



All Join In Childminding and after school Service.

HI,

I am Tim Hunt, a registered childminder. I live with my daughter and William, our Old English Sheep dog. I have been working with children since 2002, as a volunteer with SureStart Chatham.

I worked as a preschool volunteer with Chatterbox Preschool.

I was until June 2004 a board member of SureStart Chatham.

I am a parent governor for St Johns infant school and local education governor for Balfore Junior School.



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I hold certificates for
Introducing Childminding Practice.
Paediatric First Aid.
First Aid Appointed Person.
Signalong Intermediate Training (course on
non-verbal communication).

I have an Enhanced Disclosure.



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At All Join in I am committed to offering a high quality childminding service Allowing children to fulfil their potential, to do this:-

I use the SureStart Chatham drop in sessions to give the children in my care opportunities to meet other children and partake in a range of activities.

At home I can offer a wide range of activities, including outings, art sessions, cooking, water play and age suitable computer programs. For older children I can also help with home work. I tailor my activities to children's individual needs and to increase their knowledge and understanding of the world.

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All Join In is an equal opportunities provider and welcomes children and adults of all faiths and abilities. I promote a multi-cultural environment, and explore different religions and festivals.

I actively encourage children to reach their full potential and tailor any activity to meet their individual needs

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Emergency procedures.

In the unlikely event of a fire, I have and practice with the children a fire drill.

Upon hearing a hand bell, all children are to line up at the front door, I will collect any children that are too young to walk. Children then line up on the pavement opposite the house. If escape is not possible by the front, the escape will be into the garden.

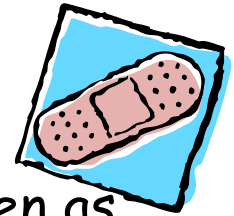
I will then telephone the emergency services.



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Accidents



I will give first aid treatment to children as necessary. In the event that a child needs immediate medical attention, I will phone for an ambulance. Then when it is safe to do so I will immediately inform the parents of the child involved. I will accompany a child to hospital if necessary and await the parent. If I am required to accompany any child to hospital, I will if possible arrange for a suitable adult to take charge of any other children in my care.

If a child becomes unwell I will contact the parents immediately, and ask them to collect their child.

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Medication

I will administer any oral medication to a child as requested by a parent. This is to be clearly marked with dosage and instructions and child's name.

If a child in my care requires medication by any other means, such as injection, I will undertake this if I am given appropriate training by the child's doctor or medical practitioner.



I will not disclose any medical information about a child in my care, except to a medical professional in the event of an emergency.

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Discipline and punishment.

I operate a No Smacking policy for children in my care,
This means I will not strike a child,
nor do I allow other children to smack or hit.

I will not withhold food or drink from a child as punishment.

I will not shout at children.

I don't use naughty chairs or areas.

I actively praise good behaviour and discourage poor.

I will only restrain a child if they are a danger to themselves or others.

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Food Preparation



Everyone is required to always wash hands thoroughly under running water before handling food and after handling raw and cooked foods.

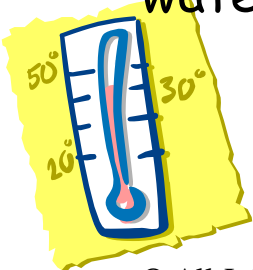
Perishable foods and eggs are stored in a refrigerator between 0-5C

Food/drink brought in by parent is stored in a cool place until consumed.

I prepare raw and cooked food in separate areas.

Wash fresh fruits and vegetables thoroughly before use.

Wash cooking utensils with detergent and hot water.



Tea towels and cleaning clothes will be kept scrupulously clean and changed after each session.

All utensils will be kept clean and stored in a dust free place, e.g. closed cupboard or drawer.

Cracked or chipped china will not be used.

Waste is disposed of properly and is out of reach of the children. A lid is kept on the dustbin at all times. Adults wash hands thoroughly after disposing of waste.



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Food and meals

I will provide a light meal for children in full day care.

For all children I provide healthy snacks and drinks.

I will provide a water bottle for each child in my care that they will have access to at all times.

Any extra meals may be provided by the parent or supplied by me for a small charge.

I am happy to cater for any child's special dietary needs, such as vegetarian. Please inform me of any foods to be excluded.

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If a child suffers from any severe food allergy such as a nut allergy, I request that all food is supplied by the parent.

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SEN statement

Aims

- To offer a broad and balanced curriculum with as much access to the Foundation Stage as possible.
- To ensure that all children with SEN engage in all activities and are fully included.
- To develop a support system and strategies that enables me to deal effectively with children and their parents.
- To have a positive approach, building on children's strengths and taking into account their wishes in the light of their age and understanding.
- To involve parents in a working relationship.
- To work in partnership with outside agencies.
- To monitor and review individual needs of children, enabling early identification and to facilitate early intervention.

Partnership with Parents:

Parents should play an active and valued role in their child's education. Parents will have access to information, advice and support during the assessment of their child. I will be sensitive to the parents' feelings, and should present a positive attitude.

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All Join In recognises the Disability Discrimination Act 1995.

Since September 2002 the Disability Discrimination Act 1995 (DDA) has applied to all providers of early years services. The Act states that it is unlawful to discriminate against a disabled child in the provision of any service. There are two main duties set out in the Act:

- Not to treat a disabled child less favourably
- To make 'reasonable adjustments' for disabled children

We aim to enable all the children to have equal access to the curriculum in an environment where every child is equally valued and respected. If any parents have any queries or concerns about our policy or practice they are welcome to arrange a meeting with management Group/Owner.

The Disability Rights Commission (tel: 08457 622 633) provides a range of information and guidance on the Disability Discrimination Act. This organisation would be able to advise if the concern relates to an issue of the possible discrimination of a disabled child, which cannot be resolved within the setting.

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I work towards and with in the early years foundation stage for 3 to 5 year olds in my care.

The aims of the foundation stage are

- To allow all children to progress towards the Early learning goal's (ELG's)
- To observe and assess the child and adjust the curriculum to meet the individual needs of the child, and to build on what they can already do.
- To keep records and observations of the child's progress and to involve parents in the education of their child.
- To identify any Special educational needs of the child and to bring in outside agencies if needed.

The six areas of learning are

- | | |
|---|------|
| 1. personal, social and emotional development | PSED |
| 2. communication, language and literacy | CLL |
| 3. mathematical development | MD |
| 4. Knowledge and understanding of the World | KUW |
| 5. Physical development | PD |
| 6. Creative Development | CD |

To allow the children in my care to reach the early learning goals in the above areas I have implemented a long term plan that covers each area.

Each term I will invite you in to discuss your child progress, but please feel free to discuss your child progress at any time.

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Child Protection Policy

My first priority is the safety and well being of the children in my care. I have a duty under the Children Act 1989 to follow local Child Protection procedures and to report any suspected child abuse.

As part of my child protection policy I keep an incident book. This is used to record injuries to a child received outside of my care. Any entry will be shown to the parent of the child.

If a child makes a disclosure to me, I will inform in order

1. The parent or parents of the incident.
2. Social services if necessary.
3. Ofsted if necessary.

If I feel that the child is in immediate danger of harm, I may inform Social Services before talking to the parent.

I will offer children in my care, non-intimate hugs to console them, or just as part of daily contact.

If a child becomes lost whilst in my care I will

- Make an immediate search of the area.
- Inform the management or security of the venue we are attending.
- Inform the police if the child cannot be found within 10 minutes.
- If I have had to inform the police I will immediately inform the child parent/carer

If a child's parent or carer is unable to collect at the end of session please contact me immediately, also if someone other than you is to collect a child please inform me upon drop off.

If a child is here 45 minutes after normal collection time I will contact the parent or emergency collection number. If I am unable to contact either parent or emergency contact, I will contact social services after 2 hours past collection time.

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Complaints

In the event you have a query about my service.

In the first place please arrange an appointment to discuss the issue with me.

If you feel you are unable to, or the matter is not satisfactory concluded for you, you can contact Ofsted and quote EY2900463

Regional Centre

Address

1st and 2nd floors
Dukes Court
Duke Street
Woking
GU21 5EP

Helpline

0845 601 4771

Complaints line

0845 601 4772

E-mail

se.rc@ofsted.gov.uk

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I take two weeks holiday a year, and have ten days spread through out the year, that I attend both the MEYDCP or CYSPP meetings, and one evening per term for school governor meetings.

I may also need to take days for training as required.

I do not charge for days that I cannot cover.

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House Rules

1. No Smacking.
2. We are always polite to each other.
3. We are always kind to William.
4. We look after all toys and games.
5. We can only go into Sian's bedroom if invited, and **never** go into Tim's bedroom.

Thank you for taking the time to read this prospectus, if you require any further information please call me on 01634 832544.



Tim Hunt.