

WONDERLAND CHILDMINDING



WELCOME PACK

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Wonderland Childminding

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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 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.

About Me

My name is Juliana and I would like to welcome you to the Wonderland Childminding. I live with my husband Yury and my daughter Alice (yes, this is why we are called Wonderland).

Being loving and responsible parents we tried to find Alice the best day care but despite there are a lot of nurseries in Canary Wharf area with good and outstanding Ofsted reports none of them was providing the desired combination of quality services and reasonable price. Therefore, I decided to establish my own childcare are to make my dreams come true.

Before starting the Wonderland Childminding I have been working as an IT Business Analyst, it was a great experience as I was working with different people on different projects. I travelled a lot and I have seen a lot of interesting places, countries and had an experience that for sure have enriched my life. Also, I have a BA degree in Computer Science and MA degree in Science (Business Information Systems). At the moment I am completing my studies in the Level 4 Early Years Childcare (birth to Seven) and Montessori Educator.

I am constantly trying to improve my knowledge and be aware of all the latest trends of learning and development as well as traditional teaching, playing and making children happy. The courses I have completed so far are as follows:

- Paediatrics First Aid Course (renewed every 3 years)
- Child Nutrition and Cooking by Stanford University
- Children Cognitive Development
- Managing Children Behaviour and Expectations of Behaviour
- Level 2 Food Health and Safety for Catering
- Children Safeguarding
- Delivering the EYFS
- Supporting Children Emotional Wellbeing
- Supporting children with English as Additional Language
- Raising Multilingual Children

And for sure I have a great understanding of the Early Years Foundation Stage to teach children and

help them to develop and grow in to happy confident children in a safe and caring environment. As a loving parent myself I know how important it is to find superb quality child care for your children. I aim to provide a setting that both children and parents will love and enjoy.

About the setting

Wonderland Childminding offers a caring home from home environment, whilst following the curriculum of the Early Years Foundation Stage (EYFS).

Our home is a ground floor flat with patio facing the Thames river. The area is very safe and quiet and there is a Thames river pathway just behind the patio. It is such a great place to watch the boats and ships, feed the seagulls and play active games in the peaceful environment. We also have a small herbs and flowers garden on our patio, sand and water play facilities.

Both Island Gardens park, the Mudchute park and farm as well as Millwall Park are in 8-10 minutes' walk. There are some child-safe playgrounds nearby the settling as well as Isle of Dogs Children Center with great indoor play area. We also attend Greenwich playground, National Maritime Museum and Observatory, Docklands Museum, Cutty Sark and other places of interest.

In regards with indoor place, the children will have access to two rooms of our flat as well to the kitchen and bathroom facilities. One of the rooms is a larger play room with construction toys, puzzles, board games, books and craft accessories. This room has a door to the patio and outdoor play area. This is the main room and most of the day time activities will be held there. Another room is a small Quiet Room and free play room with different toys and materials. This is the room that is used as a bedroom during Nap/Quiet times by the children who require a nap. This room is equipped with blinds and has some bean bags and cosy pillows.

Both rooms are totally child-proof. On the kitchen we will have cooking and bakery lessons as well as some messy craft and art activities. Do not worry, the kitchen is child-proof as well and children being there will be supervised all of the time. And of course, we will spend a lot of time in the patio and outdoor play area.

Hours and days open

Wonderland Childminding will be open from 8.00 am – 6.00 pm Monday to Friday both term time and throughout school holidays. Extensions to these hours as well as ad-hoc childcare can be arranged by request. We are closed all public and bank holidays.

Rates

Full time Monday to Friday (8.00 - 18.00):

- Daily - £60
- Weekly - £275

Part time Monday to Friday (8.00 - 13.00, 13.00 - 18.00):

- Daily - £40
- Weekly - £180

Weekend and extended-hours care available for £8 per hour. The higher rate of £10 per hour is for Christmas Eve, Christmas Day and New Year's Eve, New Year's Day and also for hours after 20.00 and before 8.00.

If you are late to collect your child on time you will be charged £8 per hour. The time will be rounded to the maximum after each 15 minutes of each hour (i.e. if you late on 20 minutes you pay for one hour and if you are late 1.20 minutes you pay for two hours).

Fees are paid weekly or monthly in advance and payment is due on the date in your invoice. Invoices are issued on the last day of each paid period and the due date is usually the Friday of the first payable week, so you have plenty of time to pay for your child's care.

If you would like to hold a space open for your child a retainer fee of £100 will be charged weekly. Also, £100 deposit fee is required when signing the contract. Deposit is refundable after the end of contract. The deposit is non-refundable if the contract is breached by client. I also keep the right to restrict my services if you are late with your advanced payment (please see my Late Payments Policy).

Meals

Breakfast, lunch, dinner and two snacks are offered to all children that I care for at no extra charge. also, drinking water and milk will be provided at free of charge. If you wish to bring your own food or snacks, you are welcomed to do that, but all food must comply with our health eating policy.

The majority of our meals are homemade and cooked using fresh ingredients. I prefer to use organic and buy all the products from reliable resources (usually Ocado, Waitrose deliveries, farmer's markets). I have compiled a sample menu plan for you to have a look at, this is a guide and the meals served may vary. the seasonal 4 weeks rolling-on menu will be available on our seasonal newsletter. When creating a menu, we will consider each child's food requirements, allergies and food intolerance as well as cultural and religious requirements.

All menus are created in accordance with voluntary food and drink guidelines for Early Years settings in England by Children Food Trust.

Things to provide

- a change of clothes to keep here in case anything spills on them etc. (a few pairs of pants if potty training)
- sun cream/sun hat (during spring and summers seasons)
- appropriate foot wear i.e. wellington boots if raining
- hats, gloves and scarf in cold weather
- baby formula and bottles if required
- comfort toys/blankets/favorite books if any
- medication if required
- coat/rain appropriate to the daily weather
- anything else you think your child may require

- nappies and wipes
- bibs, aprons for messy play

Please can you write your child's name or stick a label on any of their belongings.

Trips out and classes

I will ask your permission when signing the contract to take children to the local children centre, library, museums and other local places of interest. All local trips do not require to go via public transport and can be accessed by foot (children will go in prams or by foot). During the trip children will wear safety harness if required or will be in a buggy. Every child will have an id bracelet with my contact details.

If the trip will require going by public transport you will be notified before the trip and I will ask your written permission for that. All other safety measures as described above will be taken. If there is any entrance fee, then the additional charge can occur, however I will notify you and seek your permission beforehand (i.e. the cost of going to the Greenwich observatory show).

Also, by prior agreement with parents' children can be taken to different paid activities for example ballet, art class or language club. The cost of these activities is paid by parents.

Holidays

I take 5 weeks' holiday during the year. Usually I take one-week Easter holiday, three weeks in August and one-week Christmas holiday. These periods could be changed by my prior notification. I usually announce my holiday time before the beginning of the year.

During my holiday time no fee will be charged. If you need the replacement childcare you can arranged it with one of my assistants, in this case you will pay them directly and they will take all the responsibility for your children. However, I always suggest planning my and your holiday at the same period of time, so you can save money.

If you should take any holiday and give me at least 4 weeks' written notice, then you pay 50% of your weekly charges to secure the place. If you do not give a notice within the required period, then the full amount still must be paid for the first week and then as described above for holiday fees. These rules also apply if you take your child out.

Sickness

If I am unwell I will provide you the replacement childcare option to make sure the setting is operated as usual. If it is not available, then you will not be charged for the time I am off (since I started to work in 2015 this never happened).

If your child is ill, you pay 100% of your fees on the first 3 days of absence and 75% of your fees thereafter. If the illness lasts more than two weeks, then you need to provide the sick note from your GP and fee for the period will be discussed individually. I keep the right to terminate your contract after the 4 weeks of illness.

Policies and Procedures

At Wonderland Childminding there will be a list of policies and procedures you will need to read through and sign. please, read them all before signing and do not hesitate to discuss with me if you have any questions. there will also be a list of parent permission forms you will need to read through and sign.

Early Years Foundation Stage (EYFS)

The EYFS is a statutory framework that all child care providers must work with if they care for children from birth to 5 years. It covers the development of your child and has 7 key areas of learning, these are:

- personal, social & emotional development
- communication and literacy
- problem solving, reasoning and numeracy
- knowledge & understanding of the world
- physical development
- creative development, expressive arts and design

Each child in my care will have a learning journal together with the Montessori learning journal. These journals will include observations, artwork& photographs of your child. You as their parent are welcome to look through this any time. More information on the EYFS will be given should you decide you would like to start your child with me. however, in the meantime if you have any questions do not hesitate to ask.