

Voluntary Notification by a person providing a Home-Based Childminding Service

Declaration Form

TO: _____ CITY/COUNTY CHILDCARE COMMITTEE

I, _____, hereby voluntarily notify the _____
City/County Childcare Committee that I am providing/it is my intention to provide a home-based Childminding
Service, which is exempt from the requirement to notify the Health Service Executive (HSE) under the Child
Care Act 1991.

- I have read the “National Guidelines for Childminders”. I agree to comply with all aspects of the Guidelines.
- I agree to work with the Childminder Advisory Officer to access various supports, information, training, funding, etc.
- I have completed the attached Self-Evaluation Form.
- I agree that the HSE may be informed of my completed voluntary notification.

This notice is given today, the _____ day of _____ 20_____

CHILDMINDER’S DETAILS:

Name: _____

Address: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

I wish my contact details to be given to parents looking for childcare: Yes No

I wish my contact details to go on the _____ Website: Yes No

SIGNATURE OF CHILDMINDER: _____ Date: _____

SIGNATURE OF CCC REPRESENTATIVE OR CMAO: _____ Date: _____

Voluntary Notification – Self-Evaluation Form

	Signature
1. I am an adult who is genuinely interested in caring for children, has the ability to communicate with children, is of good character and is in good health.	
2. I am willing to undergo a Garda Vetting procedure in the future if necessary.	
3. I have provided at least two written references that confirm my good character and my suitability to provide single-handed childcare for a group of pre-school children. Copies of letters attached	
4. I have trained in First Aid for Children and have up-to date First Aid Certification dated: _____ (Copy of Certificate attached) Or I am willing to undertake First Aid Training for Children.	
5. I have the following experience in working with children:	
6. I have completed the following relevant training:	
7. I plan to undertake the following relevant training:	



Well Being of the Child

	<i>Signature</i>
<p>1. I am committed to providing quality childcare which ensures that the well-being and development of the child is of the utmost importance.</p>	
<p>2. I have written policies and procedures for my Childminding service and I will ensure that parents are aware of these. These are available from the local CCCs and cover the following topics:</p> <ul style="list-style-type: none">- Confidentiality <input type="checkbox"/>- Health and Safety including a safety statement <input type="checkbox"/>- Child Protection <input type="checkbox"/>- Fire Safety <input type="checkbox"/>- Positive Discipline <input type="checkbox"/>- Partnership with Parents <input type="checkbox"/>- Equal Opportunities <input type="checkbox"/>	
<p>3. I have put in place a procedure for recording relevant information in relation to the child and will ensure that parents are aware of this procedure:</p> <ul style="list-style-type: none">- Daily Attendance <input type="checkbox"/>- Child's Information Record <input type="checkbox"/>- Daily Routine <input type="checkbox"/>- Menu Plans (ensuring healthy, balanced nutritional diet; food stored correctly) <input type="checkbox"/>- Accident/Incident Form <input type="checkbox"/>- Medicine Administration Form <input type="checkbox"/>	
<p>4. I have/plan to avail of Children First: Child Protection Training.</p>	



Physical Environment

	<i>Signature</i>
1. My home provides a secure and happy environment in which the health, safety and welfare of the child are assured and in which the developmental needs of the child are met.	
2. The areas of my home, indoors and outdoors, are in a good state of repair and are fit for the purpose of Childminding. All are free of avoidable hazards.	
3. My home is clean, hygienic and safe. It has stair gates, locks on cupboards, presses, doors as needed and hazardous materials are suitably stored.	
4. There is a telephone on the premises.	
5. Emergency contacts are posted in an easily accessible location and an emergency back-up person is available to me who can respond promptly.	
6. The exit doors and perimeters of my home are secure.	
7. There is adequate space and play space for all children and adults in the service.	



Health and Safety

	Signature
1. I have Health and Safety procedures in place in my Childminding Service and can provide evidence of this.	
2. I ensure the safety of the children in my care at all times.	
3. I ensure good hygienic practices are followed at all times.	
4. I have appropriate insurance cover for my Childminding Service. Copies attached.	
5. I have a properly equipped First Aid kit, fire-fighting blanket/equipment and smoke alarms in place.	
6. Fire safety procedures are in place, including an evacuation plan. Copy attached.	
7. I have ensured that animals/pets on the premises do not put the health, safety or welfare of the children at risk.	



INFORMATION ON CHILDMINDING SERVICE:

Are you currently providing a Childminding Service? Yes No

If No, when are you planning to open your Childminding Service? _____

Number of Childminder's own children:			
0-1 year	1-3 years	3-6 years	6+ years
No.:	No.:	No.:	No.:
Age:	Age:	Age:	Age:

Number of childcare places provided/to be provided per day (when full)	Full time (over 5hrs)	Sessional (3.5hrs - 5hrs)	Part time (under 3.5hrs)
	Pre-school		After school
Number of preschool, (incl. your own pre-school children) after-school children in service			
The age range of the children minded /to be minded			
Operating hours (e.g. 8 am – 5 pm)			
Weeks per year you will open			
No. of days per week you will open			

Previous Childcare Experience

Date:	Position Held:	Details:
From: To:		
From: To:		
From: To:		

Previous Childcare Training:

Year:	Details:

Childcare training and workshops you would like to avail of:

First Aid		Behaviour Management	
Arts & Crafts		Keeping Safe Child Protection	
Siolta/Aistear		FETAC accredited childcare course	
Information Technology Training		Other (please specify)	
Nutrition & Health			
Quality Awareness Programme			
Diversity & Special Needs			



DISCLAIMER

The information provided to the undersigned Childminding Advisory Officer (“the Officer”) in this Voluntarily Notification Form (“the Form”) has been provided by **[name of childminder]** _____ (the “Childminder”) of **[address of childminder]** _____ as part of a voluntary self-evaluation process as set out in the National Guidelines for Childminders.

In signing this Form, the Officer acknowledges receipt of the information from the Childminder and thereby confirms that the Childminder has voluntarily notified the **{name of City/County Childcare Committee}** _____ City/County Childcare Committee. Neither the Officer nor the Committee guarantees or warrants as to the truth, validity or accuracy of the information provided by the Childminder and the Childminder is solely responsible in this regard. The function of the Officer in receiving the information provided by the Childminder and signing this Form is solely to confirm that the Childminder has voluntarily notified the Committee. Neither the Officer nor the Committee accepts any responsibility, howsoever arising, in respect of any of the information provided in this Form, or the use thereof or reliance thereon by any party.

In signing this Form, the Childminder undertakes to and assures the Officer that the information provided to the Officer, and in turn to the Committee and any other third party (including the HSE) to which this Form may lawfully be given, is true, accurate and valid in every respect on the date of signing, and s/he accepts full responsibility in respect of the information provided in this Form, the use thereof and reliance thereon by any party. The Childminder is aware that the process of voluntary notification is a self-evaluation process and that s/he is required to complete the Form in good faith, and to provide true, accurate, valid and up-to-date information.

Signed: _____
[Name of CMAO]
Childminding Advisory Officer

Signed: _____
[Name of childminder]
Childminder

Date: _____

