

KLOISTERS KINDERGARTEN

Safeguarding and Welfare Requirement: ADMISSIONS

Policy statement

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 that the existence of our setting is widely advertised in places accessible to all sections of the community.
 - We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
 - We welcome all children from the ages of birth to 5 years old (where numbers permit) and aim to provide an inclusive culture and ethos. Places are regulated according to the Ofsted staffing ratios, which are:
 - 1 – 3 for under 2 years old
 - 1 – 4 for 2 – 3 year olds
 - 1 – 8 for over 3 year oldsSo that numbers do not exceed the appropriate maximum.
- Although parents/carers are asked if they have a preference for which days their child attends, at busy times it may not always be possible to allocate places on this basis. If the days offered are not satisfactory then we may be able to alter days as they become available.
- We offer funded places in accordance with the Code of Practice for 2/3 and 4 year olds and any local conditions in place at the time.
 - If the child is eligible for a 2 year old Free Early Education place then their 2 year old funded Reference Number must be noted on the funding forms and a place will not be reserved for a child whose parents/carers believe they are eligible and yet they are waiting for their 2 year funding Reference Number. In this case the child will remain on the waiting list and will be asked to contact us when the Reference Number has been received to see if we then have spaces. At Kloisters we are open 46 weeks a year, therefore the 2 year old funded hours are stretched throughout that period. This equates to 12 funded hours per week over 46 weeks we are in operation, rather than the 38 weeks we are paid for.
 - We do not offer 30 hours funded places, but if you wish to split the funded hours with us and up to 2 other settings at any one time this will be accommodated in line with the Code of Practice to allow flexible childcare.

- A waiting list is in operation so that parents/carers may register their child/children in advance, until either their child reaches the age that the parent/carer would like them to start or a place becomes available for them. We do usually start the Autumn Term at capacity and so therefore there may only be places after that time if a child leaves (they may move house or the families childcare needs change). We cannot afford to leave places empty. This may mean that a child is offered a place in September, but they have not had their name on the waiting list as long as a child who is waiting for a place in January.

Places cannot be saved from term to term for children who are due to start, due to financial sustainability.

Where appropriate, children already attending the kindergarten will be offered extra days before places are offered to new children.

- If a place is accepted in our Baby-room, we require a £85 deposit to secure the place (this is subject to change at the Owner's discretion. If the child does not start for any reason or leaves without one month's notice the deposit will not be available to use as part of the weekly fees structure.
- Government Funding is intended to cover the cost to deliver 15 hours a week of free, high quality, flexible childcare over 38 weeks a year in line with school term dates. It is not intended to cover the cost of meals, extra-curricular clubs, consumables, additional hours or additional services, therefore as we are open for 46 weeks per year and we do not offer any school term-time contracts our costings are stretched over the 46 weeks we are in operation. You do not pay when we are closed or on Bank Holidays. All snack periods during the day are provided free whilst your child is in attendance as is water in a drinks bottle provided by the Kindergarten. Milk, whether whole or semi-skimmed is provided at all ages where appropriate to our Healthy Early Years programme.
- For the sessions that a child attends, parents/carers will be asked to sign a clear/transparent summary of our fee's structure and will be given details on the ways that the fees can be paid to the setting. Fees are reviewed termly and annually. You can have additional hours of provision or additional services, separate to the take up of your child's free place. Additional hours are charged at cost's published at the time of admittance. Receipts are provided for fees paid within the setting at our Welcome Desk on request via an email/mobile telephone no system and they are provided on headed paper.
- You can provide your child's packed lunch (as long as parents/carers comply with our settings Healthy Eating Professional status) or we offer meals from our supplier Healthy Roots at a cost published at time of admittance. All allergies and food preferences are catered for. All Healthy Roots menus are clearly on display with ingredients and allergens list as is our snack menu's and published on our closed Facebook page.
- Our opening hours are Monday – Friday, 8.00 a.m. – 5.30 p.m. 46 weeks per year (term dates are displayed throughout the setting, on our website and included as part of our welcome pack).
- We are flexible about attendance patterns to accommodate the needs of individual children and

families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. Generally we feel that a minimum of 2 sessions a week enables children to settle and benefit from the experience of attending Kloisters Kindergarten.

- Keeping the Kindergarten informed - Parents are requested to let us know when their child is absent, either by phone or verbal message.
- Parents are asked to keep their child away from Kindergarten when they are unwell (Please see our policy on sick children or Childcare Agreement).
- Parents are requested to keep us informed of any changes to personal circumstances, which may have an effect upon the child e.g. change of address, doctor and emergency contacts, bereavement or illness in the family.
- We would also ask parents to supply appropriate clothing e.g. coats in cold weather, sun hats, suitable footwear for playing both indoors and outside. It is also desirable to provide a spare set of the child's own clothes, all marked with your child's name.
- Kloisters and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome. We invite prospective parents to have a look at the setting accompanied by their child. Parent/carers are also welcome to come without an appointment as we operate an 'open door' policy.
- When the initial contact is made a Registration pack and a "What we do at Kloisters" information leaflet is given to all viewing parents/carers and they can also download any policies/procedures etc from our website if required. During their visit parents/carers are shown around the premises, introduced to our staff team and are able to see learning and development opportunities available to the children at the setting.
- Prior to a child's attendance at the Kindergarten, the parents/carers are asked to complete the Registration forms which provide the vital information about the child and the family, and a Contract that clearly states the terms and conditions.
- Individual time will be allocated to complete a "Nice to Meet You" form (normally with the key-worker) to make sure that we are aware of any individual needs or requirements. Additional routines form is complete to make sure that babies feeding times and sleep patterns etc are kept as individual as possible and our Safe Sleep Policy is also discussed with each individual family where a child requires to sleep at nursery.
- Every child will have a 'Learning Story' on a 2Simple portal to enable parents/carers to add information to which enables the setting to enhance the learning at home and incorporate it in the setting as well as being able to join the Kloisters Kindergarten closed Facebook page (on request).
- All learning and development records are now recorded on a tablet (2Simple programme). This is an innovative way of recording the children's individual learning and linking photographs and Learning Objectives together, to make sure that all the Early Years Foundation Stage areas of learning are being covered throughout your child's time at the setting.
- At the end of each 2 week period you will receive a copy of the 2Simple "Build a Profile" via your

registered email address.

- Parents/carers, nan's and grandads etc are invited termly to a Stay and Play session and we also make regular visits via minibus to Forest School which is a most wonderful and invaluable way on enhancing children's exploratory/sensory abilities and is also an additional way to evoke problem solving skills, team working and communication skills in an environment that some children never have the opportunity to visit.
- Transition reports are written when the child is due to leave us and attend school. We also have an 'Open Door Week' when all the teachers of these children are invited to come along to the Kindergarten, to meet the children and talk to our staff which hopefully makes for a smooth transition from Kindergarten into school. We try to also visit the prospective schools with the children to ease transition.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take part in all activities within our setting.
- We monitor the needs and background of children joining [our/my] setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

Policy links:- Parents as Partners Policy, Confidentiality, Data Protection Act 1988, all Safeguarding Policies, Complaints Procedure, Equal Opportunities Policy, Safe Sleep Policy, Healthy Early Years

This policy was amended by	<u>Kloisters Kindergarten</u>	<i>(name of provider)</i>
Reviewed on	<u>29.11.18</u>	<i>(date)</i>
Date to be reviewed	<u>05/2020</u>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<u>Mrs N Bromley</u>	
Role of signatory (e.g. chair, director or owner)	<u>Manager</u>	