

# The Local Offer

---

Name of Setting: Moira Parks

Telephone: 01858 467072

Email: steve\_parks@btinternet.com

Name of person to contact: Moira parks

---

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

Please contact me by phone or email to arrange a visit and to have a brief discussion about what you require e.g. days of the week, hours and any special requirements. (Email:- steve\_parks@btinternet.com) If you are interested, I can then like to arrange a visit for you, with your child, for me to show you around. I would be very helpful at this point, if you could make a list questions, that you would like to ask, so that you can gain the maximum information from your visit. I hope this helps. My setting is open 48 weeks a year, Monday to Friday, 7 am to 6 pm.

---

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

I believe in building a strong partnership with parents and other professionals as I feel this is essential to ensure your children's successful development. I will show you around my setting and show you all the safety procedures that I have put in place to create a child friendly environment. Together we can write up a settling in plan, to meet the needs of your child. I will ask you to fill in an "All about Me" form prior to the child starting at the Setting. This form will give me an insight into the child's likes, dislikes, favourite toys, routine and activities. I will ask about your child's specific needs, such as dietary requirements or any medical assistance that I will cater for, with your support and permission. I will access any information and special training to ensure that your child receives the relevant support and care. If your child has an Individual Education Plan, I would like to share this with your permission to see the targets that have been set and how to take them forward. I will be your child's key person, I will be caring and developing your child in the best way I can.

---

## *How accessible are your premises?*

I run my childminding business from my four bedroom house. I have registered the whole house including my front and back garden. The downstairs toilet is used by all the children and contains hand washing facilities. Children enjoy playing in the living room, playroom and outdoors on the patio. In the playroom all toys are accessible and at the children's level. In the back garden, a small wall encloses a large flat patio, with three shallow steps leading to the decking and flower beds. Working in partnership with you, I would put in place strategies and procedures to ensure that your child has safe and secure access to all the facilities, play opportunities and provide ramps, if needed. I have cots upstairs for children to sleep away from the other children. I will discuss your child's sleeping needs when your visit. I will support children who have English as a second language and ask you to give me key words from the children's home language to help with transition. At present, we take a 20 minute walk to pre-school and school most days and go to Toddler groups twice a week.

---

## *How will you keep my child safe?*

Keeping your child safe, physically and emotionally is my priority. I will keep your child safe from any kind of physical harm and help build your child's confidence and self-esteem. I carry out risk assessments for my home, garden and outings, these are updated regularly as an ongoing process and when a new child joins. I safety check resources and equipment daily. We would like to build a strong partnership with you and your child, thus good communication is important. I have written a behaviour policy; this helps us to work together in a clear and consistent way. I have simple house rules written with the children, which I share with new families and children. I have written a wide range policies for Safeguarding children including Child Protection, Medicine, Caring for Sick Children, Health and Safety, Equal Opportunities, Behaviour management and Use of mobile phones and cameras. I have had attended Safeguarding, and First aid training. Medication is stored securely; if medication is required you are asked to give written permission and sign my medication book daily. Accidents, incidents and pre-existing injuries are recorded. I record all children's dietary requirements and allergies. I am willing to undertake further training to administer medicine to your child (Inhalers and Epi-Pens). I have a visitor's book to record any visitors to my setting. All visitors will be supervised at all times. I have smoke detectors, a carbon monoxide detector, a fire extinguisher and carry out evacuation drills regularly.

---

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

As well as verbal feedback on a day to day basis your child will have their own daily diary. In here I will write down a brief description of what they have done that day including information about meals, sleep times, nappy changes and any medicine that may have been administered with your permission. Parents/carers and other professionals that regularly see the child are encouraged to add to the diary on the child's day off, this gives us all an insight into what your child has been doing elsewhere, this also allows me to plan effectively for your child. I believe it is important that parents share their child's day. I make time to talk to you when you

# The Local Offer

---

collect your child, speak to you on the phone or meet at a mutually convenient time to chat informally. I also communicate by text and email. I also, compile a learning journey for each child, this is full of photos and observations of what the child has been doing and this is linked back to the EYFS (Early Years Foundation Stage). To compile the learning journey I complete individual trackers and two year old check forms, these allow me to follow and track your child's progress and allow me to plan effectively for their needs. I will encourage you to look at their Learning Journey regularly and add your comments.

---

## *How do you work with other professionals?*

The most important partnership is with you as a parent/carer. I aim to build an outstanding relationship with you. It is important that we communicate in an open and friendly way to ensure we can support each other to provide the best possible care and development for your child. In partnership with parents, I am happy to liaise with other professionals/ outside agencies who may be involved with your child. I have strong links with Little Acorns Pre-school and Market Harborough Church of England Academy. I write an Early Years Foundation Stage Individual Summary at about 24 months that you can share with your health visitor at your child's "Healthy Child Programme review" and we can discuss as partners, if any concerns are highlighted. Your health visitor can refer you for additional support, I can work closely with your health visitor to make this process smooth and offer them as much information as I can to aid their form of support given.

---

## *What training have you/your staff had in SEND?*

I have been an Ofsted registered childminder since 1995 and I was graded outstanding at my last two inspections. I appreciate the importance of understanding your individual child's needs and I would access any relevant training to meet them. I am a member of PACEY (Professional Association of Childcare and Early Years) and use their factsheets and videos to expand and renew my knowledge. I have attended the many courses and training including: - Integrated Two Year Old Check (Part 1 and 2) Supporting Communication of Two year Olds Child Protection : A Shared Responsibility Paediatric First Aid Supporting Boys to Achieve Planning for Children's Learning and Development Multisensory Environment Basic Makaton Promoting Positive Behaviour Realising Children's Potential; Enjoying and Achieving Menphys SOS –Disabled Children and Young People Cache Level 3 Certificate in Childminding Practice

---

## *How will you adapt play opportunities for my child?*

Firstly, I would discuss with parents/carers how they their child enjoys play. I would also observe the child to give me ideas of how play opportunities could be adapted to allow inclusion of all within the setting. I would work with you to identify specialist equipment/toys that would be beneficial to your child. I would also consider what other professionals involved with the child, as they may have an individual educational plan in place and this can be woven into the setting's play structure for the benefit of the child. I would provide a variety of sensory experiences to stimulate and interest your child from natural materials, sensory baskets, homemade sensory experiences, planting and growing in the garden.

---

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

With your permission, I would share your child's learning journey with Pre-school and help your child get to know their key person. I would write each child a summary of development for their new school or pre-school. When it is nearly time for the child to move to a new setting, visits can be made with the child, to see the setting and allow the child to make the move as smooth as possible. If needed, extra visits can be arranged to ensure the child settles well. I work closely with Little Acorns Pre School and Market Harborough C of E Academy. The children become familiar with the routine, staff and buildings when we drop off and pick up children each day. This helps to build their confidence ready for when they start themselves, I talk with the children about what happens at school and pre-school, we share books, stories, and play.

---

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

When your child starts at my setting I will spend a short period of time establishing what your child can do. I use this as a starting point so we can see individual progress and record it on a tracking sheet. I continually observe and assess each child while we play. This helps me to see what your child likes doing, what they can do and how I can develop their learning by thinking of what they can do next. I plan around child's needs, strengths and interests. I continually work with parents by sharing what we plan to do next and include parent's ideas. Working together in promote learning and support gives the child the best possible start. I welcome any questions you may have and any suggestions you would like to offer. The child's "Learning Journey" is shared with their parents/carers on a regular basis. Parents are encouraged to be involved in each child's learning journey, sharing what their child has experienced at home, new and developing interests or to add any comments or information they would like. Children also have input into their learning journeys and are encouraged to help with compiling them. It is important that all children who attend my setting have a voice, and that they are listened to and respected. Between the age of two and three years old, a Two year progress check will be completed and this too will be shared with parents/carers. This may be shared with health visitors and other professionals who care for your child. This is important for early intervention to be implemented, if necessary.

# The Local Offer

---