

## Staff looking after their own children

Tiddlywinks Preschool is a proactive company who understands the needs of staff members, especially those who have families. We are aware of the difficulties of finding childcare when you work and we try to be as flexible as possible.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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## Procedures

Tiddlywinks Preschool prides itself on its flexible working ethos and with this in mind we are happy for staff to bring their own children to preschool. However this arrangement is subject to continuous reviews.

If at any point having their child with them at work affects their work performance or affects the child's development in a detrimental way then this would need re looking at to find a happy solution or alternative childcare would need to be found.

The Manager and Deputy would be monitoring

- How the staff member works with their children
- If all policies are being adhered to
- How the other staff and parents feel regarding the child being at preschool.
- Staff members children should receive the same experience as any other child at the setting.
- Staff should give feedback to their child's key person at the beginning of the day.
- Staff will be able to attend parents evening to discuss their child's development

- If a staff members child becomes unwell at preschool the staff member must be conscious of the staffing ratios and wait until appropriate cover can be found.
- Staff must at all times fulfil the needs of their own key group of children and adhere to their job description at all times.
- Staff will not be a keyworker for their own children.
- Staff will not be involved in behaviour management of their own children and will allow the staff to follow behaviour management procedures without interference.
- If a staff members child is on medication the appropriate forms must be filled in and another member of staff is to administer the medication.
- All accidents are to be recorded and signed as per the preschool policy.
- Any children of school age may also attend the preschool on a non school day as long as ratio's allow.

### **Childcare charges**

**The following discounts will apply to staff members**

**12 months – 3years - a 20% discount of child care costs is applied.**

**2year olds – if eligible for 2 year funding this is to be used at the preschool and then a 20% discount.**

**3years – 4 years - 15 /30 hour funding to be used at the preschool and then any sessions over and above this at a 20% discount.**

**You can register for the Government Childcare scheme which will allow you to save an extra 20% of the cost of childcare.**

This policy was adopted at a directors meeting of Tiddlywinks Preschool

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the Directors

Name of signatory

Role of signatory (e.g. chair/owner)