

# Induction Leaflet



Childminding Services

Katrina Young

## Introduction

Thank you for considering me as your prospective childminder. Contained within this leaflet is information for which I hope you find useful and will help you to make your choice.

## Who am I ?

I was born in 1968 in the North of England and have two wonderful children: Thomas who was born in 1994 and Rosie who was born in 1996. I was married in 1988 to Ian and moved to Falkirk in 1998. I worked within the IT & Financial industry here in Scotland from October 1988 through to June 2000. I moved on to care for my own children and started childminding in July 2000. I have been a registered childminder with Falkirk Council since September 1999.

## Location



We are located on the Glenview Estate to the South of Falkirk off the B803 Slamannan Road.

## Facilities

The property is a detached villa with the living room and dining room available for the children to use for play and other activities. The kitchen, which is off the living room, is usually used for the more messy activities such as painting. Outdoor play is safe and secure, which can be reached from the dining room.



## Environment

The environment is warm, friendly and secure with the promotion of good behaviour, sharing, new and exciting experiences, interaction and independence for your child.

## Pets



We have a number of pets for the children to enjoy these include:

Our three dogs Zak, Dusty and Max. Dory & Marlin our two fish.

## Activities

### Outdoor Activities include:

- Walks
- Occasional Day Trips e.g. Making pots at a pottery
- Large and small outdoor toys
- Trips to the play park



- Gardening activities
- Paddling Pool on warmer days

### Indoor Activities include:

- Puzzles
- Baking (limited to 1 child at a time)
- Reading
- Role play & dressing up
- Drawing
- Painting
- Clay modelling
- Cut and Stick
- Themed Crafts (e.g. making Christmas Crackers)
- Building Bricks
- Lego



## Before Starting Your Child

Before starting your child with any childminder you should consider a settling in period. Some children find it difficult to adjust to a new environment, therefore, I try to introduce your child in such a way that would help your child to fit in and feel at home. There is no set pattern for the settling in period as this is based on your child's individual needs. In some cases I have introduced children to the new environment gradually over several days with each day being longer than the first.

## Available Hours

The core hours of childcare are as follows:

**Please see the website for current availability - [www.agfalkirk.co.uk](http://www.agfalkirk.co.uk)**

These times are negotiable and should you require childcare out with these hours I would be happy to discuss this with you.

## Holiday Periods



4 weeks notice would be required from parents wishing to go on their annual holidays.

4 weeks notice would be required from the childminder to the parents of our intention to take annual holidays to enable you to obtain alternative childcare facilities in time. Bank holidays (excluding Christmas & New Year) will be charged at the normal rate.

## Sick Children

Should your child become ill prior to the minding commencing then please let me know before bringing your child. I may be able to look after sick children but this is dependant upon whether there are other children being minded.

# Induction Leaflet



Childminding Services

Katrina Young

## Charges for Childcare

The fees vary according to the services you require and would be discussed at your first contact or in a subsequent visit. All fees are payable on the agreed date. Failure to pay may result in your child(ren) not being minded until payment has been received or alternative arrangements have been discussed with me.

## Meals and Snacks

Meals can be provided for a small charge.  
You can provide a canned/packet meal at no extra cost  
You can provide packed lunch at no extra cost.

Snacks are provided mid morning and mid afternoon and all I ask is for a contribution towards this of £2.00 per snack, per child, per day. This includes unlimited drinks.

## Discipline

Should discipline be necessary then this would be discussed with you at the time of your visit.

*Please note that "smacking" is not an option for discipline so please don't ask me.*

## Medication

Medication cannot be given to any child without prior consent being given and signed for by the parents on a medication sheet held by the childminder.

## School Pickup

Please visit my website for current list of available School Collections.

[www.agfalkirk.co.uk](http://www.agfalkirk.co.uk)

Please note this is subject to availability.

## The Next Step !

If you wish to arrange a visit to see for yourself then please contact me on **01324 671419** to arrange an agreeable time.

During your visit you will receive this leaflet (if you have not already) along with some additional forms such as a blank contract and emergency contact sheet. If you wish to go ahead with placing your child with me then just return the completed forms back to me and then we will agree an appropriate starting date. Don't forget the settling in period.

## Child Safety

### Collecting your Child

If your regular contact is unable to collect your child(ren) and you wish someone unknown to me to collect them, you must phone and provide information which this person can easily be identified. If this person doesn't satisfy me of their identity the child(ren) will not be released to them.

## Policies

You can find my policy information on my website [www.agfalkirk.co.uk](http://www.agfalkirk.co.uk)

This information details what you can expect from your childminder and what the childminder expects from you as a parent or carer.

It is now a requirement by the Care Commission, that you read and acknowledged that you have read these policies at the time of registration should you wish to proceed with chindminding services.

## Complaints Procedure

**In the first instance you should approach myself to see if we can negotiate the right outcome.**

I can be contacted via this website or by telephoning 01324 671 419.

If you feel that this has not been achieved then you can contact:

Care Commission via their website [www.carecommission.com](http://www.carecommission.com) or Telephone 01786 406363

## General Note

Childminders are well placed to assist local arrangements for protecting children from abuse. Childminders are aware of the signs, which may indicate abuse, as well as knowing how to alert the investigating agencies.

If you have any further questions, queries or would like to book a visit then please either contact me via email ([admin@agfalkirk.co.uk](mailto:admin@agfalkirk.co.uk)) or telephone me on 01324 671419.

Thank you for your time.



Childminding Services