



the Childminding Association

MEMBERSHIP APPLICATION FORM

1 APRIL 2010 – 31 MARCH 2011
1 JULY 2010 – 30 JUNE 2011
1 OCTOBER 2010 – 30 SEPTEMBER 2011
1 JANUARY 2011 – 31 DECEMBER 2011

"Working to promote quality
home based childcare and learning
for the benefit of
children, families and communities"

Please retain this page for your records

WHO ARE WE?

ABOUT NICMA – the Childminding Association

NICMA - the Childminding Association is a regional charity and membership organisation which works to promote quality child care within home based settings. NICMA understands childminding – it was formed by a group of childminders in 1984 who recognised the need for a support network for childminders, parents and children involved in homebased daycare. The Association has grown to a current membership of 2,600 registered childminders.

INCLUDED WITH YOUR MEMBERSHIP ARE THE FOLLOWING SERVICES:

INFORMATION

- ⌘ **MEMBERSHIP PACK:** Every NICMA member receives a pack of information to help with the business side of childminding – contract forms + guidance, child record forms - to enable childminders to run a professional service.
- ⌘ **TELEPHONE INFORMATION:** NICMA's Information Helpline is staffed Monday – Thursday (9.00am – 4.30pm), Friday (9.00am – 1.00pm) to answer childminding queries from members or parents.
- ⌘ **'CHILDMINDING MATTERS':** NICMA's magazine provides up to date information on childminding issues, training and new developments within the organisation.
- ⌘ **PUBLICATIONS:** A range of leaflets, publications and posters to help childminders run their business effectively.

SUPPORT

- ⌘ **CHILDMINDING GROUPS:** To provide childminders with a support network within their own community. Groups can offer training, toys, equipment and book libraries, social events, outings for childminders and children, emergency sickness cover.
- ⌘ **CHILDMINDING VACANCY SERVICE:** Our computerised database holds up to date details of your vacancy situation. With this information we can bring you new business by putting parents in touch with you.
- ⌘ **NEW VACANCY SERVICE:** On Line Vacancies – to give Childminders the opportunity to advertise their places on NICMA's web site.
- ⌘ **AGM / CONFERENCE:** NICMA's Annual Conference provides members with the opportunity to network with childminders all over Northern Ireland.
- ⌘ **DEVELOPMENT OFFICER:** NICMA has Development Officers available in most areas of Northern Ireland to provide you with individual support.
- ⌘ **INSURANCE COVER:**
 - ❖ **Public Liability:**
 - Each childminder is covered for up to £5 million for the accidental injury / death of any child in their care.
 - Damage to the property of third parties.
 - NICMA Support Group Toy Libraries – insurance free of charge **Please note – household contents are not covered.**
 - ❖ **Social Services – De-registration Insurance:** Legal expenses up to a limit of £50,000 in respect of anything done or not done by you or members of your family resulting in the Social Services Trust removing or suspending your registration.
 - ❖ **Legal expenses:** Cover of approx £50,000 for defence of any criminal prosecution or civil prosecution arising from normal childminding duties and responsibilities. Pre-prosecution defence – access to free legal representation at any investigation that may result in a prosecution.
 - ❖ **Free legal advice:** 24 hours a day, 7 days a week, NICMA members may have access to Legal Advice Line offering free advice on any legal problems.
 - ❖ **Domestic Assistance:** Provision of a 24 hours a day, 7 days a week telephone helpline for NICMA members to access emergency assistance, eg. plumbers, glaziers etc. – actual cost of repair, callouts etc. to be met by individual.
 - ❖ **Optional – Employers Liability Insurance:** If you employ an assistant, it is a **legal** requirement to hold Employers Liability Insurance cover. *Contact NICMA Office for further details.*

SURESTART CHILDMINDING NETWORKS: Dedicated groups of Childminders attached to SureStart projects.

- ⌘ **TRAINING & QUALITY ASSURANCE:** Range of training courses and qualifications to enhance your childcare practice.
- ⌘ **'QUALITY FIRST':** Individual accreditation scheme for practicing childminders

Please ensure that you enclose a **PHOTOCOPY** of your Registration Certificate from Social Services, or alternatively a letter from Social Services stating that your registration process has been completed. YOUR REGISTRATION CERTIFICATE **MUST** BE CURRENT. Please note that we cannot proceed with your application until this has been received.

Please remember to enclose cheque / postal order* made payable to NICMA or details of card payment.

**NB: Please note that if Postal Orders are used, any stamps included must show the monetary value.*

MEMBERSHIP SERVICES BECOME AVAILABLE AS SOON AS THE OFFICE RECEIVES YOUR APPLICATION, CERTIFICATE AND PAYMENT.

NICMA MEMBERS HAVE ADOPTED:

1. A no smacking policy
2. A no smoking policy (in the presence of children)
3. To operate in accordance with the NICMA Quality Childminding Charter

CHECKLIST

Have you enclosed your:

1. Copy of MOST RECENT Registration Certificate
2. Payment
3. Completed Membership Application Form

All information supplied on this membership application form is subject to "The Data Protection Act 1998" and will not be used for any purpose other than that for which it is given.

Thank you for your support

NICMA – the Childminding Association
16 – 18 Mill Street
Newtownards
BT23 4LU

Tel: 0871 200 2063
Fax: 028 9182 0921
Email: info@nicma.org
www.nicma.org

OFFICE USE ONLY	DATE RECEIVED:	RECEIPT NO:
MEM. NO:	ADDTL MEM NO:	

APPLICATION FOR MEMBERSHIP

If you have been a member of NICMA continuously for 10 years or more, you will be eligible to receive a loyalty discount on your full membership fee. (not applicable to assistant membership rate) Please telephone **08712002063 to confirm.*

Loyalty member	£ 90.00	<input type="checkbox"/>
Full Membership Fee	£100.00	<input type="checkbox"/>
Assistant Membership Fee (for additional member at same address)	£ 50.00	<input type="checkbox"/>

Please tick one:

- 1 APRIL 2010 – 31 MARCH 2011 1 JULY 2010 – 30 JUNE 2011
 1 OCT 2010 – 30 SEP 2011 1 JAN 2011 – 31 DEC 2011

NB: Have you allowed a break in your NICMA membership?

If you have allowed your membership to lapse and are rejoining us after a break, please note that you will not be protected by NICMA insurance during the lapsed period. If a claim is then made against you relating to an incident occurring during that period, NICMA cannot protect you.

YOUR NAME: _____

ADDRESS: _____

TOWN: _____ **POSTCODE:** _____

ALTERNATIVE BT CODE FOR VACANCY INFO: BT _____

TELEPHONE: (incl. Code) _____

EMAIL ADDRESS: _____

***NATIONALITY:** _____

**please note that this information will be used for statistical purposes only*

Please send me the following publications with my Membership Pack:

- | | |
|--|---------|
| <input type="checkbox"/> Cash & Attendance Register | £12.00 |
| <input type="checkbox"/> Child Protection Guide | £ 3.50 |
| <input type="checkbox"/> Childminding Handbook | £15.00 |
| <input type="checkbox"/> "Observing Children" – a guide for childminders | £ 6.50 |
| <input type="checkbox"/> SPICE | £ 9.50 |
| <input type="checkbox"/> Accident / Incident Record Book | £ 4.75 |
| <input type="checkbox"/> I am enclosing my cheque / postal orders for | £ |
| <input type="checkbox"/> I wish to pay by credit/debit card (including membership fee) | £..... |

Card No. _____ / _____ / _____ / _____ Issue No. _____

Start Date: ____ / ____ Expiry Date: ____ / ____ Security No. _____

TO PROVIDE YOU WITH A QUALITY SERVICE PLEASE COMPLETE THE FOLLOWING:

Enter the number of children you are registered to care for:

Under 5

Over 5

Enter the number of children you are currently minding:

Enter the number of vacancies you wish to fill:

Under 5 Over 5

Over 12

Would you collect children from school/playgroup? Yes No

Do you belong to a NICMA Childminding Support Group / Drop In ? Yes No

If yes, which Group / Drop In _____

Do you care for a child with special needs or do you provide sponsored childminding / respite care? Yes No

**it is essential that you contact NICMA as you may not have insurance cover for this area of childcare. NICMA membership does not include insurance cover for foster care*

Do you work with an Assistant? Yes No

If yes, please give Name of Assistant(s) _____

*If yes, please ensure that your Assistant is also a NICMA member(see reduced rate on p.5)

Is this your first membership application? Yes No

How did you get your information on becoming a Registered Childminder? NICMA Information Pack Information Evening

Other (please specify) _____

Do you wish to be included on our Childminding Vacancy List? Yes No

Do you wish to be included on our website vacancy page? If yes, please also complete and return the attached form. Yes No

TRAINING

In order to update our information with regard to training, please complete the details below*:

** If you are renewing please detail training within the **last 12 months only***

Training Course	Date Achieved
Pre-registration	_____
NICMA Introduction to Childminding / Homebased Childcare	_____
NICMA Caring for Children with Special Needs	_____
Child Protection (delivered by Trust or NICMA)	_____
First Aid	_____
NVQ Level II (childcare)	_____
NVQ Level III (childcare)	_____
High/Scope in the Family Day Care Setting	_____
Looking After Me	_____
Quality Business Start	_____
Child Development	_____
'2 Year Old Programme'	_____
Any other relevant training: _____	_____
_____	_____
(Name of Course)	Date

DECLARATION OF VALIDITY

"I declare that the enclosed registration certificate is currently valid and I have not been issued with any amendment. I will forward any amended certificate to NICMA should the need arise."

Signed: _____ Date: _____

Signed: _____ Date: _____

NICMA reserves the right to refuse any application for membership if the information supplied is found to be inaccurate or the terms of registration are under investigation. NICMA membership is open to all those who agree to abide by the policies of NICMA and not to bring NICMA into disrepute.

PRO FORMA FOR ON-LINE CHILDMINDING VACANCY SERVICE

PLEASE ENTER YOUR PERSONAL DETAILS IN THIS COLUMN		USE THESE EXAMPLES TO HELP YOU COMPLETE THE FORM
Name:		eg. Mary Briggs
NICMA Membership No:		Can be found on your membership certificate.
Area:		eg. Holywood or East Belfast and your BT code i.e. BT6
Registered with:		Eg Belfast Health & Social Care Trust
Telephone No:		Essential to include.
Email Address:		Beneficial to include.
Age range of children cared for:		eg. 1-12, 0-14
Opening times:		Monday to Friday 8.00am – 5.50pm Include any evenings or weekends if you are prepared to open School holidays/Before school
Number of vacancies:		3 for children under 5, 1 for children over 5.
Cost info:		£2.70 per hour for full time care; £3.00 per hour for after school/part time care Payment weekly in arrears Reduction for siblings, if you offer
Payment methods accepted:		eg. Cash; cheque; childcare vouchers
Drop off/collection from local schools/playgroups:		List the schools that you can drop off and collect from.
Activities & Facilities offered:		Toys; outdoor play area; cooking; books and stories; quiet area; dressing up; snacks during the day; sleeping area; art/craft activities; sand/water play; visits & outings to P & T, swimming pool; disability access, homework support
Belong to Childminding Network		Clogher Valley, Newtownabbey
Training/qualifications undertaken:		NVQ or equivalent; First Aid Short courses in Child Development, Health & safety, Child Protection etc
Quality First accredited:		Yes/No
Other information:		Friendly home environment One to one care Opportunity to mix with children of all ages. Non smoking environment, we have pets.

IT IS VITAL THAT YOU UPDATE NICMA EACH TIME THAT YOUR DETAILS CHANGE; PLEASE POST THIS COMPLETED FORM TO NICMA OR EMAIL A COPY TO vacancyupdate@nicma.org
EMAIL VERSION CAN BE FOUND at <http://www.nicma.org/06/Vacancy.doc>