

# **Childminding Management Plan - 56 Robin Hood Lane**

## **1. Overview of Service**

Name of Provider: Sana Ubair

Address: 56 Robin Hood Lane, Winnersh, RG41 5NQ

Service Offered: Ofsted-registered home-based childcare for children aged 0-8 (and older for wraparound care)

Operating Hours: Monday-Friday, 8:00 AM - 5:00 PM

Maximum Number of Children at One Time: 4 (including own children)

## **2. Use of Space**

Indoor Areas:

- Designated playroom with child-safe furnishings and educational materials
- Kitchen area for supervised snack/meal prep
- Bathroom with child toilet seats and safety features
- Quiet space for naps/reading

Outdoor Area:

- Secure enclosed garden used for outdoor play
- Outdoor toys and learning resources provided

Outbuilding (if applicable):

- Used as an additional activity or quiet area
- Equipped with heating, ventilation, and child-safe access

## **3. Arrival and Collection Plan**

- Staggered drop-off/pick-up times to minimize traffic
- Parents must park on the driveway and use the side path (swift path) for safe access
- Clear signage and safety protocols in place

## **4. Traffic and Parking Management**

- Driveway widened to accommodate at least two vehicles
- One family arriving/leaving at a time
- Written agreement with parents to avoid blocking driveways

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### **5. Noise and Behaviour Management**

- Outdoor play limited to 10:00 AM-4:00 PM
- No amplified music or noisy equipment used outdoors
- Quiet time and nap routines observed indoors

### **6. Waste Management**

- Waste disposed of via standard household collection
- Nappies stored in sealed containers
- Recycling used where appropriate

### **7. Health & Safety**

- Risk assessments for all areas
- Fire evacuation plan and first aid supplies in place
- Paediatric first aid training completed
- Regular cleaning schedule maintained

### **8. Complaints and Communication**

- Neighbours provided with a contact number
- Complaints policy follows Ofsted guidance
- Open communication with council as needed

## Childminder Setting Details

### 1. Days and Times of Operation

The setting operates Monday to Friday, from 8:00am to 5:00pm.

### 2. Number of Children and Attendance Times

We currently care for 6 children, each attending at different times throughout the day.

#### Current Attendance Overview:

- Child 1: 8:00am - 5:00pm
- Child 2: 9:00am - 4:00pm
- Child 3: 10:00am - 1:00pm
- Child 4: 9:00am - 1:00pm
- Child 5: 1:00pm - 3:00pm
- Child 6: 2:00pm - 4:00pm

### 3. Assistant's Travel to the Setting

The assistant travels via public transport, using Winnersh Train Station.

#### Updated Arrival and Collection Plan

- Drop-off Time: 8:00 AM - 9:00 AM
- Pick-up Time: 4:00 PM - 5:00 PM
- Staggered drop-off and pick-up times to minimize traffic and ensure safety.
- Parents must park on the driveway and use the side path (swift path) for safe access.
- Clear signage and safety protocols in place.