



**Welcome Pack**



Welcome to Happy Kids Childminding, on the following pages you will find information about who we are, the setting and what your child could be doing if you decide to use our services.

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**About us**

Husband & Wife Team – Mark & Jean Orsbourn - Directors of Happy Kids Childminding Service.

Happily married and parents to three adorable children aged 12,15 & 21.

Located in Takeley close to Bishops Stortford, our premises is large, clean and most importantly safe & secure.

As an OFSTED registered Childminder we are fully trained and qualified to offer childcare to children aged from 3 months - 13 years.

In addition we are first aid trained & CRB (DBS) Checked.

We offer a safe caring environment with attentive care to help your love one's learn and develop.

After juggling child care and full time work ourselves for the last 20 years, we know how important it is to find superb quality child care for your children.

We aim to provide a setting that both children and parents will love and enjoy.

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**About the setting**

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

Our home is a large and secure where your child will have full access to the living room, conservatory (playroom) and self -contained garden, with access to the kitchen when helping with cooking and baking.

Child led and free play is encouraged, we will have themes and activities throughout the year which the children will be encouraged to participate in but it is not essential.

Use of the great outdoors is encouraged and I aim to get out and about daily and in all weathers.



**Opening Hours**

We offer flexible opening hours but primarily our setting is open between 7:30am & 6:00pm, except for Friday where we close at 5.30pm - if you require care outside of these hours please discuss it with us.

Ad-hoc care is offered subject to availability.

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**Meals**

Breakfast, Lunch and dinner are offered to all children that I care for. The majority of meals are homemade and cooked using fresh ingredients.

All meals are included in price (Please note that this is offered to children who are staying until 5pm or later and offered for children with care in excess to 4 hours per day)

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**Fees**

Hourly rate of £7.00 during core hours

Hourly rate of £10 before 7.30am or after 6.00pm.

A minimum of 4 hours are charged for a morning or afternoon session or a minimum of 6 hours if the care falls over the middle of the day (ie 10am - 2pm).

Fees are paid in advance and payment is due on the 1st of each month. Invoices will be issued on or after the 15th day of the month prior to payment being due.

If you would like to hold a space open for your child a retainer fee of £500 will be charged.

All holding charges will be offset against first invoice.



**Things to provide**

Suitable clothing, including; wellies and waterproofs during the winter months, sun-hats and sun cream during the summer.

If your child is wearing nappies please provide nappies and wipes/ cotton wool. Formula/ breast milk – this must be stored following the correct guidelines.

All children should bring a change of clothes in case of accidents/ getting wet during play.

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**Policies & procedures**

All policies are available to view, below is a list of all policies we hold:

Accident & Incident

Behaviour

Complaints

Dropping off & collection

Emergency Evacuation

Equal Opportunities

Fees

Health and Safety

Hygiene

Illness

Late payment of Fees

Lost child

Medicine

Mobile phone & camera

Outings

Play & Active learning

Play outside

Safeguarding children & protection

Sleeping

Transition

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**A typical day with Happy Kids**

Below is what you could expect a typical day to be like for your child. Whilst we believe routine is important it is by no means rigid, and we will adapt the day to suit your child’s needs.

7:30am – 8:30am Children arrive, breakfast & free play 8:30 Takeley Primary School drop off 9:00am – 11:30am Trip to park/ toddler group or library. 10:00am Snack 11:30am Child led play 12:00pm Lunch 12:30pm Sleep/ quiet time 1:30pm Child led play/ activity 2:45pm Snack 3:00pm Collect school children 3:30pm Child led play 5:00pm Dinner 6:00pm Home time

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**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 6 key areas of learning, these are:

• Personal, Social & emotional development • Communication, Language & literacy • Problem solving, reasoning and numeracy • Knowledge & understanding • Physical development • Creative development

Each child in our care will have a learning journal. This journal 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 us. However, in the meantime if you have any questions do not hesitate to ask.

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**What’s next?**

If you are happy with the services we provide and would like to book a place with us, or if you have further questions please get in contact:

07429049132 / 01279 873960

jean.orsbourn@yahoo.com

Once days and hours have been agreed, contracts and permission forms will need to be signed.

It is advisable to have a settling-in sessions which will be discussed prior to your child starting