

DOWNNS PARK DAY NURSERY

ADMISSION POLICY

AIM: To provide a warm, caring, efficient and effective entry in to nursery.

OBJECTIVES:

- To ensure each child feels happy and secure in his/her new environment.
- To achieve a gentle, smooth transition from home to nursery through close liaison and communication with parents.
- To alleviate any anxieties or worries and to develop a close working relationship with parents to establish a suitable programme for settling their child.

GUIDELINES:

- Parents to contact nursery for an appointment to visit for an overview of the whole nursery. Does nursery ethos meets the family's needs and requirements?
- Parents are shown each room and an explanation is offered of how each room operates. Information regarding activity and group time planning, and observations etc. is also shared at this time.
- Parents are offered information of nursery procedure, availability, waiting lists, opening times, current nursery policies, including the complaints procedure, and the current fee structure.
- It is explained that a registration form must be completed and returned, along with the fee, to ensure registration.
- Registration form clearly states terms and conditions for place allocation. Children are allocated places according to availability in any given room.
- Children names are placed in the Waiting List book and allocated places in strict rotation.
- Priority is given to existing children and registered siblings.
- Downs Park Day Nursery offers full-day provision only. Half days may be booked as extra sessions as required, according to space availability.
- Whenever possible we will endeavour to offer flexibility,
- The registration fee is a non-refundable payment and does not guarantee a place at the required time.
- The nursery will endeavor to contact registered parents at least once per year, to check on requirements and to offer an update.
- The nursery will usually contact families by telephone or email to offer places.
- Parents are required to respond within three days, of their wish to accept/decline the place.
- If it is accepted, a non-returnable deposit is required by return.
- The nursery requires a minimum of one calendar month's notice, in writing, to terminate a child's place, or to increase/decrease sessions.
- In the case of the termination of your child's place, the last session should, if possible, conclude on the final day of that month.
- Failure to give sufficient notice will result in an additional month's fee becoming payable in lieu of notice.
- The nursery reserves the right to change/terminate a child's place if deemed necessary, for example, for non payment of fees or in circumstances as detailed in our fees lists. Receipt of a deposit acts as an agreement of our terms and conditions/compliance with our policies and procedures, (including this admission policy).

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- Parents are given a minimum of four weeks notice of their child's start date.
- Should the place be available earlier, parents may take up the option to start.
- A place cannot be held after the notice period has expired and parents will be charged from that date.
- A preliminary visit will be arranged for the parent, with their child, usually the day before the child's start date.
- The child's key worker will greet the child and introduce them to the nursery.
- Key worker shows the child their particular room, their coat peg for any belongings, and the toilets, outside play area etc.
- The Key Worker takes the opportunity to spend some time with the child to establish the beginnings of a trusting relationship to help that child to settle.
- Staff establish the child's interests and make something associated available for the child on their first session.
- Parents re-familiarise themselves and discuss any worries or concerns.
- This establishes the start of a trusting parental partnership in the child's care and education.
- Parents are required to sign a contract detailing the child's designated sessions, the averaged monthly account and terms and conditions for payment, nursery opening times and overtime arrangements.
- Parents sign the child detail form as a record of personal information about each child.
- This details specific information, including any special needs relating to health, diet etc.
- Parents are required to give permission before staff are authorised to take children on local outings/visits.
- Parents are required to give their consent by signing the relevant section for permission to take photographs.
- Sessions are non-transferrable, i.e. any changes cannot be made at short notice. Should parents wish to change sessions/days, a request should be made in writing to Mrs. D Munk/Miss E Merrick.
- These requests are then placed on a priority waiting list and the changes effected as soon as possible. These places may not be available immediately and parents may have to wait some time. This will be dependant on availability and any specific sessions required.
- Should a child find difficulty settling, staff will liaise with parent to plan an individual programme designed specifically to help those children who are finding the transition to nursery traumatic.
- Most children will have some reaction of varying degrees and require reassurance.
- Depending on individual needs, some children will need regular contact in between sessions, to build a mutual trust between home and nursery.
- Some parents may be advised to only leave their child for short periods, gradually extending their sessions as the child gains in confidence.
- We are guided by individual children's needs.
- Every effort is made to ensure a familiar adult meets and greets your child until they feel comfortable with other members of the team.
- Staff will endeavor to offer regular updates on your child's general progress and offer information of activities participated in during the session.

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- Individual Parents Meetings are held 3 times per year. These meetings offer an opportunity for parents to talk with their child's key worker and discuss progress/next steps and any concerns as appropriate.
- Parents are able to look through their child's learning diaries and are encouraged to write comments on their written summaries. Parents are not permitted to bring their children to these Parents Meetings.
- Parents are reassured they can contact the nursery at any time to discuss any problems or request a meeting.
- Parents are requested to check pegs for items to be taken home, e.g. soiled clothes, coats etc. and to collect creative work, baking, invoices etc.
- Parents are asked to clear their child's peg[that may be shared by another child attending for different sessions] at the end of their session
- Parents of Yellow and Red Room children are advised to hand over their children at drop off time in the hall area, with a member of staff so that the child can be distracted by the activities in their room. Staff prefer parents to say their "goodbyes" and encourage their children to leave them quickly, but first reassuring them that they will return shortly. Likewise, at pick up time, we ask parents to wait in the hall for a member of staff to bring the children out of the room for feedback/handover.
- For their child's first sessions, parents are encouraged to call for updates if they feel concerned about how their child is settling.
- Feedback is given to the parent and together a plan is formulated should a child continue to find it difficult to settle.
- This could include 'contact times'/1 or 2 hour settling in times, in between designated sessions which aim to offer comfort and assurance to the child.
- Children become eligible for the Free Early Years Entitlement (FEEE) from the term following their 3rd birthday.
- The 'universal' FEEE equates to 15 free hours per week. Downs Park Day Nursery operates all year round so the FEEE is delivered on a pro-rata basis of 12 hours per week.
- Children may be eligible to claim the 'extended' FEEE of 30 hours per week, (24 hours all year round). Parents are responsible for checking their eligibility online.
- At Downs Park Day Nursery, the FEEE can be claimed for a maximum of 6 hours per day. Additional hours are charged in relation to the nursery fee structure.