



138 Whitehouse Avenue, Borehamwood, Herts. WD6 1HE  
020 8386 6897  
[Jollytots3@live.com](mailto:Jollytots3@live.com)

Dear Parents,

Firstly we would like to wish both your child and yourself a very warm welcome into our Jolly Tots family. We pride ourselves on being a small intimate group, whereby our working relationship with our families is unique. In order to give your child the best it is necessary for us to be totally honest and upfront with each other at all times and we thank you for agreeing with this partnership in advance. I know from personal experience, that leaving your child is often very stressful. I therefore hope that we will endeavor to make the settling in period as painless as possible for both your child and yourself.

Could you please ensure that you bring with you the following:-

Any daily routines that we have requested.

Any food/bottles that your child will need during the course of the day. This is particularly necessary for those children under fourteen months old.

Any comforters/bedding that may help your child settle in.

Change of Clothing – Babies and potty trained children often need more than one.

Nappies, Wet Ones and Nappy Sacks.

Wellington Boots during wet weather if walking. Please remember there is no such thing as bad days – only bad clothes!!

Please make sure that all belongings are named as soon as possible., (leaflet enclosed).

We are also enclosing several forms for you to fill out and return to us as soon as possible.

If you have any questions please do not hesitate to contact me.

Looking forward to welcoming you into the “Jolly Tots” family.

Love

*Vanessa*

XXX

## **Parental Involvement policy**

**Jolly Tots works solely on the basis of parents and staff working together in partnership with each other. It is a requirement of our Child Agreement that both parties must be completely honest at all times. This includes advising us of any change in circumstances for the child or the family. All parents are asked to fill out a child agreement which is signed by themselves.**

**Our aim is to :**

**Recognise that parents are the child's first and most valued educators.**

**Include parents in Jolly Tots and keep them informed at all times. This will be achieved, formally through half termly newsletters and daily through the diary if requested and verbally on a daily basis. Parents will always be encouraged to phone or text throughout the day with any concerns that they may have about their child. Please do however note that when we answer your enquiries it does take a member of staff out of the childcare ratios and would therefore ask you to only make contact if you have genuine concerns.**

**To offer support and advice about any issues of concern.**

**Where necessary introduce them to other agencies. If a child is identified as a child in need (section 17 of the Children Act 1989) I will, normally with the parents' permission give appropriate information to referring agencies.**

**We share record keeping with parents and encourage all parents to have a look in their child's learning journals periodically. These show how they are developing together with photographs, artwork and observations. We request that all parents keep us informed of their child's development and write to us every half term commenting on any recommendations that they may wish to make.**

**We have a poster on the wall advising parents how to make an official complaint if needed. All complaints will be investigated.**

**All significant incidents are recorded in an incident book and will be shared and discussed with parents so that we can work together to resolve any issues.**



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I/we give permission for Jolly Tots, or a person nominated by Jolly Tots to take photographs/video of the child named below for the reasons I/we have indicated below:

- to record the child(ren)'s daily routine
- to record the child(ren)'s development
- to share with the child's parents
- the childminder's own album
- the childminder's coursework
- the childminder's promotional literature
- the childminder's website
- the NCMA website
- NCMA publications, such as Who Minds?
- other publications, such as the local newspaper
- other organisations' websites
- childminding network publicity/displays
- childminding network website
- promotional literature of other organisations (such as the local childminding group or childminding network)
- other reasons specified by the childminder

Signed ..... Date .....

I hereby do/do not give permission for a member of Jolly Tots staff to **transport** my child around in the car.

Signed ..... Date .....

I hereby do/do not give permission for a member of Jolly Tots staff to take my **child out for a walk/outing.**

Signed ..... Date .....

I hereby do/do not give permission for a Jolly Tots **assistant to look after my child.**

Signed ..... Date .....

I/we understand that ongoing observations will be undertaken of the child named below to follow and assess their development and in order to support the childminder in working towards any qualifications. These may be in the form of written statements, photographs/videos or tape recordings.

Signed ..... Date .....

I hereby do/do not give permission for my child to use play equipment in gardens, parks or playgrounds while in the care of Jolly Tots.

Signed ..... Date .....

I hereby do/do not give permission for my child to use the small trampoline

Signed ..... Date .....

I hereby do/do not give permission for sun protection cream to be applied to my child. This must be brought in by the parents. Failure to provide cream will result in the child being sent home, if it is dangerous to send them out without it. The initial dose must be applied at home before the child arrives.

Signed ..... Date .....

I/we agree for Jolly Tots to liaise with any other supporting workers in an emergency situation with regards to the child named below

Signed ..... Date .....

I/we agree for Jolly Tots to release information about the child named below when registering at toddler groups/clubs etc.

Signed ..... Date .....

I/we agree for Jolly Tots to administer basic first aid in the event of an accident or emergency to the child named below.

Signed ..... Date .....

I/we agree for Jolly Tots to leave the child named below in the care of another responsible adult in the event of extreme emergency.

Signed ..... Date .....

I hereby do/do not give permission for a member of Jolly Tots staff to take my child to hospital in case of emergency whereby it is not prevalent to wait for the parent to arrive.

Signed ..... Date .....

I hereby do/do not give permission for a member of Jolly Tots staff to take my child out for an outing/ walk.

Signed ..... Date .....

I hereby do/do not give permission for my child to watch television/go on the computer occasionally

Signed ..... Date .....

I hereby do/do not give permission for my child to eat occasional sweets and treats, this particularly happens if a child is celebrating a birthday or is in line with certain traditional foods during religious festivals.

Signed ..... Date .....

*Both parents must sign below:*

I, the parent/guardian, agree to the conditions set out in this agreement and agree to provide reasonable notice period of any changes that need to be made for this agreement to remain current. I agree to share information relevant to the care of the child.

Signed ..... Date .....

I, the parent/guardian, agree to the conditions set out in this agreement and agree to provide reasonable notice period of any changes that need to be made for this agreement to remain current. I agree to share information relevant to the care of the child.

Signed ..... Date .....

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PERMISSION FOR CHILDREN TO LEAVE WITH ANYBODY OTHER THAN THE MAIN CARER.

It is the duty of each childminder to only release the child to the person/s who are known to the childminder and the child. If alternative arrangements need to be made then it is requested that prior warning is given and the sheet herewith is signed.

I hereby agree that my child is being collected on .....

By .....

Or

In my absence I give permission for .....

To collect my child.

Signed ..... Relationship to parent  
.....

Sometimes emergencies arise and strangers (to us) come to collect one of the children without knowledge. Our policy states that a child will only be given out to another person if contact can be made with one of the relatives who are next of kin. In exceptional circumstances where the next of kin cannot be reached then please provide a password.

The word used will be .....

**Failure to make contact or provide a password will result in the child not being released and charged accordingly.**



## Medicinal SHEET

I give full permission for Jolly Tots to administer medicine as needed to my child named ..... in my absence in line with temperature, teething, constipation etc. (Please list medicines that you agree to us administering including teething gels and powders). If they are not listed we will not be able to administer them. (delete as applicable)

- Calpol
- Junior Nurofen
- Junior Diprol
- Teething Gel
- Nappy Cream

I accept full responsibility for the medicine administered. If a particular course of medicine is required, then I will ensure that correct dosages are written down and instructions on how to administer provided. Failure to produce this will mean that Jolly Tots is unable to give the medicine. It is a policy of Jolly Tots not to administer medicine as a general rule. Exceptions to those circumstances are:-

- When a child becomes ill at Jolly Tots and the parent /carer is unable to get to Jolly Tots.
- If there is an ongoing medical condition that needs regular medication.
- In the case of an asthma sufferer whereby an inhaler needs to be used to minimise a further attack.
- When needing to use an epipen

I understand that I will need to have provided this medication in the bottle/packaging it was purchased and clearly labelled with my child's name and instructions on dosages allowed.

I expect my childminder to contact me prior to administering the medication, especially if my child has been in her care for less than 4 hours. I will advise my childminder, when dropping off my child, if I have already given my child any medication prior to arrival and the time that it was administered..

I agree to sign for any medication given when I return to collect my child.

I ..... hereby give permission for Jolly Tots to administer any of the above that I have agreed to.

Signed ..... Date .....

Please complete one of these forms every time medicine is needed.

**Medication permission form**

Child's Name	Date of Birth	
Name/Type of Medication	Dosage	
Start date of treatment	End date of treatment	
Any other relevant information/allergies		
Parent/Carer's Name	Contact Details	

I hereby consent to the delegated member of staff of Jolly Tots to administering the above medication according to the details given here and take full responsibility. Staff will not administer medication against the will of the child.

Signature of Parent/Carer ..... Date .....

**Medication Administered**

Date	Time	Administered by	Witnessed by	Dosage given	Parent's signature

Any comments:



# Permission to seek Emergency Medical Treatment.

I/we authorise \_\_\_\_\_to administer first aid assistance to my/our child named below as and when necessary, or in the event of an emergency to seek medical/hospital assistance in our absence as appropriate. I/we will provide her/him with up to date details of contact numbers.

I/we understand that you will not be able to authorise any treatment and that I/we as the child's next of kin will be contacted by the medics in the event of an emergency to give permission, or in a life threatening situation the medics will act in their professional capacity.

Name of child .....

Name of parent .....

Signature .....

Date .....

Name of parent .....

Signature .....

Date .....

**PRE EXISTING ACCIDENT/INCIDENT WHICH DID NOT OCCUR AT JOLLY TOTS**

**Please fill this out every time your child comes to the group with an injury that is noticeable and happened outside the group.**

Time ..... Date .....

Location .....

Details .....  
.....  
.....  
.....

Describe nature of injury and where it is  
.....  
.....

Treatment needed whilst in Jolly Tots  
.....  
.....

Signed Childminder .....

Signed by Parent  
.....

Parent Guardian .....

Any comments raised by parent/Childminder.  
.....  
.....  
.....

Please fill this out every time your child has had an accident or incident at home that we should know about - to include, concussion, bruising, cuts and breaks.



## **WORKING IN PARTNERSHIP WITH THE PARENTS AND CARERS –**

Every half term a newsletter goes out discussing any general issues that may have materialised the previous half term. It also discusses what is going on over the next half term and offers advice and general chit chat.

All parents are requested to come along with their child for a settling in period before they start to ensure that they are confident with all aspects of the group before leaving their child. This does not have a time limit as all children/carers need a different time span. We run a network whereby new parents are encouraged to phone existing parents in the group to discuss any concerns or issues that they may have about leaving their child for the first time. This works extremely well as the parents are given an unbiased opinion of how we operate.

Most parents approach us about concerns in three ways.

1. On arrival, either personally or by writing in their daily diary (for babies under a year)
2. When they come to pick up their child
3. By phoning, texting or emailing us throughout the day .

If parents are late then a surcharge will be made of £12.00 per hour. If this continues to happen then suitable action may need to be taken, especially if it involves an overlap between am and pm sessions whereby we potentially could be over our numbers.

As we are working within the Early Years Foundation Stage, we are now being asked for parents to have a far greater involvement in their children's progress/child development. I would therefore be grateful if every half term you could email me on [Jollytots3@live.com](mailto:Jollytots3@live.com) or scribble on a post-it note anything that you have observed at home re your child's development or areas of change. Likewise if you have any concerns about their welfare or areas that you feel your child would benefit from us working on, we would be really grateful to be notified. Each child is now giving a learning journal which all the above comments will be placed in together with observations, your child's work and pictures. Please feel free to ask to see this at any time.

Unfortunately we are unable to care for sick or contagious children and therefore if your child is unwell, we request that you keep them away from Jolly Tots until they have been symptom free for at least 24 hours. If you have been dosing your child with medicine before they come to us then we would rather that you left them at home until 24 hour after they are symptom free. If however this is not possible then please inform us of this on arrival, so that we can monitor your child and write it down in the daily diary and get your signature for it.

If a child becomes unwell during the course of the day, then we will phone you and expect you to come and collect them. This is in the best interest of both the child and to protect the other children in the group.

Amended Dec 09

Daily Routine Dated \_\_\_\_\_

Name of Child \_\_\_\_\_

Age when starting \_\_\_\_\_

### Daily Routine

<b>Times Required</b>	<b>Comments</b>	
<b>Sleep</b>		
<b>Food</b>		
<b>Bottles - Amounts</b>		
<b>Playtime</b>		
<b>Comforters when/used</b>		
<b>Anything else we should know</b>		
<b>Comments</b>		

Please give us any other information on preferences of toys or habits that will help your child settle into JollyTots:

## Jolly Tots policy statements

Our policy statements are designed to underpin our beliefs at Jolly Tots. We aim to offer the best possible care and experiences for the children whilst in our care. Our policies are reviewed regularly.

Aims to:

- Provide high quality care and education for children below statutory school age.
- Work in Partnership with parents and carers to help children to learn and develop.
- Offer children and their parents a service which promotes equality and diversity.

We offer

- A safe and stimulating environment
- Is provided with generous care and attention because of our high ratio of adults to children.
- Has the chance to join with other children to play, share and learn together.
- A place where the parents will act as partners and where we welcome input from them.

The service offered by Jolly Tots.

We are a day care childminding group and therefore we operate through the school holidays if parents want it. We usually close for one week over Christmas break and sometimes over the Easter period for one week.

Policies

Copies of Jolly Tots policies are available to all parents. **We urge you to look at this.**

Child Profile

Jolly Tots is legally bound to keep a record of each child, and uses the profiles to also file observations and recommendations.

Additional Needs

As part of our policy to ensure its provision to meet the needs of each child we take into account of any additional needs in accordance with (1993) Education Act and the Special Educational Needs Code of Practice (2000). We do not have a designated SENCO but Michelle Levene has overall responsibility to put any recommendation into place.

Staff training

All staff are encouraged to go on courses in addition to compulsory First Aid and childminding.



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### What to look for when meeting a prospective childminder for the first time:

- **The childminder** Is she friendly and approachable? How many children are in her care? Does she divide her time equally between them?
- **Other parents** Talk to other parents who entrust their children to her care. Are they satisfied with the level of service she provides?
- **Safety** Stairs, fires, electrical appliances, open windows and easily opened doors that lead onto the street can be hazardous.
- **Cleanliness** Make sure you see the rooms to be used by the children. Beware of over-tidy areas, as a child must be given the freedom to play without worrying about knocking over an ornament.
- **Play area** How many rooms are solely for the children's use. Are they a reasonable size or small and cramped?
- **Garden** Is there a suitable play area for the summer? Check that the fence and gate are secure and that strangers can't gain access to the area in other ways. Watch out for poisonous plants and remember that even small, ornamental ponds can be dangerous.
- **Stimulating activities** Are the children encouraged to paint and draw? What other activities are on offer?
- **Toys and books** What types are available and are there enough toys to be shared by all the children? Are they in good condition?
- **Pets** Are they allowed to wander freely and without supervision? Could they pose a threat? Is your child allergic to pet hair?

## Individual Child Risk Assessment

As an ofsted registered childminder and in line with the EYFS I ask you to perform the following risk assessment on your child before I commence caring for them.

Name of child .....

DOB .....

Date of Risk assessment .....

Signature of childminder .....

Signature of parent/carer .....

### Risk assessment:

- Does this child use a highchair?
- Does this child use a booster seat?
- Is this child confident on the stairs?
- Does this child wash hands unsupervised?
- Does this child use the toilet unsupervised?
- Does this child need cupboard locks on all of the kitchen cupboards?
- Does this child use metal cutlery?
- Is this child aware of hot and cold taps?
- Can this child play in the garden unsupervised?
- Does this child require the use of reins or wrist straps whilst out walking?
- What style of car seat does this child require?
- Has this child experience of dogs?

Record of any changes, signed and dated by parent/childminder:.....

.....  
.....  
.....  
.....

## ***All about me***

Child's Name ..... Today's Date

.....

Name of person completing form .....

Relationship to child .....

Has your child been at a minder or playgroup before coming here? If so please give us as much detail as possible.

### **MY FAMILY**

People in my family are

Other important people to me are

About my culture and background and things that are important to me?  
Please state first language if not English.

Places/things I like to visit or do

Favourite toys, places or pets

Does your child have any fears that we should know about?

Has your child suffered from any serious illnesses or been admitted to hospital for anything?

Does your child have any allergies? Special health issues? Or anything else that we should know about?

Does your child have any special words?

How do you manage behaviour at home? Is there anything that you would like us to follow?



## COMMUNICATION

When I am hungry I tell you by

When I am happy/excited I tell you by

When I want a cuddle I tell you by

When I am sad I tell you by

When I am tired I tell you by

Some of the sound I use mean

Other things to tell you about me

My favourite activities are

Things I do not like

Foods that I like

My comforter is

Is there anything else that you would like us to discuss?

*Please submit a picture if possible of your immediate family so that we can put it on our Family tree and anybody who will be picking up your child.*