

The Strawberry Patch Nursery & Pre-School

7.1 Admissions Policy

Policy Statement

“The Strawberry Patch is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”

It is our intention to make the nursery accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access through open, fair and clearly communicated procedures.

We want children and families to feel involved in all aspects of nursery life. Children need to know that we are here to care for them and will help them to play and learn and have fun. Parents/carers need to feel confident in the ability of the adults in our setting to look after and encourage their children to benefit from the time spent in the nursery.

The Ethos of the nursery

The Nursery’s ethos is to create a secure, homely, social environment, where all children are treated equally as individuals, valuing the qualities they bring to the setting regardless of age, gender, religion or disability. They are given the opportunities to learn and discover through play both indoors and outdoors or during Forest School sessions, where they are supported in their development through positive role modelling enabling them to make decisions and take manageable risks. This allows them to grow in confidence and self esteem, whilst respecting the environment and each other. To allow us to meet these commitments we aim to work closely in partnership with parents/carers and their key person.

Procedures

- We ensure that the existence and accessibility of the Strawberry Patch Nursery and Pre-School is widely known in all local communities. We have good relationships with local children’s services and will liaise with local schools, other children’s centre’s, and local newspapers where all sectors of the local community can see, in more than one language if required.
- We arrange our waiting list in order of date application (depending on spaces available for the age of the child) with no discrimination.
- Parents/carers are asked to pay a £35 registration fees which covers administration and the first four settling in session. This will not apply to funded children.
- Keep vacant places available for emergency admissions or funding children starting in the term.
- We describe the nursery and its practices in terms which make it clear and welcoming to mothers and fathers, same sex families, other relations and carers, including child minders.

- We describe our practices in terms of how it treats each child and their family, having regard for their needs arising from their gender, special educational needs and disabilities, social background, ethnicity, religion or from EAL families.
- We make everyone aware of our equality of opportunities policy.
- We consult and liaise with parents and carers to find out their needs and accommodate them, providing these do not disrupt the pattern of continuity in the setting that provides stability for all our children.
- We always try to be supportive and flexible to child and parent's/carers individual needs and requirements.
- We have a no mobile phone policy within the setting, With notices on entrance doors.

Enrolment Form

- Parents/carers are asked to fully complete and jointly sign (if applicable) an enrolment form giving us all the information we need to care for their child, this includes contact details for all adults involved in the care of their child i.e. parents/carers, grandparents, a relative or a friend.
- We ask to see the child's original birth certificate as proof of the child's identity and date of birth for funding.
- Both parents/carers are also required to sign the 'Enrolment form' if they have parental rights and responsibilities.
- Parents/carers are asked to read and sign a 'Parental agreement' form which shows what we as a nursery aim to do for the child and family and what we wish for the parents/carers to undertake, so we are able to work together to support the child's well-being.
- The parent/carer is asked to state clearly at drop off, the name of the person who will be collecting their child at the end of the session. If they are unable to they can appoint an alternative pick up person, whether it is the other parent/carer, older sibling (over 16) or a family member. We should be informed in writing ideally or via telephone call. If we are not informed we will ring, when the adult collects, to confirm this arrangement.
- If you ask a friend to collect your child (even if it is another mother with a child at the nursery) we will require confirmation from you ideally in writing, otherwise we will not be able to allow your child to leave. Identification or a password must be given in if the adult is unknown.
- We ask for one month's notice for reducing sessions or cancellation of a child's place. (Ref to Charging policy)

Signed: RBaillie

Date: September 2020

Review: September 2021