

Candice's Childminding Service



Service Information For Parents/Guardians

Contact Details

Candice Geddes

Ashlea

Tininver Street

Dufftown

AB55 4AZ

Home: 01340 821233

Mobile: 07815 858871

candice.childminding@gmail.com

Care Commission Registration Number: CS2012309801

Aims & Objectives

I aim to provide a quality service within a loving, caring environment, enabling children to progress and thrive in each aspect of their development while working in conjunction with parents

The service that I provide promotes and offers the parents/guardians and children the choice in how the service is provided to them by; Continually evaluating likes and dislikes by issuing and the return of questionnaires every 6 months, and seeking feedback on the service I provide and how it can be improved. I also seek to meet the individual needs of the children as identified at the commencement of care and through daily/regular interactions in line with the parent/guardians needs (i.e. during daily drop off/collection times, after weekends etc).

To enable to run my service as effectively as possible and in accordance with The Care Inspectorate regulations I have a list of policies & procedures which includes, but not limited to:

- Admissions Policy
- Accident and Emergency Policy
- Administration of medicine Policy
- All Weather Policy
- Behavioural Policy
- Charges/Fees
- Child Protection Policy
- Complaints Policy
- Confidentiality Policy
- Emergency Evacuation Procedure
- Garden Equipment Policy
- Health & Safety Policy
- Health & Welfare Statement
- Infection Control Policy & Exclusion Criteria
- Learning & Development Statement
- Privacy Statement
- Service Adaptability Statement
- Whistle Blowing Policy
- Permission to Administer Non-Prescribed Medicine
- Anti-Bullying Policy
- Allergy Policy

About Me

My name is Candice Geddes (nee Elwood), I live in my home with my Husband James/Jimmy and my two children; Iris and Holly. We moved to the Dufftown area in May 2012 where I decided to take a career break to look after our two children. I am originally from Sheffield, Yorkshire born & bred. From here in 1997 I moved to Preston, where I met my Husband and moved up to Scotland in 2002. We first lived in Portsoy, Aberdeenshire and then in 2004 moved on to Inverness where we lived until relocating to this area. I pride myself on my friendly nature and I am a great believer in the philosophy that you only get out of life what you put in and to have the respect for yourself, others and their beliefs; everyone is an individual; it would be a very boring place if we were all the same. I also positively encourage others I know to live by this value and in turn will use this as my foundation to be a role model for children in my care.



Fees

All fees are to be paid one month in advance this will be done via invoice in monthly instalments. All childcare vouchers are accepted, however, please see me with regards to the setup of the scheme.

Snacks & Lunch are not included in rate this is to be provided by parent

Basic Rate

My normal working day is between the hours of 8am and 6pm. With prior arrangement, children can be dropped off and collected any time within these hours. This will be charged at a basic hourly or daily rate (whichever total is most cost effective)

Basic Hourly Rate (normal working hours)	£3.95 per hour
Basic Day Rate (normal working day)	£34.00 day

Out of Hours Rate

Drop off and pick up outwith this time can be accommodated, however this will be at a higher rate per hour

Out of Hours Rate	£6.00 per hour
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Pre School/Nursery attendance

If the child attends nursery or pre-school during the time in my care, a 25% discount will be applied to the hours the child attends i.e. a child in my care from 8am to 3pm (7 hours) would normally cost £26.75 per day (£3.95 ph), however, if for two of those hours the child is in nursery/pre-school then the charges will be 5 hours @ £3.95 and 2 hours @ £2.96 totalling £25.67 per day.

Charges will be reviewed annually in April. Any change will be notified and at least 1 month in advance

Holidays & Sickness

I will take a total of 5 weeks holiday per annum dates of which will notified at the beginning of each year.

Charges for holidays and time off will be as follows:

<i>Holidays</i> <i>(bank holidays are classed as normal working days)</i>	
Holidays taken at same time as childminder	No charge
Holidays taken out with childminder holidays	Full rate
<i>Sickness</i>	
Childminder sick	No charge
Child in care sick	Full rate

Admissions Policy

Beginning in a new setting can be a daunting experience for any child. I aim to work together in partnership with parents to make the experience a happy one. In order to achieve this it is important that I have as much information about your child as possible. Where possible, I prefer to meet all parents/guardians and any other person authorised to collect the child BEFORE the arrangement commences. Naturally, I also wish to meet and play with the child beforehand. Parents will be asked to bring their child to at least twice prior to commencement of the contract as a settling in period. This will allow the parent and child to become acquainted with the setting and allow us all to get to know each other. It also allows the child to meet and play with the other children and acts as a useful observation period for me to assess your child's needs.

Parent/s are encouraged to phone or come back early if they are feeling stressed away from their child/children. I will verbally tell parents the activities of the day, about food eaten, nappies changed, sleep, outings and anything that has happened out of the ordinary especially with babies I will ask about how the child was the previous night or weekend, in case of symptoms of illness detected as this usually jogs parent's memories.

FAQ's

What does my child need to bring with them?

Clothes - Full change of clothes including underwear

Food & Drink - Mid morning & afternoon snack & packed lunch. Fresh drinking water will be provided if anything else is required please provide (i.e. Milk)

What should my child wear?

Please dress child in day wear suitable for the weather conditions (comfy clothing that will enable child to participate in all activities). Please provide sun hat & sun cream (maximum protection) in summer & Hat & Gloves in winter. along with suitable outdoor clothes. It may also be advisable to have a change of footwear, this can remain at the premises.

What kind of activities will be available?

I provide a weekly activity planner and aim to have an activity for morning & afternoon each day. This will be weather dependent & have a range of indoor & outdoor activities. Sample activities are:

Outdoor - Gardening, Bird Feeding, Chalk Drawings (outside), General Outdoor Play, Trip to the local park

Indoor – Dress up, Arts & Crafts, Dancing, Painting, Cake Decorating, Play Dough & General Indoor Play

Complaints Policy

I aim to provide a service that is tailored to your needs, although if for any reason you are unhappy then in the first instance please feel free to discuss the issue(s) with me at an early stage so that any difficulties do not become obstacles to a good relationship. I am happy to set aside time out with normal care arrangement if it is not possible to speak privately when you drop off or collect your child.

If a parent/guardian makes a complaint about my service, I will make record of the complaint and endeavour to resolve the issue and provide feedback to the parent/guardian. If required, I will seek guidance from the SCMA and/or the Care Inspectorate.

I aim to resolve any issues within 14 days.

If you are still unhappy and wish to take the complaint further then you can go directly to the Care Inspectorate at the below address. You can however, go straight to them without discussing the matter with myself.

SCSWIS Enquiries: 0845 600 9527

Website: www.scswis.com

Email: enquiries@scswis.com

Headquarters

Social Care and Social Work Improvement Scotland

Compass House

11 Riverside Drive

Dundee

DD1 4NY