

Admission Policy

At Tiny Treasures Daycare and Education we want to create an environment for the long term in which all our children and individuals can flourish.

Tiny Treasures Daycare and Education is open to children from the age of 2 years to 5 years. Places will be offered based on the availability of the sessions. We use our waiting list as our first come first serve allocation. We have different sessions throughout the day including morning and afternoon. We aim to provide high quality child care nursery education to children and families in our local community. We operate an inclusion and equality policy and thus welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

Below are some of the Admission form requirements:

□ Childs details

- Parents/carers and emergency details contact details
- Childs medical details i.e. Injections, allergies, GP details, Dentist details, personal needs
- Dietary requirements
- Persons Authorised to pick up child
- Consents forms i.e. outings, safeguarding, personal care
- Policy agreement
- EEE agreement form if required
- Signed court documents in case of custody issues related to child

Places are allocated using a fair and transparent system. Children are admitted when they reach 2 years dependent upon the availability of space, and readiness of the individual child to stay happily within the group. A child can remain with us until after his or her 5th birthday. It is our intention to make our Setting accessible to children and families from all sections of the local community. The waiting list is operated on a first come, first served basis but exceptions will be made for a child with special education needs/ disabilities, Sibling, and a child under a child protection plan. This will be undertaken in a fair and unbiased manner.

Open days

We invite parents/carers into the setting to meet staff and management. Children will have the opportunity to play with some activities alongside staff in order to make the transition easier for both the parents and the children. Parents will also be told about the setting and be offered the chance to ask questions.

Parents/carers are required to fully complete the registration pack which will ask for the following details:

- All about me
- Consent forms
- Snack/lunch forms/
- Admission form

When a place is offered and accepted parents/carers must sign our terms and conditions.

Settling in

We offer parents support when their child is settling in at Tiny Treasures Daycare and Education we will give options on how best to settle their child in order to meet their needs we do this through:

- Giving parents/carers the option of staying for an hour during the session
- Meeting the key worker and help the child build a relationship with them in order to make the transition easier
- Leaving the child in the setting and waiting in the parents entrance until they feel ready to leave
- Leave their child for one hour and come back after that time period.

Emergency Admission:

Emergency admission will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family.

NEF Funded places

A child is deemed to be eligible for 15 hours Nef funded places from the beginning of the term following their 2nd or 3rd or 4th birthday. To qualify for the 2 Year old funding the parent/carer or child must meet at least one element of the criteria.

Parents will be offered an option that best meets their needs, depending on availability of the sessions and places. It is not always possible to guarantee a parent's or carers preferred sessions, although every effort will be made to accommodate the needs of both child and family.

Parents/ carers will be asked to fill the Free Yearly Entitlement Contract Form which declares if the child does/doesn't attends more than one provider and the total number of hours attendance per week

Children attending on the 15 hours free NEF scheme can access the following

	15hrs over 5 days
	3hrs+3hrs+3hrs+3hrs+3hrs

Enquiry for Nursery places

When a parent/ carer telephones or drops into the nursery requesting information they will be asked for the following details which will be recorded in the Nursery's waiting list folder:

- Parent/carers name, full address and contact phone number.
- Any criminal convictions Home language SEN/ Disability details
- Their children's name and date of birth.
- The sessions that they require and intended start date.

If they have requested a visit at this time it can be given at the discretion of the nursery manager or arranged for a more convenient time. On enquiry, Manager / Deputy Manager will arrange an introductory visit with the parents who will enable them to meet with staff and explore the surroundings of the nursery. Manager / Deputy Manager will inform parents on all aspects of the nursery, and will answer any questions parents may have. If the parents are interested in acquiring a place for their child, they can add their details in the waiting list book.

The waiting list is operated on a first come, first served basis but exceptions will be made for a child with special education needs and sibling rights. Furthermore, the Manager or deputy manager will select children by considering the following guideline:-

- a) The category of the availability i.e. full time, specific days

Places will be offered in a fair and unbiased manner. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend our nursery.

When a place becomes available, parents of a child will be contacted and offered a place.

Prior to a child attending nursery, parents / carers must complete and sign a contract and registration form and the "All About Me forms". These forms provide the nursery with personal details relating to the child. For example, name, address, emergency contact details etc. Once parents have registered their child in nursery they will be given a copy of relevant policies and procedures and the Terms and Conditions which needs to be signed and kept on file.

Our settling-in policy will be explained to parents and dates will be agreed for settling-in visits and the starting date.

Information

Information for parents/carers about the care and education that is offered within the setting will be provided in in our open day, through our key worker system, on our website and our parents notice boards.

