



Admissions and Settling In Policy

At Twinkling Toddlers Nursery we care for children between the ages of 0-5

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

Admissions

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two to five year olds for early learning sessions specified by the local authority.

30 Hour Funded / Stretched Offer Agreement:

The nursery is open 38 weeks of the year. The setting can provide 30 funded hours or up to 30 hours a week, in line with availability and staff ratios.

Each child's maximum free entitlement for both the 'Universal' and the 'Extended' offer will be the same, 570 hours per year.

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.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

Settling In

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The nursery staff will work in partnership with parents to settle their child into the nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the nursery
- Encouraging the parents and children to visit the nursery during the weeks before an admission is planned
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling into the nursery

- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child and his/her parents during the settling in period, and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in.

This is a settling-in example:

First day we recommend that you stay with your child for one hour for play in the nursery.

Second day - stay with your child for a while and when he/she is ready, leave him/her alone for an 15 mins. If your child starts to cry and does not calm down, we will ask you to come back to the room and stay with him/her.

Third day - the child should feel more confident in the new place and it would be really good to stay for 1-1.5 hours.

Fourth day - if everything is ok, we recommend that your child should stay for 1.5- 2.5 hours

Fifth day - the child can stay in the nursery for the full nursery session and be picked up by 11.45 am/ 3.30pm

Fees and additional pricing

We offer flexible fees payment scheme. Parents can pay weekly or monthly. However, please note that we work out monthly fees according to the weeks in a month (some months have 5 weeks). We accept cash or cheque or standing order /direct debits. Families of paying children must do a minimum of 3 days and AM/PM/FD placing.

Fees as at 1st September 2023:

- Am session (8:45 am -11:45pm) £25
- Pm session (12:30pm -3.30pm) £25
- Full day (8:45am -15:30 pm) £50
- Full week (8.45am -3.30pm) £250

Fees are reviewed annually and parents will be notified of any changes in writing. Payment is necessary for every session that a child holds and is payable for absences. Holidays and illness do not exclude payments. If the nursery has to close due to weather conditions, such as snow or due to staff trainings then the nursery will endeavour to offer alternative session and discounts.

- We are able to offer sibling discounts, please speak to Manager.
- We ask parents/carer on withdrawing their child or reducing the sessions to give minimum of 4 weeks written notice.
- Withdrawal of child from our setting without the appropriate notice will result in the fees continuing to be payable to the Nursery.

Non- payment:

If a parent is having difficulty paying fees on time or at all we would ask that you talk to the Manager as soon as possible. If any fees are either not paid on time or if a cheque is returned to us unpaid, the following steps would be taken.

- Verbal contact would be made with the parents / careers to advice of non-payment and arrangements.
- If this arrangement was not kept or we could not contact the parents verbally, a letter would be sent to the home address advising that the fees needed to be paid within two weeks or contact needs to be made to discuss the matter.
- If the pervious step did not work then the child would be denied access to the nursery until all fees were paid up to date and if not paid at all then the child would lose their place in the setting completely.

The nursery has the right to apply to the courts to retrieve any monies owed; any costs incurred will be added to the amount that you owe the nursery

Termination

We reserve the right to suspend or terminate care of any child without notice, should it be necessary for the overall safety and well-being of staff and/or other children in our care. In these circumstances we will refund any sessions you have paid for but your child has not received.

Policy was:

Implemented		Reviewed		Amended	
Date:			Next Review Date:		
Manager	Shannon Ralph	Manager Signature			
Deputy Manager	Shabana Hussain	Deputy Signature			
Director	Sajid Hussain	Director Signature			