



Management for  
Quality in  
Early Years

**INFORMATION FOR PARENTS**

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**EXAMPLE TRANSCRIPT DRAFT OF PROSPECTUS  
MAIN PAGES ONLY**

***This Policy is a transcript of the basic information page from a typical Prospectus. The Prospectus itself may be completed using summary information from the relevant Policies listed at the bottom of this page.***

- ( ----- *name of Childminding Service*----- ) is situated in ( -----*location*----- ) and is geared to provide the highest possible standards in care facilities for children. It is our objective to promote a safe, secure, happy and stimulating environment ensuring that each child receives the highest quality child care and education.
- We offer a spacious and secure environment for the children in our care, which considers the needs of both children and staff. We have a wide selection of toys and play equipment chosen for their quality and safety. There is also a secure, safe and well-equipped outdoor garden area where the children can play and explore safely
- All areas are available for use throughout the day and our curriculum has been developed to provide a wide range of challenging and educational activities which can involve working individually or with the Childminder, and can therefore be adult-lead or child-initiated. The activities of children aged 3 to 5 are geared to the *Early Years Foundation Stage* attainment targets to help them to prepare for school.
- We positively encourage a very close working relationship with parents / guardians / carers as our "*Parents in Partnership*" programme. In this way we can ensure that our services can be tailored to meet the individual needs of the child and the expectations of the parents, and we encourage parents to visit us at any time and where possible to participate in our activities.
- The children are fully supervised and each child's progress is constantly monitored and shared with the parents.
- To ensure that the highest possible standards are maintained our Childminding Service is managed by (----- *name & brief description of experience*; eg.: "*a fully qualified Teacher and Early Years specialist with considerable experience of Childminding*" ----- ).
- We are open for ( ----- ) weeks of the year, and offers both part-time and full-time care between the hours of ( ----- ) am and ( ----- ) pm. Included in our services is the provision of nutritious meals and snacks which are freshly prepared on the premises.
- Our entire environment is geared to safety and security for your child, and we have installed intruder alarms and security floodlighting to all sides of the premises.

Refer to additional documents:

<i>Policy No 101</i>	<i>Equal Opportunities &amp; Diversity Policy</i>
<i>Policy No 111</i>	<i>Monitoring Feedback &amp; Recommendations from Parents</i>
<i>Policy No 201</i>	<i>Partnership with Parents</i>
<i>Form No 2-00</i>	<i>Terms &amp; Conditions for Childminding</i>