

Step by Step Day Nursery

Admissions Policy:

Providers must ensure that children to staff ratios are adhered to in relation to Ofsted requirements.

1.7 Admissions

The basis of our admission policy is its official registration with Ofsted, which sets out the number and age for which places can be provided. We take into consideration the ratios of adults to children and never exceed these ratios when admitting children.

The Nursery does not, and has no intention in the future, to discriminate against any child for reasons of sex, ethnic background, religion, colour or creed.

Applications from children with additional needs will be welcomed taking into account the ability of the Nursery to provide the appropriate level of care.

If requests for admission exceed the number of places available, or if a suitable place is not immediately available, children will be placed on a waiting list. During that time, parents will be contacted regularly to determine whether they are still interested in a place and also to give them some indication as to when a place is likely to become available.

However, parents are also encouraged to contact the Nursery Management to ascertain their latest position regarding occupancy.

It is essential to the efficient running of the Nursery and to other prospective parents/carers that parents notify the Nursery immediately should they make alternative childcare arrangements and no longer require a place.

Once the Nursery is aware that a place is going to become available, the parents/carers at the top of the list with a child of the correct age for the vacancy will be offered that place.

Usually this will be some weeks or months in advance of the place becoming available. On most occasions the place is accepted, but in instances where the place is not taken up, it is offered to the next parent/carer on the list with a child of the appropriate age for the vacancy.

ADMISSIONS PROCEDURE

We welcome children from all backgrounds, regardless of their sex, race, religion, colour or creed. We do take certain points into account when deciding which child should be offered a place at Happy Little Bunny

- Availability of spaces (taking into account child's age, staff to child ratios and registration requirement).
- Length of time on the waiting list
- Our ability to provide the appropriate facilities for the welfare of the child

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Priority will usually be given to a child needing a full-time place, to children whose siblings are already with us or any extenuating circumstances affecting the child's welfare or his/her family.

Full-time places may only be offered temporarily on a part-time basis to new part-time applicants, should there be no suitable parent/carer on the waiting list to take up a full-time place.

Similarly, **part-time** places may be offered temporarily to new parents/carers wishing full-time care, should there be no parents/carers on the waiting list to take up a part-time place.

Such offers are dependent on no parents/carers applying to the Nursery, who are more suitable for that place.

Should this happen, then the parents/carers of the child occupying a full-time place on a part-time basis will be given the option of taking the place on a full-time basis or, should they not wish to do so, will be given a minimum of four weeks' notice. The parents/carers of a child occupying a part-time place on a full-time basis will be given a minimum of four weeks' notice.

Should the parent/carer of a child occupying a full-time place wish to move to part-time, this will only be permitted should the parent be changing to a part-time and on condition that a part-time place is available.

Parents/carers who take up part-time places are required to provide precise information of the days when they wish to bring their child to the Nursery.

Once a child has been allocated a place on an agreed basis, it is expected that parents/carers will adhere to these arrangements. Failure to do so may result in termination of the contract.

The allocation of a place must continue normally through the vacation on the same basis. Nursery places will not normally be held open for unpaid sabbatical, or any other leave of absence.

To secure their child's place and confirm the agreed starting date, parents will then be asked to:

- Complete and sign, fill in a more detailed registration form (to give us important information such as emergency contact numbers, health and dietary requirements etc.)
- Pay a refundable two weeks deposit to secure their child's place and confirm the agreed starting date.

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Registration forms must be completed and returned on or before the child's settling-in begins (Ideally, this should be at least 1 week before start date to allow for any care issues to be raised and clarified before the child begins). Children will not be admitted without this information.

Free trial visits will be organised to enable the child to settle at a gentle pace. It is recognised that the settling in process will be individual for each child and that both parent and child must be confident that the settling in period is satisfactory.

Settling arrangements should be made at the time of enrolment through guided negotiations with parents/carers. Agreed settling in time should take place, wherever possible during the week prior to the start date and will not be charged.

Parents are encouraged to ring if they are worried about their child and talk to the staff to help facilitate the process.

AGE OF ADMITTANCE

We accept children from the age of six months to five years old.

HOURS OF OPERATION

The Nursery is open from 8.00 am to 5:45 pm, however a there is always a staff on the premises from 7.30am, Monday to Friday throughout the year, except for public holidays. One week at Christmas, and 3 days (for training). There are full time sessions, three daily sessions 8:00am to 1:00pm and 12:30pm to 5:30pm and 9am to 4.30pm

ARRIVAL AND DEPARTURE OF CHILDREN

It is essential that parents always notify a member of staff of their child's arrival.

On arrival at the Nursery you will be expected to hand over your child to the room staff who will then register your child for the session. When you come to collect your child we expect you to inform the Nursery staff about your child's departure.

To avoid disruption to our lunch routine, parents are requested to give prior notification of their child's attendance if the child will be in late but before lunch time.

If a child is to be absent, we ask parents to inform the Nursery as soon as possible and ideally before 9.00am.

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Staff will not release children to anyone other than parents, except to pre-authorise persons/ carers (listed in the child registration form) about whom parents will be expected to inform the Nursery in advance that they are to collect their child.

Parents/ carers may be required to give a physical description of such pre-authorised persons before they collect children for the first time, Authorised persons may also be required to provide proof of identity before children are released to them. Parents will be asked to provide the Nursery with a password.

LATE COLLECTION OF CHILDREN POLICY

Step by Step Day Nursery operates promptly each day between the hours of **8.00 am** and **5:45 pm**. If your child is not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the Nursery until the last child has been collected.

Where children are collected after 5.45pm without prior arrangement, a late fee will be levied. This will be £5 for the first 15 minutes then at a rate of £5:00 every 5 minutes. To be paid directly to the Senior Worker on duty at the time of collection) to cover the additional staffing costs incurred for this reason.

LATE COLLECTION PROCEDURE

If a child has not been collected after 5.45pm and no contact has been made by the Parents/ Carers, the following procedures must be followed:

- At all times two members of staff must stay with the late child, one of them must stay with him/her.
- At 6.00pm call the child's parents.
- If no-one answers, leave a message
- Call all numbers in the child's registration forms
- If no-one answers, leave messages
- Stay calm and **do not speak of the situation in the front of the child**
- At 6.20pm contact all the numbers again and leave messages, if required
- Contact the Manager/Deputy on her contact number displayed in the office to inform her of the situation.
- Keep trying the parents and the emergency contact numbers.

If no contact has been made after a period of one hour, the following steps must be followed:

- 1- The Director, Nicola Richardson to be informed of the situation on:
07963 001858

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- 2- The Manager or senior member of staff must contact the emergency duty social worker on **02083146000** and follow their instructions.

Staff should ensure that a late collection form has been completed accurately.

This policy was adopted by	Step by Step Day Nursery	<i>(name of provider)</i>
On	June 8 th 2020	<i>(date)</i>
Date to be reviewed	June 2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Nicola Richardson	
Role of signatory (e.g. chair, director or owner)	Director	