



**Morton Michel**  
The **Childcare Insurance** Specialist

# Morton Michel Stationery Shop

To place your order  
please call our team  
on **0330 058 9861**

See our products inside >

# Childminding Contracts

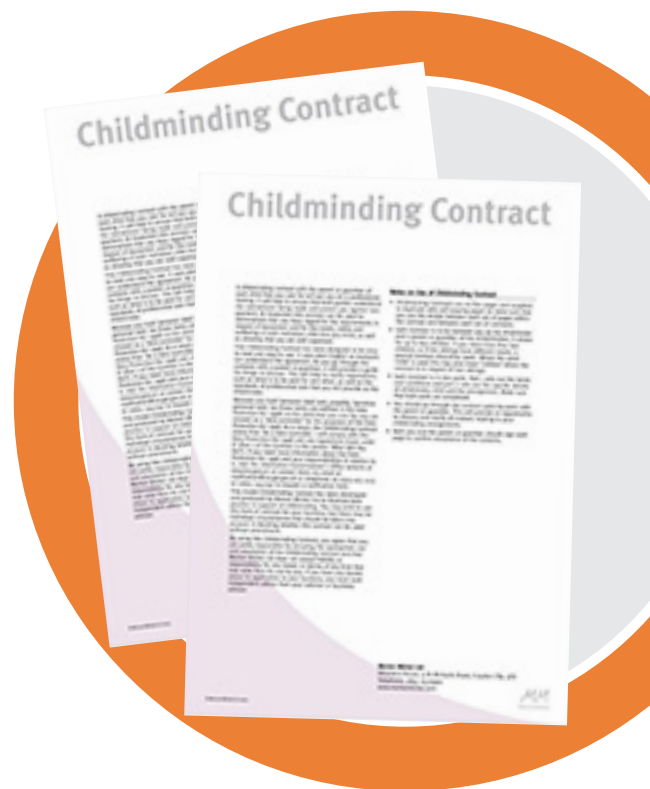
**A childminding contract with the parent or guardian of each child will put childminders on a professional footing.**

It will help to ensure that both parties understand the commitment being made and protect childminders against non-payment.

At inspection this contract can be used to demonstrate that the childminder has regard for the requirements in respect of equipment and for the needs, safety and wellbeing of each individual child.

The childminding contract has been designed to be easy to read and understand written in plain English.

The pack contains six contracts, each of five pages in duplicate with self-copying paper so that both the childminder and the parent/guardian can retain a copy.



Price: **£10.50**

To place your order please call our team on **0330 058 9861**

## Download the NEW Closure section

The Competition and Markets Authority investigated how the childcare sector responded to the Covid-19 closures. They have published some advice on how to ensure you are complying with consumer law, should you need to close for any reason. You can read their advice here.

We've worked with lawyers to add a new section to our childminder contracts reflecting this advice. They are designed to be printed out and added into these Childminding Contracts, so you can be sure you're covered.

[Click here to download the new section](#)

*Please note that this section is designed for use with our Childminding Contract only, and the information may not be complete or applicable if not used alongside it.*



# Child Records for Childminders

**The Child Record forms provide childminders with important information on each child as well as permissions or instructions on what to do in the event of an emergency.**

It is in duplicate with self-copying paper so that both you and the Parent/Guardian can retain a copy.

Each pack contains 6 self-copying forms.

An ideal companion to your childminding contract.

Price: **£4.95**

To place your order please call our team on **0330 058 9861**



## Child Records Pack

**A stylish folder complete with storage space for your child records forms. Suitable for use by all childcare setting.**

The Child Records pack will provide childcarers with important information on each child as well as permissions or instructions on what to do in the event of an emergency. By using this form you can demonstrate that you have obtained the essential information that you must record for each individual child.

Price: **£12.48**

To place your order please call our team on **0330 058 9861**



# Attendance Records for Childminders

**At a glance, the Attendance Record forms show which children and staff have been attending and when.**

It will help childminders to maintain accurate daily attendance records in order to meet statutory requirements.

**Notes on Use of Attendance Record Forms:** Each sheet allows for one full week up to six children. If you mind more than this then a second sheet should be used. The name of each child and their age should be entered at the top of each column.

The form provides a record of actual attendance so make sure you record the hours attended, not the contracted hours.

The forms have been split in to 'am' and 'pm' slots to assist you with recording the hours of children who attend for short periods of time only. Parents'/Guardians' signatures should be obtained at the end of each week.

Information in the weekly attendance record form can be used to help you calculate the fees you charge, depending on your contracts with parents.



Price: **£4.20**

To place your order please call our team on **0330 058 9861**

## Attendance Records Pack

**A stylish folder complete with storage space for your attendance record forms, which can be used by any childcare setting.**

At a glance, the Attendance Records show which children and staff have been attending and why. It will help childcare workers to maintain accurate daily attendance records in order to meet statutory requirements.

Price: **£8.40**

To place your order please call our team on **0330 058 9861**



# Medication/Treatment Records for Childminders

**The Medication/Treatment Records pack contains two forms: one to support the administration of long term or continuous medication/treatment; the other is to support short-term medication or treatment.**

Contains 12 Short-Term Medication Treatment Record forms and 12 Long-Term Medication Treatment Record forms.

Completion of the forms ensures confirmation of the Parent /Guardian's consent and confirmation that the treatment has been administered.

Price: **£5.04**

To place your order please call our team on **0330 058 9861**



## Medication Records Pack

**A stylish folder complete with storage space for your medication records forms, which can be used by any childcare setting.**

The pack contains two forms: one to support the administration of long term or continuous medication/treatment; the other is to support short-term medication or treatment. By using these forms you will be able to evidence that you comply with your registering authority requirements regarding the administration of medication/treatment to a child.

Price: **£9.36**

To place your order please call our team on **0330 058 9861**



# Observations/Cause for Concern Records

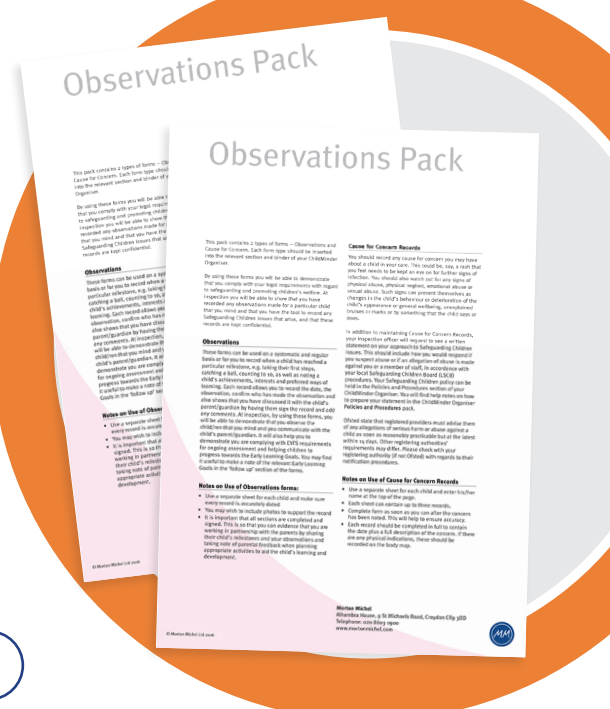
**This pack contains 2 types of forms - Observations and Cause for Concern.**

Childminders will be able to demonstrate that they comply with legal requirements with regards to safeguarding and promoting children's welfare.

At inspection childminders will be able to show that they have recorded any observations made for a particular child that they mind, that they have the tools to record any safeguarding children issues that arise and that these records are kept confidential.

Price: **£5.94**

To place your order please call our team on **0330 058 9861**



# Accident/Incident Records for Childminders

**The Accident/Incident Records help childminders to fulfil the legal requirement of keeping a record of any accident or incident that happens to a child in their care and protects them against false accusations.**

By using these forms all childminders will demonstrate that they comply with legal requirements with regards to safeguarding and promoting children's welfare.

**Contains the following forms:**

20 Accident/Incident Records

36 Existing Injury Records

Price: **£5.80**

To place your order please call our team on **0330 058 9861**





# Accident/Incident Records Pack

**A stylish folder complete with storage space for your accident/incident records forms, which can be used by any childcare setting.**

The Accident/Incident Records help childcare workers to fulfil the legal requirement of keeping a record of any accident or incident that happens to a child in their care and protects them against false accusations.

Price: **£12.72**

To place your order please call our team on **0330 058 9861**



# My Daily Diary

**The My Daily Diary has been designed to make it fun for childcare workers to complete daily with the child/children in their care and at the same time create a record so that the parent/guardian can see how their child spent their day. Including:**

- Important information/dates to remember
- Weekly reminders
- Page a day diary (for 120 days)
- Our favourite activities
- Our memories

Price: **£7.02**

To place your order please call our team on **0330 058 9861**



# Our Nanny Daily Diary

The Our Nanny Daily Diary has been designed to make it fun for nannies to complete daily with children and at the same time create a record so parents/guardians can see how their children spent their day.

## Including:

- Important information/dates to remember
- Weekly reminder
- A page a day diary
- Our favourite recipes
- Our memories

Price: **£6.98**

To place your order please call  
our team on **0330 058 9861**





# Complete Nanny Organiser

Designed in consultation with nannies, the brand-new Nanny Organiser contains two handy booklets to keep all essential information in one safe place. It's a fantastic way to show professionalism to prospective parents.

## Our Nanny Daily Diary contains:

- Important information/dates to remember
- Weekly reminder
- A page a day diary
- Our favourite recipes
- Our memories

## Our Nanny Documents contains:

- Child records
- Medication/treatment records
- Accident/incident/observation records
- Weekly timesheets
- Nanny contracts

Price: **£13.20**

To place your order please call  
our team on **0330 058 9861**



# Nanny Documents

**The Our Nanny Documents booklet is designed to help nannies keep important information in one place, and easily accessible.**

**It allows nannies to keep professional records in relation to working hours and expenses incurred and includes:**

- Nanny contracts
- Child records
- Medication/treatment records
- Accident/incident/observation records
- Weekly timesheets
- Expenses records

Price: **£6.98**

To place your order please call  
our team on **0330 058 9861**



# Fire Blanket

**Ideal for use in homes, nurseries, small kitchen areas, workshops and garages.**

The size is 1.2m x 1.8m and covers most larger kitchen applications.

The suppleness and strength of the blanket ensures user confidence as it is well insulated, yet easily drapes over the fire.

- Hard durable casing
- Easy to install and maintain
- Easy to deploy and use

Price: **£12.48**

To place your order please call  
our team on **0330 058 9861**



# Childminder & Nursey First Aid Kit

**The Childminder & Nursery First Aid Kit is an essential kit for all childcare providers.**

Contents include a selection of dressings and plasters, including finger dressings for protecting injured fingers to ensure that minor first aid emergencies can be dealt with quickly and effectively. Supplied in a durable plastic case.

Price: **£12.00**

To place your order please call  
our team on **0330 058 9861**



## Safety Wristbands (pack of 20)

**Holiday? Day trip? Safety wristbands for your little one/s = a secure feeling!**

Just add a phone number on the inside of the band – that will help reunite a child with its carers or family in the event of the child getting separated or becoming lost.

Price: **£2.70**

To place your order please call our team on **0330 058 9861**



Please note: This is not a toy

## Safety Pack

**A safety pack containing a safety card, whistle and torch:**

- **Safety card:** write your mobile number in the signature strip. make sure your child carries their card with them when they go out.
- **Whistle:** if lost, or if there's a house fire, your child should blow the whistle loudly to alert you.
- **Torch:** keep next to the child's bedside in case of a house fire and smoke. Supplied by Tiny Sponges.

Price: **£5.94**

To place your order please call our team on **0330 058 9861**



# Childminder Organiser Carry Case

## The Childminder Carry Case contains:

- Child Records ring binder
- Business Records ring binder
- 16 index divider cards
- Free additional ring binder

Price: **£7.80**

To place your order please call  
our team on **0330 058 9861**



*Please note: Childminding forms are not included in this package.*

All prices are inclusive of VAT

Business stationery can be purchased at an additional cost, by calling our childminding team, and do not form part of FCA regulated products.

Morton Michel Ltd is authorised and regulated by the Financial Conduct Authority. Firm reference no. 527300. Regulated in England and Wales, Registration No. 5120835. Morton Michel Ltd is part of the PIB Group. Registered Office: Rossington's Business Park, West Carr Road, Retford, Nottinghamshire, DN22 7SW





# Stationery Shop order form

- 1 Make a note of all the items you want to order
- 2 Call us on **0330 058 9861** to place your order
- 3 Sit back and wait for your items to arrive

ITEM		QUANTITY
	Childminding Contracts	
	Child Records for Childminders	
	Child Records Pack	
	Attendance Records for Childminders	
	Attendance Records Pack	
	Medication/Treatment Records for Childminders	
	Medication Records Pack	
	Observations/Cause for Concern Records	
	Accident/Incident Records for Childminders	
	Accident/Incident Records Pack	
	My Daily Diary	
	Our Nanny Daily Diary	
	Complete Nanny Organiser	
	Nanny Documents	
	Fire Blanket	
	Childminder & Nurse First Aid Kit	
	Safety Wristbands (pack of 20)	
	Safety Pack	
	Childminder Organiser Carry Case	