

Sophie's Den



## Welcome Pack

Sophie Dennis  
56 Truthan View  
Trispen  
TRURO  
Cornwall  
TR4 9AS

Tel: (07990) 663658

Email: [sophie@sophiesden.co.uk](mailto:sophie@sophiesden.co.uk)  
[www.sophiesden.co.uk](http://www.sophiesden.co.uk)



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This information is to give you an idea of how I work and what I can offer for you and your child. If there is anything which is not included, then please do ask and I will be happy to go through this with you.

The policies and procedures are put in to place so we both understand how the setting is run and what is expected of each other.



# About me

My Name is Sophie Dennis and I would like to welcome you to 'Sophie's Den Childminding'.

I live with my husband Alan and my son Brandon, who was born in 2006. We moved to the Village in 2012 and really enjoy the village life and all that it has to offer.

I have been working with children for over 15 years and I have experience with children from birth to 16 years old.

From a young age, I always knew that I wanted to work with children, I started out when leaving school, studying for my BTEC National Diploma in Care. During this time, I worked in various nurseries and schools as a nursery nurse and lunchtime assistant in a secondary school. In 2014 I decided to take a break and return to education, I completed my Foundation Degree in Education and then went on to obtain my BA Honours in Education.

After this time, I decided to return to work in a nursery where I worked my way up to become a manager, during this time I gained various experiences and got to meet lots of new people. I decided it was then that I needed a new challenge, I love teaching and watching children learn, childminding combines both.



# About the Setting

My husband, son and I live in a lovely 2-bedroom home in the quiet village of Trispen. We have an enclosed private garden and space for the children to explore and learn.

I provide children with a safe and happy, stimulating environment that encourages them to develop as individuals in a friendly, homely atmosphere.

The children will have use of the following rooms:

- Living Room- This is the main play room which has toys, books and other exciting things, children will have the use of the tv and books at lunch for quiet time if they are not sleeping and for looking at books in the cosy area.
- Kitchen- This is where all arts and crafts take place as well as baking and lots of other lovely activities, the children will also sit at the table to eat snacks and meals.
- Garden- The children will have lots of time to play and explore outside in the garden, we have outdoor games and resources including sand and water trays plus a mud kitchen. We will also be growing our own fruit and vegetables.
- The Cabin - A new feature in 2024, the Cabin is mainly used in the summer months as it gives us an extra space to use as part of free play in the garden.

My sister, Jeniche (known as Jen) joined the Setting as my assistant. She joins us every day, except Thursdays and as she enjoys baking with the children, she can usually be found in the kitchen, rustling up some treats and yummy things to try.



# Meals

Sophie's Den is committed to providing fresh, healthy and nutritious meals and snacks for the children. All the meals and snacks are freshly prepared in-house, and I encourage the children to sample new flavours. I will provide milk at snack times and fresh drinking water is available throughout the day.

Below is an example menu of some of the snacks and meals your child will be offered whilst at Sophie's Den, I will inform you each day that your child is with me which snacks and meals they have been offered and what they have eaten. Please inform me of any allergies your child may have so that I can provide alternatives where necessary.

	Snack	Lunch	Snack	Tea
Monday	Fresh fruit with natural yoghurt	Sausage and bean hot pot, served with seasonal vegetables	Breadsticks with a hummus dip	Cheese and tomato toasted sandwich
Tuesday	Rice cakes with beetroot spread	Chicken curry served with rice	Vegetable cous cous served with carrot sticks	Scrambled egg on toast
Wednesday	Mackerel with cream cheese served on a Ryvita cracker	Cottage pie served with vegetables	Fresh fruit with Natural yoghurt	Pitta bread served with cream cheese and cucumber
Thursday	Fresh fruit with natural yoghurt	Roast dinner served with vegetables	Crackers with cream cheese and tomato	Vegetable pasta salad
Friday	Malt loaf with sunflower spread	Tuna Pasta Bake	Cheese & pesto wraps with cucumber sticks	Beans on toast served with cucumber sticks

Breakfast is served at 8:30am and consists of a selection of cereals, toast, bagels, fruit and yoghurt.



# General information

## Opening hours & Times

Sophie's Den will be open both term time and throughout school holidays:

Monday	8.00am - 5.30pm
Tuesday	8.00am - 6.00pm
Wednesday	8.00am - 5.30pm
Thursday	8.00am - 6.00pm
Friday	8.00am - 5.30pm
Weekends	CLOSED

We will be closed on all public and bank holidays and there will be no charge for these days.

## Fees

Hourly Rate: full or part-time .....	£6.00
Full Day: including Breakfast, Lunch, Light tea and snacks	
Mondays, Wednesdays & Fridays (8.00am- <u>5.30</u> pm) .....	£55.00
Tuesdays & Thursdays (8.00am-6.00pm) .....	£57.50
Child/parents sickness .....	Full Fee
Child/parents occasional day off .....	Full Fee
Public/Bank Holidays .....	No Charge
Late Collection charge (charged per 15 minutes over) .....	£25.00
Consumables charge for 3/4 year funding (per funded hour attended) .....	£1.25

I will require a holding deposit of £30, this will be refunded when your child leaves the setting.

## Trips out and classes

I will be taking the children on trips out and to occasional classes, these will be included in the fees. Certain activities with higher entrance fees or fuel costs will incur an additional charge, however, I will notify you and seek permission beforehand.

### What you will need to provide

- Nappies, wipes and any creams
- Change of clothes
- Sun cream/sun hat
- Appropriate footwear, e.g welly boots
- Hats and gloves in cold weather
- Baby formula and bottles
- Blankets and comfort toys
- Medication if required
- Coat or rain mac appropriate to the weather
- Car seat-depending on child's age
- Cup or beaker

### What I will provide

- Aprons for messy play
- Bibs
- Food and drink
- Plates and cutlery
- Pushchair
- Highchair
- Travel cot or mat for sleeping

### Holidays

If I take a holiday, then no fee will be charged as the setting will be closed. I will give you at least 4 weeks' notice if I do need to take a holiday.

If you take a holiday, please ensure the correct notice is given to ensure the correct fees are charged.

More than 1 months' notice

No fee

Less than 1 months' notice

Half fee

Less than 1 weeks' notice

Full Fee

### Payment

You will be sent an invoice at the end of each month for the upcoming month and payment will be required within 7 days. Payment can be made by bank transfer, using the following details:

Name on account: Mrs Sophie Dennis

Sort Code: 20-19-96

Account Number: 10830453

I understand how difficult it can be to leave your child with a childminder, I will therefore work with you to ensure your child is settled and that you are happy with the care that I provide. I would ask you to provide me with as much information about your child, their likes and dislikes, routines and favourite activities, this gives me the opportunity to start to build a relationship with your child.



# Policies & Procedures

At Sophie's Den there will be a list of policies and procedures you will need to read through and sign. The pack is available on website here and includes the following:

- Accident & Emergency Policy
- Accident & Incident Policy
- Admissions Policy
- Alcohol & Other Drugs Policy
- Allergen Policy
- Behaviour Policy
- Biting Policy
- Bullying Policy
- Care, Learning & Play Policy
- Childminder Sickness Policy
- Complaints Policy
- Confidentiality Policy
- Dropping Off & Collection Policy
- Electronic Device Policy
- Emergency Evacuation Policy
- Equal Opportunities Policy
- Food & Drink Policy
- GDPR
- Head Lice Policy
- Health & Safety Policy
- Holiday Policy
- Illness & Infectious Diseases
- Lost Child Policy
- Medical Procedures Policy
- No Smoking Policy
- Observation Policy
- Other Adults in the House Policy
- Over 8s
- Pets Policy
- Physical Contact Policy
- Procedure for Allegations of Abuse
- Safeguarding/Child Protection Policy
- Safety on Outings Policy
- Settling in Policy
- Special Needs Policy
- Sun Protection Policy
- Transporting Children in Car Policy
- Working With Parents Policy

There will also be a list of parent permission forms you will need to read and sign.

These include:

- Transporting children in a vehicle
- Routine outings
- Sun cream application
- Photo permission
- Emergency first aid and medical treatment





# A Parent's Guide to the EYFS

Every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use early years services, they want to know that provisions will keep their children safe and help them thrive. The Early Years Foundation Stage (EYFS) is the framework which provides this assurance.

## What is the EYFS?

The EYFS is a stage of children's development from birth to the end of their first (reception) year in school. The EYFS Framework describes how early years practitioners should work with children and their families to support their development and learning. It describes how your child should be kept safe and cared for and how all concerned can make sure that your child achieves the most they can in their earliest years of life.

It is based on 4 important principles

- Unique Child - every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- Enabling Environments - the environment plays a key role in supporting and extending children's development and learning
- Positive Relationships - children learn to be strong and independent from a base of loving and secure relationships with parents and/or key person
- Learning and Development - children learn and develop in different ways at different rates and all areas of learning and development are equally important and interconnected.

## Working in partnership with Parents and Families

As a registered childcare provider, it is my aim to work in partnership with parents and carers. Most importantly, recognising the prime role that parents and carers play in their children's upbringing. You as a parent know your child best and I will listen to your advice, value your beliefs and work in partnership to provide continuity of care. Respect will be shown for family's traditions and childcare practices plus the service that I offer will run harmoniously with your own values, wishes and beliefs.

Communication is very important; I hope that parents feel at ease to share any concerns or questions they may have with me. I welcome anything that has a positive outcome on a child in my Care.

We use a wonderful app called "Famly", available for download [here](#): it's great for sharing information throughout the day about your child's day and to share photos and up to date next steps for your child.

## Key areas of learning

### Prime Areas

Personal, social and emotional development  
Communication and language  
Physical development

### Specific Areas

Understanding the World  
Expressive arts and design  
Literacy  
Mathematics