

Policies and Procedures

If you want more information, ask to see their policies on:

- Sending children home because of sickness and other conditions
- Giving medication / dealing with allergies
- Toilet training
- People other than the main carer picking up the child
- Late collection and non-attendance
- Safeguarding
- Photography
- Suncare
- Complaints
- Managing children's behaviour
- Bullying

Follow Up

Date and Time of next visit/s:

Name of person you can contact with any questions:

Your Notes



Questions for you to ask childcare providers

You should already have lots of information about childcare providers from us, but it is always worthwhile checking information directly in case anything has changed. Use this form to find out more when you contact or visit each provider, it will help you to make an informed decision about your choice of childcare. Photocopy a separate sheet for each provider or download one at: www.sthelens.gov.uk/fis

Details about the Childcare Provider (Name, Address, Contacts):

Location Details (Walking Distance, Public Transport and Car Parking Availability):

Opening Times and Availability

What are the opening times?

How many weeks of the year are they open? Are they closed at any specific times of the year?

Do they offer any flexible care (i.e. weekends, evenings, emergencies)?

Is there a waiting list, if so how long would you have to wait for a place?

What availability is there for your child currently?					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Registration and Quality

Is the provider registered with Ofsted?

- Yes - Ask to see the latest inspection report or view it Online at: www.ofsted.gov.uk
- No - Make sure you check that staff are properly trained and have the right level of clearance to look after your child/ren

Does the provider have any Quality Awards?

Costs

What is the cost per:

Hour	Session	Day	Week

What is included in the cost?	Yes / No	Comments / Costs
Breakfast		
Lunch		
Tea		
Snacks		
Nappies / Wipes		
Suncream		
Outings		
Other		

Do they have a copy of their payment terms for you to take away?

Deposit/Retainer Fee? £

Do they charge for Bank Holidays?

Do they charge if your child is off sick?

Do they charge if your child is off on holiday?

Are there any reductions for siblings?

Do they offer Free Early Education (free nursery places for 3 and 4 year olds)?

Yes How are additional hours charged (above the free 15 hours per week - term-time)?

No Are you sure that you are not going to need this? - Contact us if you are uncertain

Your Child's Development

What is the normal staff to child ratio? Are the children well supervised?

What qualifications do staff hold?

Will your child have a Key Worker? If yes, when can you meet them?

Who will be responsible for monitoring your child's development? Will you get regular feedback?

Will you get a daily record of what your child has done / eaten?

What learning and developmental activities will your child take part in?

The environment

Is there outside space available for play and learning?

Are there separate areas for different kinds of play - water play, sand, messy play, role play?

Is there a separate area for quiet time - story time, puzzles, sleeping?

How many children will be in your child's room / class?

Is the setting safe and secure?

Does it look clean and cheerful? - Look for examples of other children's work on display

Disabilities & SEN

What experience do the staff have of caring for children with disabilities & SEN?

How would they adapt activities for your child?

Is the building fully accessible?

When can you meet your child's Special Educational Needs Co-ordinator (SENCO)?

St. Helens Family Information Service - Visit: www.sthelens.gov.uk/fis