

The Local Offer

Name of Setting: Alison Meller

Telephone: 01530 261323 or 07762 265407

Email: alijm14@outlook.com

Name of person to contact: Alison Meller

My child has SEND. I would like to look around. What do I need to do?

My setting can be contacted by telephone or email by families to arrange a visit. On the initial visit they will be given an information file to look through, this contains all of my settings policies and procedures, opening times, fees and information on the outings and activities I offer to children in my care. Families will be shown around the setting and I will answer any questions they may have as well as giving them the opportunity to discuss theirs and their child's childcare needs.

How will my child and I be made to feel welcome and how will you get ready for my child coming?

If parents decide my setting is the one they wish their child to attend they will be given the relevant paperwork to complete the registration process. They will also receive an All About Me booklet for the parent to complete with their child's likes, dislikes, favourite activities and toys. This helps me to ensure that when the child visits the toys and activities on offer follow their interests. This booklet also contains information about any medical, language, religious or dietary needs the child may have as well as information on any other agencies involved in the child's care. The family will be offered settling in sessions both with the family present and without.

How accessible are your premises?

The setting is situated on a main road which although does have on street parking available it is not always possible to park directly outside of the setting. Being an older terraced property the doors are fairly narrow and the entrance which is situated at the front of the building has one step up into the property. The toilet and hand wash facilities are situated on the ground floor. The outdoor play area consists of a garden that has a square grassed area and a small patio which are accessed by two steps and a slabbed yard. All outside areas are safe and secure.

How will you keep my child safe?

Regular and thorough risk assessments are carried out on the whole of the ground floor (upstairs is not used for childminding) and garden. The outings and activities on offer to the children have also been risk assessed. Children are supervised at all times and steps are taken to ensure their safety when on outings, these include using the correct equipment such as wrist straps and pushchairs. The children are taught to keep themselves safe through discussions on risks such as around water or stranger danger. Equipment and toys are checked regularly and it is ensured that they are appropriate for the children's age and stage of development. I attend regular safeguarding courses. All doors and gates to the property are kept locked with the keys positioned out of the reach of the children.

How will you communicate with me what my child has done, enjoyed and learnt?

A number of different ways are used of sharing information between setting and home. For preschool children a daily diary is completed and sent home each day with the child. This offers a form of two way communication with the parents encouraged to write down any information they wish to share with the setting. The diaries contain information about what the child has eaten and drank, what activities and outing they have been involved in and any progress observations that have been noticed throughout the day. I also include a couple of small photographs of the child most days. For all children in the Early Years Foundation Stage a learning journey is kept, this records the child's progress with photographs, observations, the child's creations and input from their families. These are available to view or take home at any time. Progress summaries are shared with the parents at least twice a year.

How do you work with other professionals?

I have close links with Ravenstone preschool, Woodstone Community school and St Denys infant school. I will liaise with other professionals who are involved in the care of your child. I am a member of a local childminding support group who are a source of support and help in my continuous professional development.

What training have you/your staff had in SEND?

I am a member of PACEY and have recently undertaken course with them on Raising Developmental Concerns with Parents and Supporting Children with Speech, Language and Communication needs. I have been a registered childminder for twenty years and in this time I have attended many courses among these being Childcare, Learning and Development Level 3 and a Foundation Degree

The Local Offer

for which I received a distinction in Children and Young People's Services. I ensure that I keep up to date with Leicestershire Local Safeguarding Board, Ofsted and Government regulations.

How will you adapt play opportunities for my child?

I will ensure that the toys, activities and equipment on offer to your child are specific to their needs and abilities. I will liaise with the family and other professionals to ensure that I am providing a stimulating environment for your child and if needed I will source further information or equipment. The environment will be organised in such a way to enable the child to have access to to and to have the room to move around freely.

How will you get ready for my child going to his/her new school?

As i drop off and collect from both schools taking the preschool children with me they will become familiar with the building and staff, I will introduce the child to their new teachers and ensure that they know their names and faces. With written permission from parents I will share information with the teachers that I believe will aid the child's transition to the new setting. We will read books and stories about going to school and include it in role play activities. Your children will be encouraged to be as independent as possible learning self care skills in the time leading up to the transition.

How will you and I know how my child is doing and how will you help me to support my child's learning?

From the time that I feel I know the child well enough until they leave my setting I will complete regular progress summaries, these are based on my observations of your child, these are shared with parents and their feedback is asked for. The child's progress is recorded on a progress tracker and this will show the areas the child is making progress in and the areas that they may need further support in. I keep parents informed of the child's next steps and how I plan to help the child to achieve them, I will also give advice on ways parents can also support these next steps in the home.