



SCMA Merchandise

All the tools you need for your professional
childminding business.

scma[®]

Scottish
Childminding
Association

committed to quality childcare

Essential Childminding Tools from



Scottish
Childminding
Association

committed to quality childcare

Get everything you need for your childminding service from SCMA. Our exclusive range of business tools, children's records and stationery are designed specifically for childminders working in Scotland.

SCMA members can exclusively purchase contracts supported by our legal support service, cashbooks approved by HMRC, our Personal Plan Organiser developed alongside the Care Inspectorate and much more...

- Starting up a new childminding business?
- Had a recent inspection from the Care Inspectorate?
- Re-organising your paperwork?
- Needing new supplies?

**...SCMA is here
to help!**



Login to the
Membership
Dashboard at
childminding.org
and browse our
online shop.



Free P&P
with all
SCMA orders

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MUST HAVE!

Providing
Support

Personal Plan Organiser

scma Scottish
Childminding
Association
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SELECTED
INSERTS
AVAILABLE
AS A FREE
DOWNLOAD

BESTSELLER ★ BESTSELLER ★ BESTSELLER ★ BESTSELLER ★ BESTSELLER

Personal Plan Organiser

£37.50

Personal Plans (sometimes referred to as a Child's Plan) set out the essential information that childcare providers in Scotland are required to hold for each child in their service.

Confused about Personal Plans?

Need help getting through an upcoming inspection?

Our Personal Plan Organiser contains clear easy-to-use guidance to help you get to grips with Personal Plans and ensure each child's Personal Plan is complete and meets the requirements of the Care Inspectorate.

Please refer to the guidance contained within the Personal Plan Organiser when completing the relevant forms. Personal Plans should be updated at least every six months.

SCMA Personal Plan Organiser is an all-in-one tool to help you organise your Personal Plans, record information and meet the needs of your childminding service. Developed alongside the Care Inspectorate, our Personal Plan Organiser is a binder that contains forms, records and templates to ensure you comply with the law and the requirements of your registration.

Our Personal Plan Organiser binder contains six Personal Plan Packs, with accompanying guidance and additional records. One Personal Plan Pack is designed for one individual child in your service, and contains:

- ✓ Record of Information
- ✓ All About Me (5)
- ✓ Accident/Incident Report Forms (5)
- ✓ Permission to Administer Medication
- ✓ Record of Medication Given
- ✓ Standard Recording System
- ✓ Baby/Child Body Plan
- ✓ Pro-forma Example for Reporting Concerns

- ✓ Personal Development Plan
- ✓ Age & Stages of Development Checklist
- ✓ Permission for Extended Outings

Additional records are also included in the Personal Plan Organiser:

- ✓ Risk Assessment Form (5)
- ✓ Risk Assessment for Outdoor Activities (5)
- ✓ Fire Escape Plan (5)
- ✓ Fire Safety Record (5)
- ✓ Risk Benefit Assessment Template (5)

Personal Plan Packs

£6 per pack

One Personal Plan Pack is designed for one individual child in your service. When a new child joins your service or if you need more Personal Plan Packs for additional children, you can purchase an individual Personal Plan Pack and include it within your existing Personal Plan Organiser binder.

Each Personal Plan Pack contains:

- ✓ Record of Information
- ✓ All About Me (5)
- ✓ Accident/Incident Report Forms (5)
- ✓ Permission to Administer Medication
- ✓ Record of Medication Given
- ✓ Standard Recording System
- ✓ Baby/Child Body Plan
- ✓ Pro-forma Example for Reporting Concerns
- ✓ Personal Development Plan
- ✓ Age & Stages of Development Checklist
- ✓ Permission for Extended Outings

Personal Plan Organiser Refills
£4 or £4.50

Replacement and additional refills for your Personal Plan Organiser can be purchased separately. Refills are sold in sets of 10.

MUST HAVE!



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Childminding Contracts

£9

Contracts are essential to the running of any childminding business. SCMA Childminding Contracts are legal documents that set out the terms and conditions of your childminding service, including fees, holidays, agreed times, notice periods and more.

SCMA's Childminding Contracts are:

- ✓ Approved by SCMA's Legal Helpline team
- ✓ Set of 10 contracts
- ✓ Self-duplicating copies
- ✓ Full step-by-step guidance included

TOP TIP

SCMA's free 'Pay & Conditions' guide will help you get to grips with the business side of running your childminding service – explaining how to negotiate fees, work out notice periods and how retainer fees work.

Login to the Membership Dashboard at **childminding.org** and download our free Pay & Conditions guide.

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MUST HAVE!

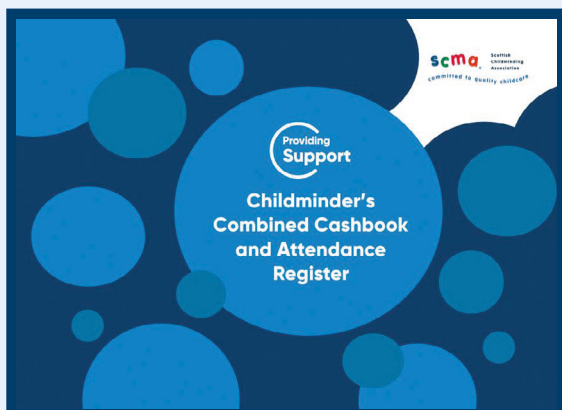
Combined Cashbook & Attendance Register

£16

It is essential that childminders record who attends their service, and at what times. It's also important that you keep all your income and expenditure records up-to-date.

With SCMA's Combined Cashbook and Attendance Register, you can record daily attendance, weekly, monthly and annual income and expenditure all in the one place. Our Combined Cashbook and Attendance Register now has space for up to 12 children.

Approved by HMRC, our Combined Cashbook and Attendance Register is easy-to-use and includes examples to help you when calculating expenses.



TOP TIP

SCMA's 'Tax & NI' guide will help you get to grips with calculating your business expenses, tax and National Insurance contributions. Our online guide covers issues that relate specifically to a childminder, and follows childminder Sue as she calculates her own tax using real-life examples and case studies.

Login to the Membership Dashboard at **childminding.org** and download our free Tax & NI guide.

If you prefer to keep things separate, our Childminder's Attendance Register and Childminder's Cashbook are sold as individual products, see overleaf.

For more information on SCMA membership visit childminding.org or call us on 01786 445377.

Childminder's Attendance Register

£9.50

It is essential that childminders record who attends their service, and at what times.

Our handy A5-size attendance register is perfect for recording arrivals and departures to your childminding service.

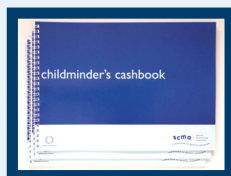


Childminder's Cashbook

£11

As childminders are self-employed, by law you must keep records of business income and expenditure and register with HMRC.

Record all of your income and expenditure in our Childminder's Cashbook. Approved by HMRC, our Cashbook also includes an easy-to-follow example for calculating expenses.



Childminder's Emergency Wallet

£3

If the worst should ever happen, have peace of mind knowing the contact details of your minded children are close at hand.

Keep the emergency contact details of all your minded children handy

when you're out and about. Our practical wallet-sized folder contains space for seven card inserts (one for the childminder's details and six for your minded children's details).



Emergency Wallet Insert Refill

£1.50

Replacement and additional refills for your Emergency Wallet can be purchased separately in sets of seven (one for the childminder's details and six for your minded children's details).



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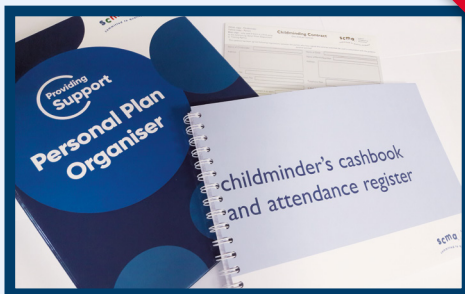
MUST HAVE!

Business Starter Pack **£62.50**

Perfect for new childminders!

Our Business Starter Pack contains a set of SCMA's Personal Plan Organiser (see page 4 for details), a set of our Childminding Contracts (see page 6 for details) and our Combined Cashbook and Attendance Register (see page 7 for details).

Everything you need to get your new childminding career off to a great start!



Strong Foundations Pack

£15 for SCMA members

Strong Foundations from SCMA is designed to help potential childminders through the registration process and ensure you establish the best possible start to your childminding service.

Potential childminders will receive a Strong Foundations Pack as part of the training materials when they take part in the SCMA Childminding Induction Support Programme.

Everything from contracts to meeting the needs of children is covered in Strong Foundations. As a back-to-basics guide to everything that relates to your childminding service, the Strong Foundations Pack is also a useful resource for existing childminders to help refresh your knowledge.



**For more information on SCMA membership
visit childminding.org or call us on 01786 445377.**

Public Liability Insurance

Childminders are required to hold valid Public Liability Insurance (PLI). SCMA membership automatically includes SCMA Practitioner Insurance, arranged by Morton Michel and underwritten by Covea Insurance PLC, so you can be sure that you, your business, and the children you care for are covered.

It's essential that you hold valid PLI to protect your childminding business against legal costs and compensation payments that may result from injuries or property damage of your minded children.

- ✓ SCMA Practitioner Insurance provides a Public Liability limit of £10,000,000 to cover damages, legal costs and expenses
- ✓ Babysitting Cover
babysit children in their own family home. Procedures apply
- ✓ Loss or damage to third party property *limit of £10,000,000*
- ✓ Loss or damage to minded children's property *limit of £10,000,000*
- ✓ Outings, crèches and other meetings *cover for all childminding events, outings and activities.*

Got a childminding assistant?

Employer Liability Insurance is essential for services that are registered with a childminding assistant(s), including unpaid and paid employees.

Employer's Liability cover is offered as part of the SCMA Practitioner Insurance included in SCMA membership.

Read the policy summary and full policy wording at childminding.org.

Helpline Here to Help

SCMA has a dedicated Helpline for childminders to call us on 01786 449063, which is open Monday to Friday from 10am until 4pm. No question is too small, and we're happy to help with any childminding query or question you have, and it is completely confidential.

"...knowing you are at the end of a phone line always is a comfort..."



We understand that childminding can sometimes be an isolating profession but bear in mind that you can always turn to us. We're at the other end of the phone to support you.

The Helpline is also open to parents, local authorities and other members of the public if they have a question or issue relating to childminding.

Call the SCMA Helpline on 017869 449063

Here to help – No question is too small

SCMA Branded Clothing

Immediately identify yourself with our high-quality branded clothing - exclusive to SCMA members.



Personalisation
available where you
see this logo

SCMA Fleece

£28 (or £26 without
personalisation)

Made using the latest micro-fibre technology, our SCMA Fleece offers lightweight durability. Hardwearing and comfortable – our fleece is perfect for a childminder.



Colours available:

Black, Royal Blue, Navy, Red

Sizes available:

S, M, L, XL, XXL

Available in Ladies Fit and
Unisex (Size Guide available at
childminding.org)

All SCMA Branded Clothing is
embroidered with the SCMA logo and
personalisation is available (see above).

*Please note: 'Ladies Fit' will provide a closer fit than the
Unisex size. All SCMA Branded Clothing items are
non-refundable, unless faulty.*

SCMA Polo Shirt

£20

(or £17 without
personalisation)

Our comfortable and practical SCMA Polo Shirt is easy-to-wear and perfect for a childminder.

Colours available:

Black, Royal Blue, Navy, White,
Red, Purple

Sizes available:

S, M, L, XL, XXL

Available in Ladies Fit and
Unisex (Size Guide available at
childminding.org)

All SCMA Branded Clothing is
embroidered with the SCMA logo
and personalisation is available (see
page 12).

*Please note: 'Ladies Fit' will provide a closer fit than the
Unisex size. All SCMA Branded Clothing items are
non-refundable, unless faulty.*



Login to the Membership Dashboard

*The Membership Dashboard at **childminding.org** is an exclusive online hub area for SCMA members. Inside you can access a whole host of tools, guidance and resources to support your childminding practice, your childminding business and your Continuous Professional Learning (CPL).*

Login to the Membership Dashboard at **childminding.org/my-account** and you'll find:

- View more than 100 resources, guidance and documents
- Update your Childminder Search Profile
- Read through our FAQs to help answer your queries
- Record and track your CPL using your personalised Learning Log
- Download resources from our Learning Library to add to your CPL
- Buy business aids, stationery and branded clothing from our online shop
- Renew your SCMA membership
- Read through our archive of *Childminding* magazines

Our 'Pay & Conditions Guide' and 'Tax & NI Guide' are bespoke guidance for childminders in Scotland. We have worked with HMRC to develop these guides to give you a clear understanding of the best practice way to operate your business – using examples and case studies to ensure you can apply the principles to your own setting.

Also available from the Membership Dashboard are our range of business aids; all the tools you need for your professional childminding business. From Childminding Contracts and Cashbooks, to our best-selling Personal Plan Organiser, developed alongside the Care Inspectorate to help you create a comprehensive Personal Plan for each child in your service.

**Login to the
Membership
Dashboard at
childminding.org**



**For more information on SCMA membership
visit **childminding.org** or call us on **01786 445377**.**

Free advertising at childminding.org with your SCMA membership

Login to the Membership
Dashboard today
and create your own
childminding.org profile.

Advertise your childminding
service, your knowledge
and experience,
qualifications and your fees.

**Let parents in your area
find YOU!**



PLUS...

- Track your Continuous Professional Learning (CPL) with your personalised Learning Log
- Download free resources, how-to guides and information packs online
- Get support from our bank of Frequently Asked Questions
- Browse our online shop for exclusive childminding essentials
- Read your quarterly *Childminding* magazine online

**Discover all your SCMA membership benefits when you login
to the SCMA Membership Dashboard at childminding.org.**



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Scottish Childminding Association

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childminding.org



Scottish Government
Riaghaltas na h-Alba
gov.scot

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