



giving
your child
a better
start

Thinking about
**Childcare and
early learning**

PUBLISHED DECEMBER 2018



Lambeth



Contents

4	Introduction
5	What childcare is available for my child?
6	Will my child be safe?
8	What are my childcare options?
12	Using a childminder – a parent's view
14	Using a nursery – a parent's view
15	Are my childcare options different if my child has special educational needs and disabilities?
17	Using an enhanced nursery – a parent's view
18	A checklist for what I should look for when choosing childcare
20	Childcare contracts
21	Paying for childcare
25	Free early learning for two year olds
26	Free early learning for three and four year olds
29	Money matters
30	Practical support for parents and carers
32	Places to go and things to do
34	Applying for a primary school place

Foreword from Cllr Jennifer Brathwaite

Welcome to 'Thinking about childcare and early learning' – a helpful guide for giving your child a better start in Lambeth.

All children under five years old need good quality care as they develop and learn. You may already be using childcare or early learning services to support your child's development because you are in work, training or want this help. This guide is intended to help you make the best choice for your child's learning and development, providing you with details of high quality, safe and secure registered childcare options available to your child, from toddlers to teenagers.

We know that high quality childcare, early learning and education provide children with a firm foundation for future achievement in life. Some families with two year olds may be entitled to a free early learning place if they meet the eligibility criteria (see page 25 for details).

All children aged between three and five years old are entitled to a free, part-time early learning place, with providers of free early learning places including maintained schools, private or voluntary sector nurseries, pre-schools and home based childminders.

Eligible working parents, carers and foster parents of children aged three and four years old can now take advantage of an increased amount of funded childcare (see page 26 for details).

Lambeth's many Children's Centres, Stay and Play One o'clock Clubs, libraries, parks and playgrounds also offer opportunities for supporting your child's learning and development, outside of your own home.

This booklet brings together information about all of these services and practical support to assist you, as a parent or a carer, in choosing the best start for your child in Lambeth. It covers:

- the childcare options that are available for your child and how to choose the best option for your family
- feedback and personal childcare experiences of Lambeth parents and how free early learning will help your child to develop and learn
- funded childcare and other help available towards the costs of Ofsted registered childcare
- enhanced services and childcare considerations for children with special educational needs and/or a disability
- additional services and support available to parents/carers and families in Lambeth.

We hope that reading this guide will help you to make an informed choice about the type of childcare and early learning that will be best for your child. We wish you a happy and successful next step in making that decision.



Cllr Jennifer Brathwaite
Deputy Leader and Cabinet Member
for Children and Young People



Introduction

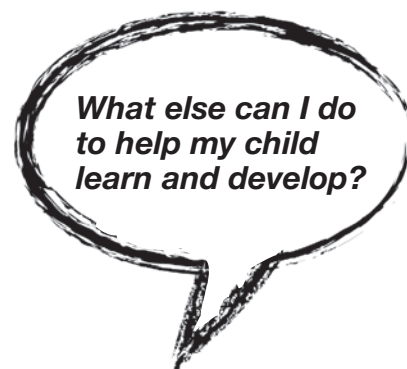
Choosing childcare for your child can be a confusing process for parents and you may have many questions.

Lambeth Families Information Service (FIS) is a free and impartial information service for families with children from birth to 19 years old (up to 25 years for young people with a special educational need and/or disability). We can provide you with information and advice about local services to help you find and access various services including childcare, holiday activities and parenting support for your family.

This brochure brings together information about some of those services in order to help you to choose the best start for your child in Lambeth. Our guide will explain the different types of childcare available to you, how to identify the best option to meet your child's needs, prepare your child for school, and how you can find support to return to work or increase your working hours.

We have also included information and contact details for other services and organisations that you may find helpful. Get in touch with Lambeth FIS if you need any advice or information and we will answer your query or signpost you to the relevant source of information.

- Find FIS online at lambeth.gov.uk/fis
- Email us at fis@lambeth.gov.uk
- Phone us on **020 7926 9558** (our helpline is open Monday to Friday from 9am to 5pm)



Childcare available from birth to school age

What childcare is available for my child? Will I have to pay for childcare?



0–2 years olds

Unless you look after your child yourself, or make arrangements with a family member or friend, you will always need to pay for any childcare required for babies from birth to two years old.

** Please see the section 'Help with Childcare Costs' on pages 21–24 for help that may be available to you.*



2 years olds

Children who are two and meet certain conditions set by the government may get 15 hours per week of free childcare (for 38 weeks per year). This is known as free early learning.

If your child or household does not meet the conditions set by the government, you will need to pay for formal childcare. If you meet the conditions and you need more than 15 hours childcare, you will have to pay for those additional hours.

** Please see the section 'Free early learning for two year olds' on page 25.*



3–4 years olds

All children who are three or four can get 15 hours free early learning per week from the term following their third birthday. Some children who are three or four and who meet certain conditions and/or live in households meeting certain conditions set by the government can get an extra 15 hours per week, making a total of 30 hours of funded childcare.

If you don't meet the conditions and you need more than 15 hours childcare, you will have to pay for those additional hours. Similarly if you meet the conditions and need more than 30 hours' childcare, you will have to pay for the extra hours.

** Please see the section 'Free early learning for three and four year olds' on page 26.*



4+ years olds

When your child starts primary school they are no longer entitled to free early learning. You may have to pay for childcare before and after school hours and during the holidays.

** Please see the section 'What type of childcare will suit my family' on page 8. For information about childcare provision available for children during the school holidays or out of school hours, contact the FIS or visit lambeth.gov.uk/fis*

Your questions answered

The key concern for most parents when choosing childcare is whether their child will be safe, happy and well cared for. There are a range of processes and safeguards in place to ensure that your child will be well looked after by people who are required to go through a range of checks.

Who are Ofsted?

The Office for Standards in Education, Children's Services and Skills (Ofsted) inspects and regulates services that care for children and young people to ensure that children and young people get quality care in a safe environment.

Who are registered by Ofsted?

People who want to provide childcare for children under eight, for more than two hours in a day, for more than five days a year must register with Ofsted before they can become childcare providers. If the parents are going to remain on the premises (where the childcare is taking place) the limit increases to four hours of childcare per day, before registration becomes compulsory.

Ofsted reports

Ofsted produces reports of all the childcare provision that it inspects and gives a judgement of the quality of care. Your childcare provider can show you a copy of their report along with their registration certificate; alternatively reports can be viewed on the Ofsted website. To view childcare providers reports online, you will need their unique reference number (URN). You can get this from FIS or go direct

to reports.ofsted.gov.uk to look at the report online using the provider's name or address details. Some providers won't have a report if they are still waiting for their first inspection.

What is the Early Years Register (EYR)?

The Early Years Register is for all providers working with children aged from birth to five. Providers must deliver the Early Years Foundation Stage (EYFS) which brings together standards of care and learning. Typically this will be full day nurseries, pre-schools, childminders and some out of school provision (holiday schemes or after school clubs). Schools are exempt from registration but they will still need to deliver the EYFS for children until the end of their Reception Years. However, if schools do offer care to children under the age of three then they will need to register on the EYR.

What is the Ofsted Childcare Register (OCR)?

This is divided into two parts:

- The compulsory OCR: for children aged five to seven. Typically this will be childminders and out of school providers (unless they are exempt).
- The voluntary OCR: for providers who are not required to register, but can choose to do so. Typically this will be nannies, activity based settings, short term care and care for children aged eight and over. See pages 8–10 to find out more about the different childcare providers types.

For more information about Ofsted registers, visit gov.uk/register-childminder-childcare-provider

Will my child be safe?

What if I have a concern or complaint about a childcare provider?

If you have complaints or concerns about the quality of a registered childcare service or childminder, it is usually best if you discuss your concerns with the provider or the person in charge before you contact Ofsted. If you are a parent or carer and cannot sort out your concern through discussion, you can make a formal complaint by writing to the provider as Ofsted registered providers must have a process for handling written complaints as part of their registration. If your concern cannot be resolved by talking to the childcare provider then Ofsted can look into any matter related to the requirements and conditions of registration. They will also look into concerns about people providing childcare who are not registered with Ofsted. However they cannot deal with other issues such as disputes about contracts or fees.

Contact details for Ofsted:
Email CIE@ofsted.gov.uk about concerns or telephone **0300 123 4666**.
For general enquiries telephone **0300 123 1231**. The helpline is open from 8am to 6pm, Monday to Friday.

What if I am concerned about a child?

If you are concerned about actual harm or risk of possible harm to a child from a childcare provider, you should phone the police on 999 or contact Lambeth Children's Social Care on **020 7926 5555** (available 24 hours).

How will my child develop and learn?

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is a framework to support children's learning and development from birth to five years old. It describes how all Ofsted registered early years childcare providers must work with children and their families to support their development and learning.

The EYFS promotes teaching and learning to make sure that all children have the skills to get them ready to progress through school and future life. For young children, learning is best achieved through practical activities and play.

When your child attends an early years childcare provision, the childminder or key person will make sure that your child's learning and care is tailored to meet their individual needs. The provider will let you know how your child is progressing and work with you to ensure your child's development.

Supporting your child to learn and develop

You are your child's first and best teacher and you understand them better than anyone else so it's important that you support their progress too. By talking to them, playing with them and introducing simple skills you can help them to start on the path to their future development.

You can find out more about the Early Years Foundation Stage at foundationyears.org.uk



The EYFS is broken down into three prime areas and four specific areas.

Three prime areas:

- Personal, social and emotional development
- Communication and language
- Physical development.

Four specific areas:

- Reading and writing
- Maths
- Understanding the world
- Expressive arts and design.

Types of childcare



There are many types of childcare available for babies, young children and older children. It can be confusing choosing the best option for your child.

The table on the opposite page will give you an idea of the different types available and the main features of the childcare they provide. The cost of childcare also varies widely and it is best to contact the provider directly to ask them what they charge.

Lambeth does not operate a central system for applying for childcare so you will need to contact providers directly. The FIS can provide you with lists of providers upon request and you can also browse our online Family Information Directory at lambeth.gov.uk/fis

The majority of childcare providers are registered with Ofsted and the government's free early learning offer can only be used at Ofsted registered childcare provisions.



Ofsted Registered Childcare

Type of childcare	Age covered /years	Can this provider register for free early learning?	Opening hours
Childminders Self-employed and look after other people's children in their own home. Allowed to care for up to six children under the age of eight, including their own - but only a maximum of three can be aged under five and only one under the age of one year. Some childminders work with registered assistants or other registered childminders in one premises and can look after additional children under eight years.	Birth to 16	Yes, for two, three and four year olds	Most work from 8am to 6pm. Childminders can be flexible and offer before and after school hours and school holidays cover. Some offer hours to suit parents that work shifts or weekends.
Day nurseries Childcare that is run in an Ofsted registered building by a variety of groups such as private, voluntary, independent, local authority, large chains and Children's Centres.	Birth to five	Yes, for two, three and four year olds	Depends on terms of registration. Usually 8am-6pm.
Nursery schools and classes Usually attached to an infant or primary school and childcare is offered within the school premises and run under the contract of the local authority.	Three and four year olds. Some have two year olds.	Yes, for two, three and four year olds	Usually offer morning and afternoon sessions including lunch during term time.
Preschools and playgroups Childcare often located in community centres and church halls and run by voluntary groups or a private business.	Two to five	Yes, for two, three and four year olds	Afternoon and/or morning sessions during term time. Some settings may offer lunchtime sessions.
Out of school care (Wrap around care) Childcare based on school premises, community centres or nurseries. Run by schools, childminders, community groups or private providers.	Five to 11 (Some out of school clubs have 3 and 4 years olds)	No	Breakfast clubs are usually open from 8am, afterschool clubs from 3.30 – 6pm and holiday play schemes from 8am to 6pm.

Unregistered Childcare*			
Type of childcare	Age covered /years	Can this provider register for free early learning?	Opening hours
Nannies Employed by you to care for your children in your home. Their duties may include childcare and light housework. A registered nanny can care for the maximum number of children specified by their insurance. You will be responsible for paying their tax and National Insurance costs.	Any age	No	You employ the nanny for the hours that you require and they are usually flexible to meet your needs.
Au pairs Usually young people from abroad who live with a family and provide childcare while they learn English. Their duties may include childcare and light housework in your home.	Any age	No	25–35 hours per week over five days with two days off per week.
Babysitters Come to your home and look after your child usually in the evenings. They can work independently or through an agency.	Any age	No	Flexible hours to suit your needs.
Family or friends Family members, particularly grandparents, can provide all or part of children's care. Sometimes this is because parents want their child to be cared for by someone they know, but often it's because of the cost of formal childcare.	Any age	Yes if they are a registered childminder and care is not in your home	Flexible hours to suit your needs.

** It is illegal to pay anyone who is not registered with Ofsted to look after a child who is under eight years old, outside the child's own home for more than two hours per day. This rule does not apply if the carer is related to the child.*



Using a childminder for my child

A parent's view of childcare from a childminder

Mina and Andy*

I gave birth to my son Andy at the end of my first year at university and knew that I would need childcare because I did not want to defer my studies and I planned to return to university for my second year. So when Andy was three months old I started to look for childcare so he could be settled at four months and I could go back to university.

My preferred choice was a childminder because Andy was so young and I felt it was best that he had only one person to care for him and not to be in a setting with several other babies.

I registered on a childcare website and my partner and I had the opportunity to read many childminders' profiles and to contact them if we were interested. I was confident that the childminders on the site were registered and had all the necessary qualifications such as health & safety and child development.

Our search was initially disheartening as many of the childminders did not want to look after a young baby. Then we came across Pauline. Pauline had space for a baby and she sounded just like the carer that we were looking for. My partner and I arranged a visit armed with a long list of questions. We wanted to ensure that the carer's general knowledge and practice would be the same or similar to how

we were caring for Andy and what he was used to. We had a detailed chat about many things including Andy's nap times, meal times and likes and dislikes. Pauline was an experienced childminder who worked with her daughter Camellia. They showed us around and we saw toddlers playing contentedly. She gave us a list of clubs and children's centres that they visited and a list of childminders that they met regularly with, so that the children that they cared for could play together. I was impressed by the Home Book which was a communication book with a daily record of Andy's sleep, play, changing times and any significant things that happened over the day. I was so pleased that Andy would be the only baby that Pauline and Camellia would be caring for.

Back home after our visit to Pauline, my partner and I felt so confident in Pauline's skills and capacity to look after Andy, we felt comfortable in her home and liked everything about her offer. We agreed that although she was the cheapest option (we were both students so that was important), she offered the best service.

Next we arranged a second visit where we left Andy with Pauline for an hour. We nipped across the road and sat on a bench and waited in anticipation. We liked Pauline but it was important "to see if Andy liked her too". For a baby that young, it's usually clear if they like someone or not. When we returned, Andy looked settled and he

was happy and smiling. We were so happy but tried another trial day to make sure that the first trial day wasn't a fluke. This time we left Andy for half a day – about four hours where he experienced nap time, feeding and changing routines. Although he was pleased to see us when we went to pick him up, he was very happy with Pauline and Pauline had had no difficulty in caring for him. Andy was smiling at Pauline, when he never smiled with his grandparents.

Andy was cared for by Pauline initially for three days per week at four months and for five days a week when he turned two years old. He started nursery this year and Pauline picks him up after nursery and looks after him until it's time for me to pick him up. Pauline and I had a contract drawn up about our responsibilities. I paid fees and provided nappies and formula milk before he was weaned. When he could eat solids, Pauline provided all his meals and snacks. Pauline takes about four weeks' holiday each year and she gives me 12 weeks' notice each time so I'm able to take my holidays at that time. She also gives me a list of other childminders that I could use during that time if I wanted to. Pauline also does this when she is unable to work due to sickness. She's been off sick for about three days in the years that Andy has been with her. I don't pay the daily fees when Pauline is off sick but I pay when Andy is unwell and cannot go to Pauline's.

Using a childminder service has been a great experience for Andy and my family. Andy just loves Pauline and Camellia and has named his teddy bears after them. There is a strong bond between Andy, Pauline and Camellia and his eyes light up every time he talks about them. Although he is in nursery now, he asks if he can visit them and go to the library with Pauline and Camellia. It's great that their love for him is just as strong. We consider them part of the family and we visit each other's homes now and

then. I've finished my first degree and I'm starting my Master's degree soon and I don't plan to change my childcare. My son is happy and he is doing well. He has friends at nursery and a group of adults that look after him there, but I like to know that he has Pauline as his sole carer at the end of each nursery day and I treasure that continuity in his life.

**Names have been changed to ensure confidentiality*





When your child has special educational needs or a disability

A parent's view of using a preschool nursery

Alima and Seydou*

Seydou is four years old now and he is a happy and friendly child. He has a younger brother called Ali and both children are very curious about the world and keep my husband and I busy answering their questions.

When Seydou was about two and a half years old, I noticed that his behaviour was different from other young children because he was constantly running around the house and rolling on the floor. He just couldn't keep still and he also repeated any words and sounds that he heard over and over. At his first assessment appointment with the paediatrician, she suspected that he could be autistic and said she would keep an eye on his progress for the next eight or nine months.

I wanted Seydou to start some activities outside the home and I decided that a preschool environment would give him the space to play and run around in, many other young children that he could play with, as

well as a wide range of toys and equipment for him to explore. I found all this at Stockwell preschool and Seydou started there when he was two years and eight months.

At three years old, it was confirmed that Seydou was autistic at his second assessment appointment with the paediatrician and she referred him for speech and language therapy and other support. Seydou and I attended weekly speech and language sessions and I also attended parenting classes and other activities delivered by the EarlyBird team. Seydou and I were supported tremendously at the preschool. I really appreciated this because I have no family and close friends nearby to help me and the educational system was new to me. Seydou loved preschool nursery and he learnt a few words and he could sit still and eat with his peers. He was happy to play with other children and he made a few close friends. He formed good relationships with the staff there- they were really nice to him and he was particularly close to his class teacher. He would hurry me up to leave home early in the mornings

saying "school, Mama, school, let's go to school" so we wouldn't be late. I plan to be a stay at home mother until my children are much older and I wanted a type of childcare that was not home based for my children. I liked the preschool because I did not have to pay for my 15 hours free childcare places. Lunches were provided for free but I provided packed lunches because Seydou preferred to eat food that he was used to having at home. Seydou learnt so much at preschool.

He is now at reception class in a mainstream primary school and he is doing well there. He can follow instructions and he has settled in so well in reception because of his experience at preschool. He understands that I'm leaving him there but that I will be back, so he waves and says "see you later Mama". He has made friends and learnt manners, and he knows how to share, play alongside other children and to make friends.

**Names have been changed to ensure confidentiality*

There are a number of specialist services that can support families with children with disabilities and special educational needs.

If your child has special educational needs or a disability they can access childcare in mainstream and enhanced nurseries. If you require further support to find childcare, the FIS brokerage service can help. For information visit our website at lambeth.gov.uk/fis

Enhanced Nurseries: Specialist Early Years Provision

Enhanced provision includes additional resources that the council has put into some early years nursery providers to support children whose needs cannot be met solely from within the nursery's own resources. This enhanced provision is for children with significant social and communication needs, either diagnosed with autism or awaiting an autism assessment, having complex developmental needs, or a combination of both.

Lambeth has several enhanced early years nurseries that offer places for children with significant needs. Children aged between two and five years that are known to specialist services are eligible for the early years enhanced provision. To find out more about an enhanced place, please contact Lambeth Information Advice and Support Service (IASS) by telephone on **0207 926 9805/1831**.

The Early Years Special Educational Needs (EY SEN) Team

The Early Years Special Educational Needs (EY SEN) Team offers advice and support to families who have children under five with Complex Needs or Autism (or are awaiting diagnoses). It is a small team made up of two Home Support Workers, a Service Manager and a Children and Young People's Disability Register Coordinator who coordinates the disabilities register from birth up to 18 years. The service works across Lambeth.

The service aims to:

- Offer support and advice to parents and carers.
- Provide specific training, advice and support for Lambeth Early Years professionals in order to create inclusive learning environments in their settings.
- Enable children with additional needs to access an Early Years provision to promote holistic development.
- Work collaboratively with parents, carers, and professionals to promote the best outcomes for children.

To contact the Early Years Special Educational Needs Team please email Catherine Pearson on cpearson@lambeth.gov.uk or phone **0207 929 9966**. The service offers specific topic based drop-in sessions which are held at various different Children's Centres. If you would like an up to date leaflet, you can find it at lambeth.gov.uk/send-local-offer or contact Catherine Pearson using the above details.

If you are interested in parenting support, families with children with an Autism diagnosis can attend the EarlyBird parenting programme. The EarlyBird is a three month programme combining group training sessions with individual home visits, where video feedback is used to help parents to combine theory with practice. If you are interested or would like more information about the course please contact earlybird@lambeth.gov.uk

Services to support families with children with disabilities and special educational needs

Every Pound Counts

Every Pound Counts offers specialist benefit advice for Lambeth residents who have difficulty accessing mainstream advice services due to their own ill health or because they are caring for an ill or disabled child or adult.

For more information contact Every Pound Counts on **0207 926 5555** from 1pm to 4pm or email **EveryPoundCounts@lambeth.gov.uk**

Lambeth Information Advice & Support Service (IASS)

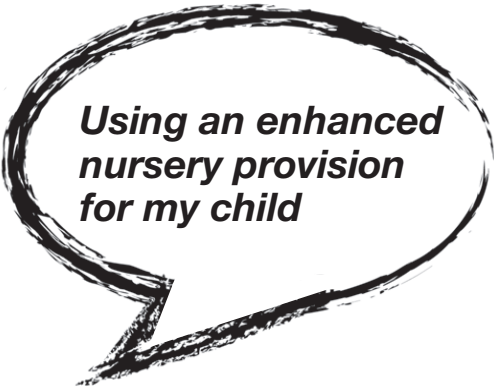
Lambeth IASS is a confidential, impartial service offering advice and support to the parents and carers of children and young people with special educational needs and also to children and young people with additional educational needs. IASS can help:

- Parents/carers of children with special educational needs, with or without a statement of SEN or an Education, Health and Care (EHC) plan.
- Children and young people up to the age of 25 with special educational needs (with or without a statement of SEN or an EHC Plan).
- Anyone who needs advice or has questions about the SEN framework in schools and colleges.
- Anyone who is worried about their own or their child's progress at school or college.

Lambeth IASS can give you advice about:

- Talking to schools about SEN concerns
- Talking to the local authority about SEN concerns
- Applying for an EHC Plan
- Converting a statement of special educational needs into an EHC Plan
- The SEN Tribunal appeals process
- SEN transport issues
- Disability discrimination.

To find out more, contact Lambeth IASS on **0207 926 9805** or **0207 926 1831** or email **lambethiass@lambeth.gov.uk**



A parent's view of childcare from an enhanced nursery

Katherine and Tom*

Tom was a premature baby, born at 27 weeks and he needed many operations and support in hospital soon after he was born. Within six months of us leaving the hospital, Tom was diagnosed as being quadriplegic. Tom's care needs were such that my plans to take six months' maternity leave, stretched to two years.

When Tom was two years old I was keen to get him started at nursery and to take up the offer of funded places for two year olds. It was very important to me that he did not just stay at home but rather that he went to a nursery as soon as possible where he would be surrounded by other children, as that would help his development. Tom is a very happy and sociable child and I knew that attending nursery would help improve his social skills. As a single parent, I also missed the social and financial benefits of work for myself and my family. I wanted to return to work and to be myself again with my own identity and not be just a parent. I had been Tom's sole carer for all his life and I was fearful that I wouldn't find a nursery that would provide the care

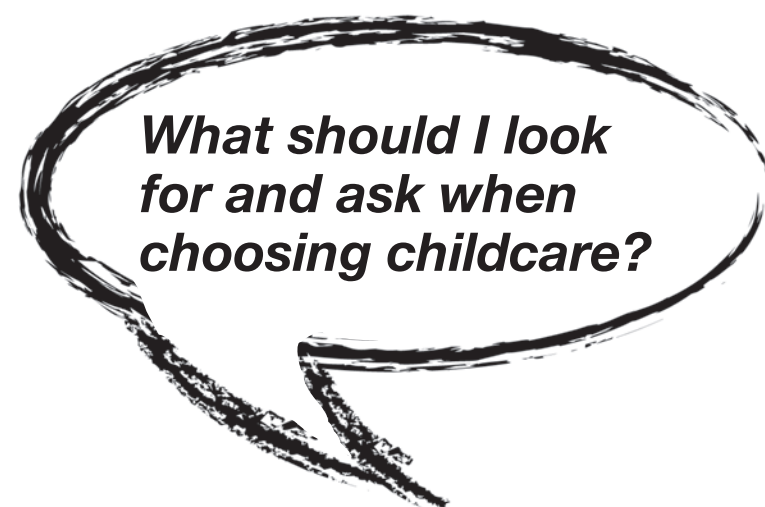
that he needed. I contacted the local authority's special educational needs and disability team and they helped me look for a suitable Children's Centre nursery for Tom. I visited a few centres and decided on my local Children's Centre nursery, not far from our home. Tom was very happy there. The staff at the centre were very good with Tom in many ways and he benefitted from their links with physiotherapists, speech therapists and other health support. The staff team was brilliant with him and the SENCO (special educational needs coordinator) was very good too and coordinated all of Tom's care and developmental needs. Tom flourished at the nursery – he made friends with his peers, he never cried and he was 'always as happy as Larry' to go there. I worked with the staff of the nursery to ensure that Tom had all that he needed.

Tom was using the government's funded two-year-old place for childcare so I worked part time and I was so pleased that I could meet my financial responsibilities. I really encourage parents to take up the government's two-year-old offer whenever they can because it means that you can work and your child has a great time learning.

After a year I decided to apply for a place at Heathbrook Park Nursery for Tom. This is an enhanced nursery setting with excellent staff and additional resources to support children with special educational needs and disabilities (SEND). I felt that Tom needed this additional support to prepare him to start primary school. Tom needed a robust education health and care plan (EHC Plan) to ensure that his needs would be met at primary school. I found out that Heathbrook Park had an excellent SENCO and a first-rate community liaison officer with strong relationships with local health practitioners. As expected, the staff at Heathbrook Park thoroughly understood the processes and procedures involved in making sure that a child with special needs had those needs met. They supported the development of his speech and many other aspects of learning and his Individual Education Plan (IEP) and EHC Plan were put in to place.

Tom started the reception class at a local mainstream primary school in September and he is thriving there.

**Names have been changed to ensure confidentiality*



What should I look for and ask when choosing childcare?

A checklist for childminder, preschool and nursery visits

Leaving your child in the care of another adult may be one of the most difficult things for you to do. It is recommended that you arrange to visit or to attend a setting's open day before applying for a place and also to read their Ofsted reports before your visit.

You can ask other people who have used the setting about their experience and the setting may provide you with references or names of people who would be happy to speak to you about their experience.

Here are some of the things to look out for. If you're visiting more than one setting, you can stick to the same questions so you can compare the answers. Please change questions for childminder/preschool/nursery as appropriate.



First impressions

- ☐ Do my child and I get a warm welcome when we arrive?
- ☐ Do the children there seem to be happily engaged in purposeful and playful activities?
- ☐ Are the staff happy to show me around?
- ☐ Is there a stimulating outside space for the children to play in, all year round? Is it well used?
- ☐ Does the childminder or member of staff interact positively with my child?

Vacancies and costs

- ☐ Are there any vacancies and if there is a waiting list, how long is it?
- ☐ Do I have to pay a deposit? If yes, what is it for and can I get it back?
- ☐ How much do they charge per hour or day?
- ☐ What charges are made for bank holidays, holidays and sickness?
- ☐ Do I have to pay for meals, nappies and additional activities?
- ☐ Can I use the offer of free early learning entitlement for two, three and four year olds? If I want additional hours, how much extra will it cost? Can I use less hours? Can I use the free entitlement hours over the year or only at term time?
- ☐ Can I use childcare vouchers?
- ☐ Can I have a settling in period to see how my child gets on? If yes, how long is it and do I have to pay?

Staffing and premises

- ☐ What's the ratio of staff to children?
- ☐ Does the childminder have assistants?
- ☐ How old are the childminder's own children and the other children that they look after? (Childminders can look after six children under eight years old, but no more than three under five, including their own).
- ☐ Does every child have someone who will take special responsibility for them (a key person)?
- ☐ Are there staff from different backgrounds and cultures to reflect the community?

Support and Wellbeing

- ☐ What are the daily routines and how can they build my child's routines and needs into their day?
- ☐ Where can my child sleep or rest?
- ☐ If my child needs extra help or support, would the staff be able to help?
- ☐ What happens if my child is unhappy? How would they be looked after?
- ☐ What is their policy on discipline and how is positive behaviour promoted?
- ☐ How will they cater for my child's dietary needs and what systems do they have in place for a child's food allergies?
- ☐ Will there be a regular time set aside for me to discuss the progress of my child and will I be able to see any records about my child?

Activities

- ☐ Can they tell me about how they plan activities to meet individual children's interests and developmental needs?
- ☐ Are there plenty of books, activities and play equipment for the children?
- ☐ Will there be opportunities for me to get involved in the setting's activities?
- ☐ Do they have books, activities, food and celebrations that reflect all cultures and abilities?
- ☐ Will there be activities for children outside the setting and how are they planned for?

Emergencies

- ☐ What happens if my child is unwell when they are there?
- ☐ Does the childminder have arrangements to cover when they are ill or need to take leave?
- ☐ What happens if I'm late picking up my child at the end of the day?
- ☐ How will they get hold of me in an emergency?



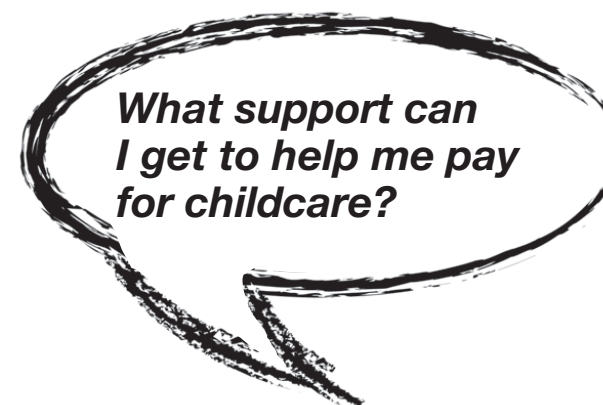
Childcare contracts

Your chosen childcare provider will usually ask you to sign a contract or agreement before your child starts with them. A signed childcare contract or agreement is legally binding so it is very important that you and the childcare provider clearly understand what is being agreed.

A contract will normally include:

- The retainer fee or deposit to secure your child's place.
- The amount you pay and what it covers (for example nappies, food, days out).
- The hours/days your child will attend.
- Any personal preferences such as limiting your child's TV watching and behaviour management.
- Payment arrangements for time off during holidays, public holidays and holiday notice periods.
- What you pay if your child or the carer is sick.
- Notice of termination of the contract and notice payment.
- Date when the full contract starts.

Once the details of the contract have been understood and agreed by everyone involved, it should then be signed and dated by the childcare provider and you. Remember that you should both keep a copy each. If you have any concerns about signing your contract you can contact your local Citizens Advice agency or any of the relevant advice services on page 29.



Help with childcare costs

There are several ways that you can get help with paying for childcare.

You can check what help you could get and also get an estimate of how much you could receive to help pay for childcare that is registered with Ofsted, by using the government childcare calculator at gov.uk/childcare-calculator. It should take around ten minutes to get an estimate using general information about you and your partner (if you have one), and information about:

- how much you spend on childcare
- any benefits you or your child get
- your income.

Child Tax Credits

You may be able to claim Child Tax Credit if you're responsible for children either:

- aged 16 or under - you can claim up until 31 August after their 16th birthday
- under 20 and in eligible education or training.

You don't need to be working to claim Child Tax Credit.

Only one household can get Child Tax Credit for a child and the amount you can get depends on how many children you've got.

For further information go online to gov.uk/claim-tax-credits

Universal Credit

You may be able to claim back up to 85% of your childcare costs if you're eligible for Universal Credit. You (and your partner if you live with them) will usually need to either:

- be working - it doesn't matter how many hours you or your partner work OR
 - have a job offer
- The maximum you can claim each month is:
- £646 for one child
 - £1108 for two or more children.

You can claim Universal Credit online at gov.uk/apply-universal-credit and call the Universal Credit helpline on **0345 600 0723** if you have any questions.



Help with childcare costs

Childcare vouchers

You can get Childcare vouchers from your employer for your children if they are under 16 (under 17 if they have a disability).

If your employer offers childcare vouchers or arranges your childcare, you can get up to £933 a year (up to £55 a week) in tax and National Insurance savings. The amount you can get in childcare vouchers depends on how much you earn and when you joined the scheme. You can't use childcare vouchers at the same time as Tax-Free Childcare. Tax-Free Childcare will soon replace childcare vouchers but the childcare vouchers scheme remains open to those who joined before October 2018.

Childcare vouchers from your employer may affect the amount of tax credits you get. To help you decide if you would be better off taking childcare vouchers or not, go online to gov.uk/childcare-vouchers-better-off-calculator

Tax-Free Childcare

Tax-free childcare is a government scheme that allows all eligible parents of children under 12 (or 17, if your child has a disability) to open an online account to pay for childcare. For every £80 you pay in, the government will pay in an extra £20.

You can get up to £500 every three months (£2,000 a year) for each of your children that are 11 years or under, to help with the costs of childcare.

If your child has a disability you can get up to £4,000 a year until they're 17 years old.

You can only use Tax-Free Childcare to pay childcare providers where the provider is registered with Ofsted and is signed up to the scheme.

Are you eligible?

You're not eligible if either you or your partner (if you have one) has a taxable income over £100,000.

You can usually get Tax-Free Childcare if you and your partner are:

- in work, or getting parental leave, sick leave or annual leave
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £120 if you're over 25.

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

If you're not working, you may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

You can't get Tax-Free Childcare at the same time as claiming Universal Credit, Working Tax Credit, Child Tax Credit or childcare vouchers.



You need to think carefully about your options before making a decision because some parents may benefit more from Child Tax Credits than from getting Tax-Free Childcare.

For more details about eligibility and how to open an account at the government website, visit gov.uk/help-with-childcare-costs/tax-free-childcare. As part of your application, you'll find out if you're eligible for both Tax-Free Childcare and 30 hours funded childcare.

Disability Living Allowance (DLA)

If you receive DLA for your child you can use the care elements to help pay for your childcare costs. You can also get help with childcare costs in the other ways listed above.

Visit gov.uk/disability-living-allowance-children to find out more about DLA.

Help while you study

You could get weekly payments through Care to Learn if you're under 20 years old at the start of a publicly-funded course, such as a school or sixth form. You can apply for Discretionary Learner Support to pay for childcare if you're 20 years or over and in further education, for example, if you're studying for an NVQ, BTEC or PGCE.

You can apply for a Childcare Grant if you're in full-time higher education to pay for childcare costs for children who are under 15 years or under 17 years if they have special needs.

Go online to gov.uk/help-with-childcare-costs/support-while-you-study for more information and how to apply for the appropriate support.

Help with childcare costs

Free Early Learning

All children in England aged three or four are entitled to up to 15 hours of childcare each week, with some two-year-olds entitled to 15 hours of childcare. In addition to this, you may be able to claim an extra 15 hours of funded childcare for children aged three and four, if you meet the eligibility criteria outlined below.

How can I find a place for my child?

The free early learning and childcare places can be accessed in all types of nurseries, playgroups, preschools and childminders irrespective of whether they're voluntary, independent or private. However, the childcare provider must be Ofsted registered. Some childcare providers may decide not to offer funded places or they may limit the number of funded places they offer so the availability of places can be limited. Therefore it is important that if you want a funded place, you should apply for one as soon as your child is eligible.

The Families Information Service (FIS) has a directory of all childcare providers that offer free early learning places in Lambeth. Browse the directory online or contact the service directly for answers to any questions you have relating to receiving your free childcare.

Will I have to pay any fees?

The funding for the free place is sent directly to your childcare provider from the council, so your childcare provider will claim the payment when your child registers at the setting. It is likely that you will be asked to sign a form, provided by the childcare provider confirming that this is taking place.

You should not be asked to pay any additional fees or top-up fees in order for you to claim your free 15 hours. However, as the government funding is meant to cover the delivery of early education and care only, childcare providers are allowed to charge for additional goods, services and activities, such as lunch or trips, as long as these charges are voluntary. You should make sure that you're completely clear on what costs, if any, are required in addition to your free hours before you sign a contract for your child to take up a place.

If you have trouble finding a childcare provider that is able to give you the 15 free hours without any additional hours or costs, you should contact the FIS so they can assist you.

If you have any questions or concerns about how you are paying for your childcare, including the funded hours, you should discuss this with your childcare provider and ask them to explain how your bill is calculated. If you're still unsure or have further queries, you should contact FIS for advice.



Free Early Learning for two year olds

Some two year olds can get 15 hours per week free early learning.

To get this, your child must live in a household receiving one or more of the following:

- Income-based Support
- Income-related Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit (with an annual net income of no more than £15,400)
- Tax credits and an annual household income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through Part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)



A two year old can also get the 15 hour free early learning offer for two year olds if:

- they're looked after by a local council
- they have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- they get Disability Living Allowance (DLA)
- they have left care under a special guardianship order, child arrangements order or adoption order.

If your child meets these conditions, you can apply for the free early learning offer in the term before their second birthday, but they won't receive the free hours until the term after their second birthday. The funding will stop at the end of the term after your child's third birthday, when they'll be eligible for the free early learning offer for 3 and 4 year olds. This means:

A child born between	Can have a free place from
1 September and 31 December	1 January – the start of the spring term following their second birthday
1 January and 31 March	1 April – the start of the summer term following their second birthday
1 April and 31 August	1 September – the start of the autumn term following their second birthday

How do I apply?

You can apply for free early learning for two year olds online at [lambeth.gov.uk/freeearlylearning](https://www.lambeth.gov.uk/freeearlylearning). If your application is successful, a unique code will be provided for your child that you can give to the childcare provider of your choice for your child's free 15 hours of early learning each week. If you want additional hours, you will have to pay for these at the provider's rate.

All childcare providers who offer free early learning places for two year olds have to be registered with Ofsted and be judged 'Good' or 'Outstanding'. Visit [lambeth.gov.uk/fis](https://www.lambeth.gov.uk/fis) for details of childcare providers that offer two year old free learning places or contact FIS at fis@lambeth.gov.uk for additional help.

Free early learning for three and four year olds

15 hours free early learning

Every three and four year old child is entitled to 15 hours of free early learning a week for up to 38 weeks a year until they start the reception year at primary school, or are of statutory school age (the term after the child’s fifth birthday). This means:

A child born between	Can have a free place from
1 September and 31 December	1 January – the start of the spring term following their third birthday
1 January and 31 March	1 April – the start of the summer term following their third birthday
1 April and 31 August	1 September – the start of the autumn term following their third birthday

How do I apply?

There isn’t a central point of application and not all childcare providers offer 15 hours free early learning places for three and four year olds. You can contact your chosen provider directly for a 15 hours free early learning place when your child is approaching their third birthday.

You can contact FIS at fis@lambeth.gov.uk for a list of childcare providers that offer these free early learning places.



30 hours funded childcare for three and four year olds

Some three and four year old children can get an extra 15 hours of funded early learning a week. This means that they can get 30 hours funded childcare per week in total.

The aim of 30 hours funded childcare offer is to make childcare more affordable and to enable parents, carers and foster parents to stay in work, start work, return to work, or to work more hours if they choose to do so. It is available to families where both parents are working in the household. If it is a single parent household, the sole parent must be working. Each parent must earn on average at least the equivalent of 16 hours a week at the National Minimum Wage or National Living Wage.

You can’t get 30 hours funded childcare if you or your partner earn £100,000 or more annually. This applies to both parents so a couple each earning £99,999 would still get the extended 30 hour funded childcare but if one parent in the couple doesn’t work, your child would only get 15 funded childcare hours.

How do I apply?

Your child will be eligible for the 30 hours offer from the term after they turn three, or the term after you receive your eligibility code, whichever is later. For example, if your child turns three on 25 March, and you apply for the 30 funded hours on 27 March, your child will be eligible for a place from the start of the spring term in April. However, if your child turns three on 25 March but you don’t apply for the 30 hours until 5 April, your child won’t be eligible for a place until the autumn term in September. You’re advised to apply as soon as you can so that you don’t miss the deadlines.

Applications for 30 hours funded childcare are through the government website childcarechoices.gov.uk. To complete the application, you will need your address, national insurance number and to show whether you will meet the income requirements over the next three months and whether you receive any benefits. If you live with a partner, you will need to provide the same information for them as well. If you’re not eligible for the 30 hours offer, you can still get the 15 hours free childcare.

If you are eligible, you will be given a unique eligibility code that you will need to take to your childcare provider along with your national insurance number and your child’s birth certificate.

Your childcare provider will then use the government’s eligibility checking system to check that the code is valid. If it is, they can offer your child up to 30 hours of funded childcare each week. Be aware that not all providers choose to offer the 30 hours funded childcare so make sure that you ask your childcare provider about what type of childcare they offer.

You will need to reconfirm your eligibility every three months and will receive a reminder text message or email from the government before the deadline. The website gives you more details about the offer and you can also register for childcare tax credit there. You can also use the online calculator, gov.uk/childcare-calculator, to work out if claiming 30 hours funded childcare will affect any of your other benefits, such as the childcare element of your tax credits, and find out what is the best option for you and your family.



If you need more information or extra help you can:

- Visit lambeth.gov.uk/freeearlylearning
- Contact the Families Information Service on **020 7926 9558** or email fis@lambeth.gov.uk and one of the team will support you.



Early Years Pupil Premium (EYPP)

If your child is three or four years old and you or your child meet the criteria below set by the government, your childcare provider could receive up to £302 a year to provide additional resources to support your child. The EYPP funding will be paid directly to your childcare provider and they will have to show you how the funding is being used for your child.

How do I apply?

To apply, ask your childcare provider for a form or apply online through the Lambeth website at lambeth.gov.uk/eypp if you and your child meet the following criteria:

- Your child is three or four years old
- Your child is receiving either 15 hours or 30 hours of free early learning at a nursery, preschool or childminder setting.
- You receive one or more of these benefits:
 - o Income Support
 - o Income-based Jobseekers Allowance
 - o Income-related Employment and Support Allowance (ESA),
 - o Support under Part 6 of the Immigration and Asylum Act 1999,
 - o The guaranteed element of State Pension Credit,
 - o Child Tax Credit based on an annual household income below £16,190,
 - o Working Tax Credit Run-on
 - o Universal Credit.

OR

Your child has been:

- looked after by the council for at least one day
- adopted from care
- has left care through a special guardianship order
- subject to a child arrangement order.



Money matters

There are a number of services in Lambeth which can give additional support around money related matters. These services can provide help if you are struggling to manage your money, access the welfare benefits you should be getting, or if you are in debt.

One Lambeth Advice

One Lambeth Advice is the gateway to accessing benefit and debt advice services provided in Lambeth and is run by a partnership group of four local advice agencies who are working together to offer a single point of support via One Lambeth.

One Lambeth provides initial advice and assessment via phone call or web chats and provides information on benefits, debt, employment, housing and goods and services.

Appointments can be booked for those assessed as needing face to face appointments with Brixton Advice Centre, Lambeth Law Centre, Centre 70 and Lambeth's Citizen Advice.
Telephone: **0800 254 0298**
Website: onelambethadvice.org.uk

Advice appointments are also available at:

- local Children Centres
- St Luke's Hub at 25A Wincott Street, London, SE11 4NT. Phone **020 7735 5802** where drop in advice sessions are available.

Lambeth Law Centre

Offers advice on money management, welfare benefits, housing, employment and immigration.

Address: The Co-op Centre,
11 Mowll Street, London, SW9 6BG
Telephone: **020 7840 2000**
Website: lambethlawcentre.org

Brixton Advice Centre

Offers advice on issues including housing, benefits, debt and money, employment, family and children, consumer law, domestic violence, health and care, discrimination, immigration, young people and older people.

Address: 165-167 Railton Road,
London, SE24 0LU
Telephone: **020 7733 7554**
Website: brixtonadvice.org.uk

Centre 70

Offers advice on benefits, housing, debt, consumer law, employment and student finance.

Address: 46 Knights Hill, London,
SE27 0JD

You must register before phoning or emailing for an appointment. Complete the registration form at centre70.org.uk or drop in to complete the form.

Telephone: **020 8670 0070**
Email: enquiries@centre70.org.uk
Website: centre70.org.uk

Advising London (previously known as Blackfriars Advice)

Offers advice on benefits, housing, debt, consumer law, employment and student finance via their offices or drop in surgeries.

Although based in Southwark, its services are available to Lambeth residents and the service offers pre-booked multilingual appointments. If an interpreter is required to book an appointment, then email: multilingualadvice@advising.london
Telephone: **020 3752 5520**
E-mail: info@advising.london
Fax: **0845 305 2161**

Advising London offer advice for Lambeth residents who have problems with council tax arrears and also offer drop in sessions. You will find up to date information regarding the service and their outreach services at: advisingcommunities.uk

Further support for parents and carers

As a parent or carer, you may want to find some additional help to support your own and your child's early learning and development.

This might include developing your own skills to gain employment so that your three or four year old child can get 30 hours funded childcare, or learning strategies to help you as a parent or learning more about how your child learns. Here are some examples of support that you may use:

Employment support

Looking for a job can be confusing and you may have questions such as:
Where do I start? What kind of job am I looking for?
What if I'm not ready to apply now?
Where and how can I get some advice and support?

Lambeth Working

Lambeth Working is a council service where the council joins together with local organisations to offer local people access to jobs, provide employment and support to Lambeth businesses. The service has been set up to help match out-of-work Lambeth residents with a range of vacancies in office, retail, catering, construction and many other sectors and works with employers in and around the borough.

Lambeth Working will also provide help and advice if you're not ready to apply for work yet as there might be a number of steps you need to take before you're ready for your first day in paid work.

Please contact Lambeth Working at LambethWorking@lambeth.gov.uk to find out about the latest vacancies and training opportunities available for Lambeth residents.

Opportunity Lambeth

If you are a Lambeth resident, unemployed and looking for work or keen to develop new skills and gain qualifications, then by registering on the Opportunity Lambeth website, you can view and apply for jobs, apprenticeships, training and work experience and increase your chances for progressing into either Employment, Education or Training.

The Opportunity Lambeth website supports Lambeth residents into employment and helps the Council to achieve its priorities of reducing inequality and growing in a way that includes everyone.

Please visit opportunitylambeth.co.uk and register today. If you have any questions or difficulties using the site, please email opportunitylambeth@lambeth.gov.uk and a member of the team will get back to you.



Adult Learning

The Lambeth Adult Learning Service provides education and training opportunities for people 19 years and older to help you learn new things and gain the skills you need to get a job. The service delivers programmes at over 150 different venues across the borough for those who are new to learning, with no or low levels of qualifications and those who wish to join the job market.

The service enrolls about 5,000 part-time learners each year onto courses that are either non-accredited or lead to a qualification. Whether you're a lone parent, need support with English language skills, have been out of work for a long time or are looking for a career change, the service can help you find the right course for you.

Call Lambeth Adult Learning on **020 7926 9605** to talk to someone about your needs. You can also find more details online at lambeth.gov.uk/adultlearning

Parenting support

Parenting support in Lambeth is available through a range of free programmes and workshops that are open to all parents and carers in the borough who have children aged 0–18 years old.

Parents and carers can self-refer onto the parenting support programmes or be referred by a professional or organisation that they work with.

There are several programmes and parenting workshops to choose from including Strengthening Families Strengthening Communities (SFSC), Mellow Parenting, Triple P (also known as PPP) and Triple P Stepping Stones which is a programme for parents of children with disabilities or additional needs. These group programmes and workshops aim to promote good communication and to support positive relationships between parents and their children.

If you have any questions about which programme or workshop would be the most suitable for you, contact the Parenting Manager for more information at: lambeth.gov.uk/parentingreferral





Other activities and things to do

You are your child's first and best teacher and you understand them better than anyone else. By talking to them, playing with them and introducing simple skills, you can help set the scene for their future development.

Lambeth has many places and services outside your home where you and your child can go to find ways of supporting your child's learning and development. Here are a few suggestions:

Children's Centres

Lambeth's network of Children's Centres offer lots of different services and activities for local families. These include things like baby groups and stay & play sessions for you and your child to attend together, as well as health activities like baby clinics, ante and post natal appointments, and groups to support your child's language and communication skills.

They also provide support for you as a parent – many of the adult learning courses, parenting support programmes and support around money matters and employment mentioned in this brochure will be offered within children's centre buildings.

Visit lambeth.gov.uk/childrenscentres for more information including where to find your nearest Children's Centre and their timetable of activities.

Stay and Play One O'Clock Clubs

Lambeth has several Stay and Play one o'clock clubs based in parks across the borough, and they all offer secure indoor and outdoor play spaces. The one o'clock club provision is delivered by a range of different organisations, including schools, Children's Centres and voluntary sector providers. All one o'clock clubs offer at least three open access stay and play sessions per week for children under five and their parents and carers. Children must be accompanied at all times when attending these sessions.

In addition, some one o'clock clubs offer a wide range of activities for children under five and some clubs may have activities running outside their normal opening hours.

To find out more, visit our online Family Information Directory at lambeth.gov.uk/fis to find your nearest one o'clock club, their opening times and their timetable of activities.

Libraries

Lambeth delivers library services in many locations throughout the borough and the sites hold numerous types of resources including talking books, magazines, CDs and DVDs. You can join the library for free so you and your child can borrow items to use at home and also attend regular activities that are provided for children under five. These activities include parent and toddler groups, storytelling, rhyme time and wriggle and rhyme sessions. The libraries also hold special one-off events and festivals throughout the year and these events are usually free to attend.

Contact the libraries team on **020 7926 0750** or visit the website at lambeth.gov.uk/libraries for more information including events and opening hours for your local library.

Parks and Playgrounds

Lambeth contains over 60 commons and open green spaces including 25 parks. The parks and green spaces provide a wonderful setting for a wide range of activities, such as walking, sports, playing, having picnics or just relaxing. Some parks and open spaces contain one o'clock clubs and adventure playgrounds and some have enclosed spaces.

Adventure playgrounds offer safe, secure environments supervised by qualified staff for older children aged five years and above and parents/carers are welcome. Children with additional needs can also enjoy themselves at adventure playgrounds particularly those where resources are tailored to meet their needs. An example is Charlie Chaplin Adventure playground which offers activities for five to 16 year olds with disabilities, and their siblings. The outdoor area has an 'aerial runway', a giant see-saw, slides, swings and climbing frames and the inside area has soft play, a ball pool, table football, air hockey and a pool table.

For more information visit lambeth.gov.uk/leisure-parks-and-libraries/parks for opening hours and locations of individual parks and playgrounds.



Next steps – applying for primary school

Lambeth follows the Pan-London admissions procedure where the application process for primary school reception places is centralised.

If you live in Lambeth you should apply through the council website and you can apply for up to six non-fee paying schools anywhere in London.

Applications for a primary school reception place closes in January in order for a child to start reception class in September of the same year. You are strongly encouraged to apply online but a paper form is available for those who cannot do so.

You can view the current ***Starting primary school in Lambeth*** booklet online for more details and Lambeth residents can apply online via lambeth.gov.uk/eadmissions

If you would like any additional help or advice on the primary admissions process you can:

- Visit the website at lambeth.gov.uk/eadmissions
- Telephone the Lambeth School Admissions Team on **0207 926 9503**



Lambeth SEND Local Offer

We are here for children and young people 0-25 years old with special educational needs and disabilities. Our Local Offer provides all of the information, advice and support that children and young people aged 0–25 with Special Educational Needs or Disabilities (SEND) and their families might need to use.

For more information, visit lambeth.gov.uk/localoffer




Lambeth



All information in this booklet, published by London Borough of Lambeth, is accurate at the time of print December 2018.

Many thanks to all parents and carers who contributed to this booklet.