**Key Worker System**

A key worker is responsible for liaising with the child’s parent/carer, informing the parent/carer of activities in which the child has participated. She/he has the primary responsibility for monitoring the child’s development and completing the learning journal. (although this may be done by any staff member). She/he will be happy to share with you, the child’s learning journal and will be able to update you on your child’s progress. They will also work with you, if there is any concerns in your child’s development and will carry out the two year check.

The keyworker that your children may have include:

* Kelly Puddy (lead childminder)
* Justin Puddy (childminder)

At present, Kelly Puddy is key worker to the three EYFS children. Justin Puddy is primarily involved with the care of the after school children.