs of individual children by working closely with parents and carers. As your child's first carer and educator, you know your child best.

I aim to develop partnerships between parents and carers which are based on mutual trust and respect and which promote the sharing of information and knowledge for the benefit of the children in my care.

Communication

It is extremely important that we communicate effectively. I will keep you informed of daily events and activities, what your child has had to eat and drink, and how they have been in general each day. I will also let you know about any other important information regarding my childcare service. I use an online diary to enhance communications and will email you every evening with a summary, I would encourage you to add important notes or make comments and suggestions.

Contact Details

I would appreciate it if you could inform me as soon as possible if there are any changes to contact details including phone numbers (work and mobile numbers) and those of your emergency contacts.

Key Stages of Development

As your child grows and develops issues will crop up that are very important for us to discuss in order that we can work together and your wishes be incorporated into my care routine for your child. These could include weaning, pottling training, managing behaviour or starting (pre-)school. As these issues arise, I will arrange a suitable time to discuss with you in detail how you would like me to take forward this part of your child's care.

Concerns

If I have any concerns about your child's behaviour, development, eating etc I will share them with you immediately and if necessary work with you to seek support from outside agencies.

If you have any concerns or issues regarding the care I am providing for your child please do let me know. Often a concern is a simple misunderstanding that can easily be resolved.

I will always do my best to work with you to provide your child with the best possible care.

Registration Process

The following process shows the steps required from initial inquiry to completed registration within my care service.

Initial Inquiry from parent

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Information for Parents & Carers Booklet Issued.

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Informal meeting with parent(s) and child to discuss requirements and visit setting.

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Parent(s) wish to proceed.

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Welcome pack issued with registration form, child information form
and policies & procedures.

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Contracts Signed

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Settling In Sessions Arranged.

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Settling In Sessions take place

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All parties happy to proceed. (Child, parent(s) & childminder)

Contract Agreed

Paid Care Begins

Settling In

I understand how difficult it is for parents to leave their child with someone new, I have been there myself with my own children. For this reason, I will work with you wherever possible, to ensure your child is settled and that you are happy with the care that I provide.

I recommend that we organise short settling in sessions in order for you, your child, and myself to get to know each other better before contracted hours commence. This also provides me with the opportunity to gather lots of information about your child, their likes and dislikes, routines, favourite activities and how to comfort them should they become upset. It also gives you and your child the opportunity to meet the other children and parents who already use my service and let me understand any expectations you may have. It is important that you and your child are comfortable with me and happy with the care I provide.

For young children I offer **3 half day settling in sessions** and for school aged children **two 2 hour sessions free of charge**. Further settling in sessions can be arranged at the hourly rate if you feel this would be beneficial to your child.

You are welcome to stay with your child during these settling in sessions but I would recommend that your stay is gradually shortened so as your child can get used to you not being there.

Drop Off and Collection

Dropping Off

I would appreciate if you could let me know in advance if you are going to be arriving at a different time than agreed in our contract. I may not be ready to care for your child if you arrive unexpectedly early. I may have to take children to school or nursery and will not be able to wait for you if you are late.

Collection

Please let me know who is going to be collecting your child each day so as I know who to expect. I will only release your child from my care to adults who have permission to collect him/her as you have listed in our contract.

Late Collection

I understand that sometimes delays are unavoidable but would appreciate if you could contact me to let me know if you are going to be late. In the event of you being delayed I will reassure your child that you are on your way and if necessary organise additional activities and a meal.

Failure to Collect

If I have not heard from you and you are very late (30 minutes) I will try to make contact with you. If I am unable to make contact with you then I will try your emergency contact numbers. During this time, I will continue to safely look after your child.

Illness

Whilst I am happy to care for children with minor coughs and colds, if your child is very poorly then they will be more comfortable in their own home with you. I must also take into consideration, the other children in my care and hope that you will support me in preventing unnecessary spread of infection.

I request that your child is kept at home if they have been suffering from sickness, diarrhea or have had a fever within the last 48 hours.

If I or my own children are poorly I will contact you to inform you of the nature of the illness and if I am able to work. This then allows you to make an informed decision as to whether you wish to bring your child or not.

Alternative Childcare Arrangements

If am unable to work due to illness or for any other reason, I will try my best to assist you in finding alternative childcare arrangements. I have close relationships with other childminders in the local area. With your permission, I can try to arrange alternative care with one of them. The children are familiar with these fellow childminders as we meet regularly to allow children to play together and develop their social skills. A familiar face may be more reassuring for your child.

Child Protection and Safeguarding

It is my responsibility as a childminder is to ensure the safety and welfare of all children in my care.

I have received training on safeguarding children and child protection and am aware of the signs and symptoms of all types of child abuse, physical, emotional, sexual, and those of neglect. Due to the seriousness of this issue, I will continue to refresh and further my knowledge in this area regularly.

If I am concerned or have reason to believe that any child in my care is being abused in any way I will report the matter to Local Child Protection Team / Local Safeguarding Children Board who will advise me on how to deal with the situation and if necessary seek the involvement of social workers and/or the police.

Data Protection

In order to provide a professional care service and meet statutory requirements, it is necessary for me to collect and record information about children and their families. I understand that some of this may be sensitive and I therefore use strict data collection and processing procedures in order to ensure confidentiality.

As a requirement of the General Data Protection Regulation (GDPR), I am registered with the Information Commissioners Office as a data controller and have a **Privacy Notice** in place which explains in detail my data collection, processing and storage procedures.

It is also important that you understand what happens to any information I hold when the time comes for your child to move on from my setting. Full details regarding data retention and destruction procedures can be found in my **Data Retention Policy**.

Your rights

You have the right to request access to information that I hold about you and your child and may also ask for information held about you and your child to be withdrawn – your ‘right to erasure’. Please refer to my Privacy Notice for further details regarding your rights to access data. There are however exceptions to these rights, for example the right to access or erasure may be refused due to legal or regulatory restrictions or where the disclosure of information risks adversely affecting the rights and freedoms of third parties.

If you have any questions about my data handling and retention procedures, please do not hesitate to ask.

Further Information and Contact Details

Thank you very much for taking the time to read through my information booklet.

I hope it has helped to provide you with all the information you need to know about my childminding service.

If there is anything else you require more information on, please do not hesitate to ask and I will be happy to explain.

I am very much looking forward to working in partnership with you and hope that together we can support your child to be happy, healthy and to reach their full potential.

Thank you



Contact Information

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Registered Childminder

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