

## Hoe Farm Childminding Admission and settling in Policy

**My aims as a childminder are to provide children with a stable, loving and safe environment to play in and have fun. I would like for all the children I look after to feel part of my family.**

**I will be happy to meet most of parents needs to keep to their child's routines where realistically possible. I hope to provide equal chances for each child and to learn and develop their full potential. All children and parents will be treated with equal concern and will be made to feel welcome in my home. I will aim to offer a quality service for parents and children alike. I will encourage regular meetings with parents to discuss their child's development and well being.**

**I expect all parents to have read all my policies as this lays out how I run my business. Each child will have to a personal record, recording its details for future reference (name, address, contact numbers, doctors details, medication and emergency plans etc). This will need to be signed by both parents and myself. This will be completed before I commence care.**

**Parents will need to sign a register each time the child is left and again when the child is collected, you will also need to record the time that the child arrives and leaves this needs to be accurate.**

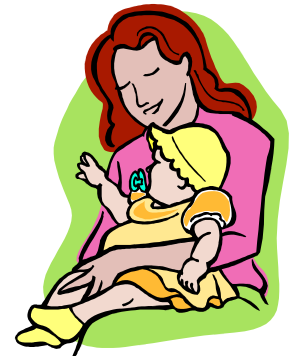
**When you child first starts at the setting, I would like both the child and the parent to feel at ease. To enable this I advise that we have a settling period that may consist of a few visits to my home for both the parents and child so that the child can become accustomed to the new surroundings and me. I quite happy for the child to bring a comforter, and I will do my best to stick to their normal routine.**

**Once the child is happy, both parents and myself will need follow these guidelines:**

**When parents leave, I ask them to say goodbye to their child and explain that they will be coming back, and when they are going to return.**

**I recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left. But the parents and myself will work through a strategy to suit each child.**

**If child becomes really distraught once you have left, I will contact you and ask you to return until the child is then settled.**



I would ask all parents to supply a spare set of clothes, and some suitable footwear i.e. wellies or waterproof shoes for each child and clothing for outdoor play which should include a coat, hat and scarf in winter or sunhat and sun protection in the summer.

For younger children who are still in nappies I would like to be provided with an adequate supply of nappies and wipes to last the child's stay. (If you wish me to provide nappies there will be an additional charge), I will keep some spares in case of those odd emergencies.

I will ask parents to drop and collect their children at the agreed time. I do not mind having children after 6pm in the evening if this had been arranged before hand. If the child is not collected on time, I will charge a higher rate, please refer to my non-collection of children policy and my childcare charges.

During the time your child is in my care we may need to go on short trips and outings in order for me to be able to do this I will ask parents to feel out various permission forms, including giving permission for me to transport your child in my car. I will follow government guidelines to transporting children in suitable car seats governed by their height, age and weight.

Above all I would like both parents and children to feel happy.

