



# goldilocks Childminding

## welcome pack

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This information is to give you an idea of how I work and what I can offer for you and your child. If there is anything which is not included, then please do ask and I will be happy to go through this with you.

These policies and procedures are put in to place so we both have an understanding of how the setting is run and what is expected of each other.

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## About Me

My name is Christina Gough and I would like to welcome you to Goldilocks Childminding. I live with my husband Dan and 2 children. Finley born in 2015 and Dylan born in 2017. We have a cat called Tabby. We moved from London to Little Paxton in 2012, where we bought our first house and we love the village life.

I have been working with children for over 15 years and have experience with children from new born to 12 years old.

From a young age I have always known that I have wanted to work with children. I started out when leaving school, studying for my NVQ Level 3 in Childcare and Education. During this time, I worked in various nurseries and schools as a nursery nurse and teaching assistant. I worked my way up to pre-school teaching 3 - 4 year olds and after school cookery club for 4 - 7 year olds. I was also a nanny in the school holidays.

After 5 years of working with children, I decided to take a break, go traveling and see the world, so I joined British Airways as cabin crew. This was a life changing experience and one I will never forget. It was lovely to see so many different places and cultures. I continued to work in travel as a travel agent so I could continue to travel more and gain more life experiences while I was still young.

I then decided to go back to working with children as a nanny and have been doing so for the last 5 years.

After moving to the area, I decided to become a childminder as I loved being a nanny but also love teaching and wanted a new challenge. Being a childminder combines a bit of both.

Having worked as a nanny with many families, I understand what an emotional roller-coaster it can be finding the right person to look after your little ones. Having also come from a nursery teaching back ground, I have a great understanding of the Early Years Foundation Stage to teach them and help them to develop and grow into happy confident children, in a safe and caring environment.

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## About the setting

My husband, 2 children and I live in a lovely 3 bed detached house next to the Paxton Pits Nature Reserve. We have an enclosed private garden and a separate dedicated playroom which is bright, colourful and full of toys!

The children will have use of the following rooms:

- Playroom – This is the main playroom which has all the toys, books and other exciting things.
- Living room – Children will have use of the TV at lunch for quiet time if they are not sleeping and for reading books on the rug.
- Kitchen – This is where all the arts and crafts take place as well as baking lots of lovely things.
- Garden – The children will have lots of time to play outside in the garden. We will have lots of outdoor games and toys, a play house, sand and water play and will be growing our own vegetables.
- Bedroom – There is space for any children that will require it during the day. There is a travel cot for the younger children and airbeds for the older children who require sleep, and also children's sleeping bags.

## Hours and days open

Goldilocks Childminding will be open from 8am – 5.30pm Monday to Friday, both term time and throughout school holidays.

We will be closed all public and bank holidays and no charge will be made for these days. We will also be closed between Christmas and New Year.

## Rates

I charge £4.50 an hour and meals can be included at £2.00 a day, which includes breakfast, lunch, snack after school and snacks throughout the day.

If you are late collecting your child in the evening, you will be charged at £9.00 per hour after 6pm.

## Trips out and classes

I will be taking your children to local playgroups, music classes etc. The cost of these will be included in the fees. Certain activities with higher entrance fees or fuel costs will incur an additional charge, however I will notify you and seek your permission beforehand.

## Holidays

If I take a holiday then no fee will be charged, as the setting will be closed. If you should take any holiday then the full amount must still be paid. This also applies if you take your child out for a single day. I will give you at least four weeks' notice should I wish to take any holiday.

## Sickness

If I am unwell then you will not be charged for the time I am off. If your child is unwell then you will still be charged.

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## Payment

You will be sent an invoice at the end of each month which will need to be paid within 7 days. Payment can be made by cheque, or preferably by bank transfer.

## What you will need to provide

- Nappies/cream
- A change of clothes to keep here in case anything spills on them etc. (A few pairs of pants if potty training) and a small rucksack/bag to keep them in
- Sun cream/sun hat
- Appropriate foot wear i.e. Wellington boots if raining
- Hats, gloves and scarf in cold weather
- Baby formula and Bottles
- Comfort toys/blankets
- Medication if required
- Coat/rain mac appropriate to the day's weather
- Anything else you think your child may require

Please can you write your child's name on any of their belongings.

## What I will provide

- Aprons for messy play
- Bibs
- All food and drink
- Cups and beakers
- Plates and cutlery
- Buggy
- High chair
- Booster seat for sitting at the table
- Travel cot and sleeping bags
- Wet wipes
- Car seat

## Policies and procedures

At Goldilocks Childminding there will be a list of policies and procedures you will need to read through and sign. These will include the following:

- Accident and emergency policy
- Alcohol and other drugs policy
- Behaviour policy
- Complaints policy
- Confidentiality policy
- Equal Opportunities policy
- Food and drink policy
- Health and safety policy

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- Illness and infectious diseases policy
- Inclusion policy
- Lost child policy
- Medicines policy
- Outings policy
- Risk assessment policy
- Safeguarding children policy
- Smoking policy
- Uncollected children policy
- Working with parents policy

There will also be a list of parent permission forms you will need to read through and sign.

These will include:

- Transporting children in a vehicle
- Routine outings
- Outdoor play
- Sun protection cream application
- Pre-arranged alternative care
- Observations
- Photo permission.

So that you can stay up to date with what your child is getting up to during the day, I will be making regular updates to our Facebook page and Twitter accounts:

- [www.facebook.com/GoldilocksChildminding](http://www.facebook.com/GoldilocksChildminding)
- [www.twitter.com/GoldilocksKids](http://www.twitter.com/GoldilocksKids)

For example, photos may be posted showing the children's latest artwork, or of them playing whilst out on a trip. We will only include your child included in any social media updates if you opt in.