

Admissions 2021

Childcare Practices

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure information about our nursery is available in written and spoken form. We will read the information to any person with difficulties.
- We arrange our waiting list in order of availability and sessions required. We take into account any siblings already attending nursery, and any child already attending wanting extra sessions.
- We welcome fathers, mothers, other relations and carers, including child minders and foster carers.
- We treat each family individually, having regard to their needs arising from gender, special educational needs, disabilities, social background, religion, ethnicity, or from English being a newly acquired language.
- We make Equal Opportunities widely known as much as possible.
- We are flexible about attendance patterns, where possible to accommodate the needs of individual children and their families.
- Numbers are monitored so that the maximum legally permitted numbers are not exceeded
- Parents/Carers must provide identification for their child at the point of registration.
- Parent declaration forms including information regarding 15 hours

childcare, 30 hours childcare, Disability Access fund, Pupil Premium Fund, Data Privacy, and Consent for verifying 30 hours eligibility code, must be signed, along with the nursery registration form before any child can start.

- All admission form are checked to ensure we have all the relevant information needed before a child starts.

Settling in Procedures

Our settling in procedures vary from family to family. We treat every child and family as individuals. Parents may wish to settle in their child over a longer period of time than others. This often depends on the age of the child. We encourage the parents to spend some time in the room, getting to know the staff who are going to be caring for their child, ensuring they feel safe and secure. We ask the parents to read and familiarise themselves with the policies and procedures.

Covid 19 Changes September 2021

We are aware of the possibility of allowing parents into the nursery rooms may have an impact on the nursery contracting Covid. But we are also aware that children need to settle in, therefore we allow parents to sit in an alternative room and complete forms and speak to staff whilst their child is settling in. We feel that parents are on hand if the child becomes too upset for staff to comfort. This gives both child and parent the opportunity to settle in in a Covid safe manner

Policy Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date Reviewed September 2021 (Covid additions)

Date to be reviewed September 2022

Date Reviewed

This policy will be amended sooner than the review date should any new information be obtained.