



# Admissions Policy



We aim to make the nursery accessible to all families from the local community.

- We welcome the child's parents/ carers from all cultural, ethnic, religious and social groups.
- The nursery is open 51 weeks a year from 8am to 6pm.
- The nursery is only closed on bank holidays, a week between Christmas and New Year and during adverse weather conditions.
- Our waiting list is arranged on a first come first serve basis. Priority is given to siblings of families already in attendance.
- Nursery places are subject to availability and staffing levels. There will be equality of access to nursery places outlined in the nursery equality of opportunity policy.
- If a child requires medication, such as insulin/adrenalin injections the nursery reserves the right to delay the child starting so that the staff can receive appropriate training that is required for this administration.
- On enquiry a welcome and registration pack will be given to prospective parents and an introductory visit will be suggested and arranged. On receipt of a completed registration pack and deposit and registration fee received, a child's name will be added to the current list or waiting list. For two's too funded children if booking 2 months in advance then a £25 holding fee is required. This will be refunded back when the child starts.
- If the waiting list is empty then a child may start immediately after the registration process and settling in sessions are complete.
- A deposit is required to secure a child's place. This is set out in our terms and conditions. In the event of cancellation of the place by the parent, regardless of the circumstances, the deposit becomes non-refundable. The deposit would be kept to compensate for the loss of fees.
- Information regarding the Early Education Funding will be available for parents/carers when their child is eligible. Parents may be invoiced for additional hours over the 15 or 30 hours. Nursery staff will notify parents when their child is entitled.
- When your child is claiming 2, 3 or 4 year old Early Education Funding a maximum of 2 weeks holiday can be taken during term time. Any additional holiday taken in term time over 2 weeks will not be covered by the local authority and Parents/Carers may be charged for any additional weeks taken.
- The nursery offers one weeks holiday so any holiday taken over that will be charged for.
- We offer funded places in accordance with the Code of Practice for Bournemouth and any local conditions in place at the time.



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## Settling in policy

Children must feel happy and secure without their parents/carers, before they can play and learn successfully. They need to be confident that their parents/carers will return at the end of their session.

In order to achieve this, our policy is:

- A settling in booklet is emailed to new parents when their child starts the setting. This outlines photographs of areas of the nursery to familiarise the children with the environment before they start.
- We will arrange for parents/carers to visit nursery with their child for part of a session before they start.
- Admission to the nursery is to be staggered so we do not have too many new children settling at the same time.
- To recognise that parents/carers know their children best and we work with them to help their child to feel welcome and secure.
- We encourage parents to separate from their child for brief periods at first which can be built up to longer absences until the child is ready to be left for a whole session. This will normally be two sessions. These sessions can be extended if a child is not finding it easy to settle into nursery.
- We recognise that at some stage the child may need to be left even though distressed. In such cases the child will be given the continual support of one member of staff. If the child continues to be distressed and is unable to settle, then the parent/carer will be contacted and asked to return.
- If a child is upset when left for their session, parents/carers are welcome to telephone the nursery to enquire about them.
- Children will be able to bring in items of comfort to them (e.g. dummies, blankets, soft toys). After a period of time, when the child is more settled these can be placed in their individual tray/box so they can be easily accessible if they need them.
- We aim to give each child adequate time and support to settle into the setting.
- Parents/Carers concerns and worries will always be taken into account.
- Parents, who are anxious about their child, will be given reassurance and information about their child's activities and welfare during the session. We recommend that parents/carers of new children return to collect them slightly early so they are not distressed when the other children are collected and they are waiting. (younger children/babies may not understand the concept of time and that you will be there 'soon')
- Children develop at different rates and parents/carers should not be discouraged if their child does not settle in as quickly as another child, we will always offer reassurance and support for both the child and parents/carers during this time.

Signed on behalf of the nursery.....*Emma Middleton*.....Date:... August 2020