



## OPERATIONAL PLAN STANDARD 2 – ORGANISATION Supporting Documentation S2.1 Admissions Policy

When considering an application for a nursery place, the following matters are taken into consideration:

- Availability of spaces, taking into account the staff/child ratios, the age of the child and the registration requirements
- Applications are considered on a first come, first served basis, unless there are other siblings to be considered first
- Our ability to provide the correct/necessary facilities for the welfare of the child
- Any extenuating circumstances affecting the child's welfare or his/her family

### **Prospectus:**

The prospectus is available for all prospective parents and includes important information about the nursery: our address, telephone numbers and a map, our mission statement, external activities, specific information about babies, opening hours etc.

### **Mission Statement:**

At Kaleidoscope Nursery we celebrate the skill and competence of babies and young children. We offer children an environment where they will be treated with kindness and patience. We respect and cherish the individuality of each child and encourage each one to grow to reach their full potential. We endeavour to enable children to become confident and thoughtful, with a sense of justice and concern for their fellow beings.

### **Non-discriminatory Practice:**

We do not discriminate against any child on the grounds of sex, race, religion, colour or creed. The Disability Discrimination Act 1995 lays down a legal obligation on us to consider those designated disabled or disadvantaged, using, as far as possible, the same criterion as for all other children. However, we will in their case, carry out an additional review of their individual circumstances and requirements and then assess our ability to meet those needs. This is necessary to fulfil our prime objective of providing a high standard of care that ensures the welfare of all children at all times.

### **Admissions Forms:**

The following forms must be completed before a child can be left at nursery:

- Application for Care (this has emergency contact details, name, address, medical information etc)
- Parental Permission Forms (this grants permission for outings, emergency care, Calpol etc)
- Nursery/Parent Contract (this sets out everything the nursery promises to provide and the conduct expected from parents)

In addition, parents are also asked to complete an 'All About Me' sheet to give Keyworkers a picture of the child, and must also highlight the EYFS strands to show where they think their child is to give staff a clear starting point.

### **Funding:**

Children attending Nursery all year round, will need to pay a non-refundable £50 registration fee to secure their place.

Children attending Nursery with either 2-year funding or the universal 15 hours government funding, where their attendance is up to and including the 15 hours term-time only (or the 15 hours stretched), do NOT need to pay a registration fee.

Children attending Nursery with the 30 hours additional government funding, where their attendance is up to and including the 30 hours term-time only (or the 30 hours stretched), do NOT need to pay a registration fee; however a refundable deposit of £25 will be required to secure their additional hours. This will be refunded on the first month's 30 hours invoice.

#### **EVERY CHILD MATTERS**



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There are limited spaces available for 30 hours children to cross sessions (eg. 9-2.30pm) and these sessions will be allocated on a first come, first served basis, with priority being given to those children who have come through from Ladybirds and/or Dragonflies on these hours for a sustained period of time.

### **Settling-In Procedure:**

When an application has been agreed, settling-in sessions must be arranged prior to a child starting their regular sessions. Kaleidoscope Nursery offers free settling-in sessions once the application has been processed and the start dates arranged. Currently we recommend a minimum of 5 sessions, starting with a one hour and increasing each session, as appropriate, depending on the sessions the child will be doing. Children taking the 15 hours Government funded sessions across the 5 mornings or afternoons, tend to be ok to come straight in for those, however, shorter session can be offered if required. For children doing longer sessions, it is recommended that the hours are gradually extended to build up to the full day. It is also recommended that the hours offered span different parts of the day to include a child's sleep times and meal times. Settling-in sessions are very important not only for child/staff relationships but also for lowering a parent's anxiety levels prior to leaving their child on a regular basis. The majority of children usually settle in very quickly but a few tears are normal.

Where a child is struggling to settle, there are a few useful tips that Kaleidoscope Nursery staff can employ:

- Ask the parent/guardian for a child's soother/teddy/comforter to be brought in for the child should they need it
- Ask the parent/guardian for a photograph or other significant item from home should the child need it
- Increase the regularity of settling-in sessions (make them shorter but more frequent)
- Take the child to see their sibling in one of the other rooms (if appropriate)
- Use distraction techniques such as new toys/games/going for a walk/playing outside
- Speak to the parent/guardian about a favourite activity/character/game/food the child enjoys and incorporate it into the daily planning
- Ask the parent/guardian to talk to the child about what they might do at Nursery before they arrive
- Consider changing Key-worker if a child gels with a particular member of staff
- Explain to the child that their parent/guardian will collect them straight after a significant event (eg. Lunch/snacks etc) and ensure that the parent/guardian is there on time

### **Attendance:**

Attendance is very important to ensure continuity of care and to meet with all of our safeguarding protocols. With this in mind, it is essential that a parent telephones the nursery to advise of any absences. When absences are due to medical issues, it is very important to disclose the illness for health and safety reasons. When we are not advised of an absence, a same day call back will be made to the parents to enquire about the welfare of the child.

### **Cross-Reference to Other Policies:**

In order to complete our commitment to Safeguarding, this policy runs alongside the policies and procedures, as set out below:

Application for Care Pack	
British Values	S6.3
Equal Opportunities Policy	S9.1
Induction Pack	S1.15
Prospectus	

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