



# Little Acorns Childminding Group

*"Mighty oaks from little acorns grow..."*

## **CHILDMINDER DETAILS FORM**

NAME: .....

ADDRESS: .....

POSTCODE: .....

TEL: ..... PARTNERS NO:.....

MOBILE NO: .....

EMAIL ADDRESS: .....

HOW MANY CHILDREN WILL YOU BE BRINGING TO GROUP?

NAME OF CHILD: ..... AGE: .....

EMERGENCY CONTACT: .....

NAME OF CHILD: ..... AGE: .....

EMERGENCY CONTACT: .....

NAME OF CHILD: ..... AGE: .....

EMERGENCY CONTACT: .....

NAME OF CHILD: ..... AGE: .....

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NAME OF CHILD: ..... AGE: .....

EMERGENCY CONTACT: .....

NAME OF CHILD: ..... AGE: .....

EMERGENCY CONTACT: .....

**CHILDMINDER MEMBERSHIP AGREEMENT**

**As a member of Little Acorns, I acknowledge that I must pay my group subs in advance per term or monthly by direct debit. It is a condition for remaining a member of Little Acorns that you do your rota duty. If you fail to either pay or turn up you will not be able to attend group.**

**Duties when on rota**

- Turn up by 9:15am if possible, group opens at 9:30am
- Setting up toys/baby area
- Running an activity from 9:30 to 10:15 (own choice, you can use little acorns stuff)
- Making refreshments and washing up
- Clearing away and putting toys back into the storage areas
- Sweeping the floor
- Checking lights and fan heaters are switched off, Everyone left by 11:30am

**Everyone is expected to help with the tidying up each week even when not on duty.**

If you are unable to attend on your rota day it is your responsibility to arrange to swap with another childminder. If on the day you are unable to attend (due to illness, running late) then it is your responsibility to try and contact someone else as soon as possible to swap. If you are unable to find someone to swap then you must contact one of the committee members **AND turn up for duty the following week.**

It is expected that at some point we will all have children with us that will need extra attention, which can put pressure on us especially when it's our rota duty. So if it is not possible to do both setting up and clearing away, please try to arrange with a friend to share the duty (ie one sets up and one clears away).

I also accept that I am responsible for my child/children during the session and I must have my own public liability insurance to be able to attend group. A copy must be kept on file with your membership agreement.

I will have my name put on the little acorns web page but unless I pay towards the groups advertising costs potential parents will not be able to access my personal details on the web and my name will not be passed out if phone calls are received. You can only join the advertising once a year in January, unless you are a new member joining Little Acorns. **It is your own responsibility to keep the secretaries up to date with any vacancies you have and also the amendment of anything on your web page.**

Whilst at group, we as childminders understand that we will not break any child/parent confidentiality; however as a support group we should be able to discuss any childminding issues and know that it will remain confidential within our group.

NAME: .....

SIGNATURE: ..... DATE: .....