

## 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
- Managing children's behaviour
- Bullying
- Toilet training
- People other than the main carer picking the child up
- Volunteers at the setting
- Late collection & non-attendance
- Photography
- Child protection
- Sun care
- Complaints
- Equal opportunities

## 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

Use this form when you contact and visit childcare providers, it will help you to make an informed decision about your choice of childcare. You don't have to answer all of the questions, but we have tried to cover the areas that parents have told us are important. Photocopy a separate sheet for each provider or download one at [www.brighton-hove.gov.uk/fis](http://www.brighton-hove.gov.uk/fis) and keep the completed forms for your reference.

**Name of childcare provider:**

**Address:**

**Telephone:**

**Email:**

**Website:**

**Contact name:**

**Date/s and time/s of visit/s:**

## Location

Walking time:

Bus Numbers:

Nearest train station:

Car parking:

## Opening hours & availability

What are the opening hours?

How many weeks of the year are they open for?

Do they close at certain times of year?

Do they offer any of the following cover:

Evening  Weekend  Flexible  Emergency

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

What is the current vacancy situation?

|    | Monday | Tuesday | Wednesday | Thursday | Friday |
|----|--------|---------|-----------|----------|--------|
| am |        |         |           |          |        |
| pm |        |         |           |          |        |

## Quality

Are they registered with Ofsted? Yes  No  If yes, ask to see their report

If there are areas of concern, what are they doing to improve them?

How can you arrange to speak to, or get references from other parents who use/have used the setting?

## Costs

What is the cost per:

| Hour | Session | Day | Week | Month |
|------|---------|-----|------|-------|
|      |         |     |      |       |

What is included in the cost?    yes/no    comments/costs

| What is included in the cost? | yes/no | comments/costs |
|-------------------------------|--------|----------------|
| Breakfast                     |        |                |
| Lunch                         |        |                |
| Tea                           |        |                |
| Snacks                        |        |                |
| Nappies                       |        |                |
| Wipes                         |        |                |
| Sun cream                     |        |                |
| Outings                       |        |                |
| Extra curricular activities   |        |                |
| Other                         |        |                |

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

Deposit? £

What is their settling in procedure and are there any charges?

Do they charge for: Bank holidays       Holidays & Sickness

Are there any reductions for: siblings/families on low income/committing to a number of sessions?

Do they offer Free Early Education? Yes  No

If yes, how do they charge for additional hours?

## Staff

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

What is the staff to child ratio?

What percentage of staff are qualified?

What is the staff turnover like?

Is there a good balance of ages amongst the team?

How do they cover staff holidays and sickness?

## The environment

Is there outside space?

Are there separate areas for quiet time and noisy/messy play?

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

Is the setting safe and secure?

Does it look clean and cheerful?

## 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? Yes  No

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