

# Admissions, Transfer of Care

Policy Adopted: June 2017

Policy Updated: April 2019

Key Legislation: Equality Act (2010); Human Rights Act (1998)

EYFS Statutory Framework (2017) Section 3



Under the Statutory Framework, all children have access to nursery places and childcare services. All children and their families are welcomed at Giggles Galore irrespective of their age, gender, race, ability, religion or sexual orientation. All children may attend the setting full or part time, and are allocated a keyworker to track their learning.

## Access to Childcare Places

Where necessary, children are placed on a waiting list with priority given to those children with siblings already attending; a first come, first served basis is adopted thereafter. Due to demand, children enrolling for a place in the nursery from May 2019 a registration a fee of £50 is payable to secure each child's place. This is non-returnable.

## Settling In

Where appropriate, the child will be introduced gradually to the nursery through settling-in sessions.

## Visitors

Visitors must sign the Visitors Book situated in the foyer on arrival and upon departure. This is for the safety of all children, and for fire regulations.

## Transfer of Care

Our responsibility for your child begins when you leave the premises and ends when you meet your child in the foyer.

Staff are not responsible for children not attending the nursery, or on the premises outside of their pre-booked session times unless prior arrangement or notice is given.

## Flexibility

As far as possible we aim to be flexible about attendance patterns so as to accommodate the needs of individual children and their families.

## Supporting Additional Needs

Discussions are had from the outset with parent/carers and any other agencies that are involved with the child to establish the type of need required and how provision can be made to support the child and ensure successful integration.

## Partnership with Parents

We work in close partnership with parents, carers and outside agencies to ensure our admissions policy is fair.