

The Local Offer

Name of Setting: Rachel Anne Coates

Telephone: 07504 505530 or 01530 454177

Email: sparklystarschildminding@aol.co.uk

Name of person to contact: Rachel Coates

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

All Parents, Carers and Children are very welcome to come and look around the setting. To arrange this please either contact me by phone, email, or a message can be sent through my Facebook page. Once contact has been made we can have a discussion about my setting and the needs of your child. If you'd then like to visit my setting we can arrange a mutually convenient time. Children are very welcome to come along or you may feel you would like to come and have a chat first and then bring your child for a visit at another time. During the visit you will be invited to look at my welcome folder, look through my policies and procedures (which can be emailed to you) and have a look around the setting. We will be able to have a good chat and hopefully answer any questions that either party has.

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

If you decide that we are the right setting for you then we can arrange settling in sessions for your child. I am very flexible with these and we can discuss how many sessions we think your child may need. You may wish to visit again with your child before they stay for a session by themselves. These visits will help your child to become familiar with the setting, and give me a chance to get to know your child. I will also ask you to fill in an 'All about me' form which asks questions about your child likes/dislikes, favourite things to do etc. I will also ask you about your child's normal daily routine so that their transition into the setting can go as smoothly as possible. I want your childcare experience with us to be a positive experience for both you and your child so I am always available to listen and support you and your child.

How accessible are your premises?

I have a high step to the front door of my property but there is access around the rear of the house. There is a downstairs toilet although the space is limited and the doorway quite narrow so this may not accommodate a wheelchair. The garden has two levels, with three steps leading up to the decking and grassed areas. It could be possible to maybe use a ramp here to access the garden, although it may be a little steep. In the house we have double doors between the kitchen and lounge, and between the lounge and dining room so space wouldn't be a problem here.

How will you keep my child safe?

My property has been checked by OFSTED and was passed as safe. Risk assessment have been completed and are kept updated, to ensure the safety of everyone within the setting. I also have risk assessments for outings. A safeguarding policy is in place to protect the children and all adults at the property have DBS checks. Medical forms are completed before children start at the setting so I am aware of any medical needs/ allergies etc. Forms are completed for any medication administered and also for any accidents that may occur. I have first aid training, which is updated every three years. Confidentiality is always respected and we do not put pictures or details of any children on social media, websites etc.

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

I have diaries that are filled in daily and record what your child has been doing all day, there is a section to fill in about an area of learning for the day, nap time, nappies changed and food eaten. There is also a parents section and in here you can write any notes, maybe let me know if your child has had a restless night or if they've done something you would like to share or even just to let me know your child has specifically enjoyed something we've been doing. I will also talk to you at drop off and pick up times and inform you of anything I feel you should know. Your child's progress is tracked in his/her learning journey and this contains observations, next steps, photographs and pieces of the children's work. These are available for parents to look at whenever they wish. You will also be given termly progress summaries and next steps.

How do you work with other professionals?

I work very closely with parents and will attend any meetings with other professionals that are needed, so that we are all working as a team. I will share any information I have about your child and follow any advice given by professionals. Anyone is welcome into my setting to come and observe your child there, and with parent's permission they are welcome to look at learning journeys to see the things your child has been doing.

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What training have you/your staff had in SEND?

I am a sole worker. I am a qualified Nursery Nurse with a BTEC National Diploma in Nursery Nursing. Before childminding, I worked in the Reception class in a primary school for 20 years where I worked with a variety of children with SEND, including Autism, Cerebral Palsy, ADHD, speech difficulties etc. I would be willing to undertake any training required.

How will you adapt play opportunities for my child?

I have a variety of toys and equipment. My days, and activities, are planned around the needs and requirements of the children in my care so I would plan to include your child's specific needs. I always take the children's interests into consideration when planning and I would follow any guidelines/advice given by professionals working with your child.

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

To help your child settle into a new setting I would work closely with other professionals, and with parent's permission I would share Learning Journals and next steps. I would welcome the professionals that would be working with your child into my setting so they can begin to get to know him/her. I would also be happy to accompany your child on visits to their new setting while they are settling in.

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

In the daily diaries I fill in a section each day about learning/development and sometimes suggest next steps which Parents are welcome to help with at home. For example, the next step might be to balance a tower of four bricks, so then parents can encourage this at home. I also send home a plan for learning each term and this details next steps and ideas of things for parents to do at home. If you ever have any concerns or ideas for learning, parents are always welcome to discuss this with me. I think it is very important that I work in very close partnership with parents to provide the best for each child.