



DAY NURSERY AND PRE-SCHOOL
83 - 85 Hall Road
Hull
Tel: (01482) 470535

ADMISSIONS POLICY

It is the policy of Little Acorns not to discriminate against the admission of any child regardless of race, colour, creed, gender or ability.

All places will be allocated on a 'first come, first served' basis except in the case of siblings where one child is already attending the nursery.

Children who have an Education and Health Care Plan and name the setting as their preferred choice will be given a space.

Free 'settling in' sessions are available for all children and parents/Carers, enabling them to stay with their child initially to help with the transition from home to nursery. These are two 1hr sessions usually carried out the week before the child starts.

All parents will be asked to complete the same paperwork (registration form, initial all about me, language assessment).

All children's identification must be checked when registration form is collected. This must then be signed off on the child's registration form. Name, spelling and date of birth must all match the identification that is on the registration form.

Children eligible for government funding will be asked to complete a funding form. Parents must ensure they fill this in accurately and promptly.

Parents whose first language is not English will be given a copy of the language assessment in their home language.

All families will be given a leaflet on the settings behaviour management, safer sleeping for under 2 year olds, Chatta, EYFS and loan schemes.

Parents must give the nursery at least 3 different contact numbers for safeguarding purposes.

All children in the nursery are entitled to the same education and will be treated equally and with respect.

The nursery makes every endeavour to work in close partnership with other settings regarding a child's transition to or from the nursery.

Should a child attend another setting whilst still attending Little Acorns we will work closely with that setting to gain an accurate holistic view of the child and ensure they are supported fully.

The nursery has an 'open door' policy for all parents/carers.

Free funding

Children will offered places in blocks of 5 hours. This can be 3 half sessions or 1 full day and a half for those in receipt of 2,3,4 year funding.

For parents who are entitled to 30 hours they can take the sessions again in blocks of 5 hours, up to 6 sessions that meets the parents working schedule (subject to availability). The 30 hours may be taken over the year but this will be up to 20 hours a week over 51 weeks.

A small cost of £1 will be payable for all children attending the morning session which includes a full homecooked lunch, followed by a dessert. No charge is made for the afternoon light tea. Parents may bring a packed lunch at no cost if they wish to do so but they must follow the settings healthy eating policy.

Policies, Procedures and Practices

All policies, procedures and practices by the nursery are kept in the office for parents/carers to view at any time. There is also a parent/carer handbook in the front entrance for parents/carers to view at their leisure.

Individual development records are maintained on each of the children in our care, all parents are encouraged to view these on a regular basis so that the child’s stages of development can be discussed.

Revised policies and procedures will be placed on the parent/carer board for parents to read and make suggestions for any amendments.

Reviewed July 2017 Next review date July 2018

Signature.....

INFORMATION FOR THIS POLICY WAS SOURCED FROM:

EYFS AND THE CHILDREN’S ACT 2004