



Statement

At Twinkling Toddlers, we strive to ensure every child experiences a smooth, supportive transition into our care, in alignment with the revised Early Years Foundation Stage (EYFS, September 2025). Recognising each child's uniqueness, our policy details our admission procedures, required information, settling-in approach, and the methods we use to help children comfortably adjust to their new environment.

Eligibility

- Twinkling Toddlers are open to **all children**, regardless of location or background.
- There is **no catchment area**, and proximity to the nursery does **not** influence admissions.
- Attendance at Twinkling Toddlers does **not guarantee** a place at any primary or state school. Parents must apply directly to their chosen school through the appropriate admissions process.

Waiting List

- A waiting list is maintained and places are generally offered in order of enquiry.
- However, **priority is given** to:
 - Siblings of children currently attending the nursery
 - Children requiring **full-time** places

Registration Process

- Parents/guardians receive comprehensive information about our services, fees, availability, and EYFS curriculum upon enquiry.
- Completion of a detailed registration form by parents, capturing child's essential details, emergency contacts, medical information, dietary requirements, allergies, and individual needs or circumstances.
- Collection of necessary documentation including child's birth certificate, immunisation records, and parental permissions in line with EYFS 2025 requirements.

Settling-in Period

- Emphasis on an individualised and gradual settling-in process that respects each child's emotional and developmental needs.
- Settling-in periods are collaboratively planned and tailored to the child and family's preferences, allowing incremental adjustments to our setting.

Supporting the Settling-in Process

- Parents are encouraged to stay briefly during initial sessions to help children adjust
- Parents can call the nursery after **30 -60 minutes** for an update. If needed, parents may:



- Stay for longer during the transition period
- Return earlier and gradually extend time away
- Appointment of the child's designated key person who supports their emotional well-being, development, and fosters strong parent partnerships in compliance with EYFS guidelines.
- The key person engages proactively with families, obtaining detailed information about routines, preferences, and comfort strategies specific to the child.
- Provision of familiar items or comfort objects from home to ease transition and enhance the child's sense of security and belonging.

Child Profile and App Access

- A personal profile and **Tapestry App** account will be created for each child. Parents will receive login information to access updates and communication.

Ongoing Support and Observation

- All children will receive a warm welcome and be acknowledged daily by staff
- A digital **learning journey** (via Tapestry) will track each child's progress through observations
- Children have access to both **indoor and outdoor** learning environments throughout the day
- Staff use the **Early Years Foundation Stage (EYFS)** framework to plan, assess, and evaluate learning
- Planning and observations inform **next steps** for each child
- For children requiring **additional support**, we work with parents and external professionals (see our Additional Needs Policy)

Adjusting Routines and Expectations

To help children feel safe and confident:

- We strive to **minimise disruption** to their existing routines.
- Where possible, we align nap, feeding, and comfort routines with home.
- **Simple, stimulating, and engaging activities** are planned to support play and exploration during this transition period.

We are also mindful of the needs of children already attending and ensure a calm environment for all during intake periods.

Supporting Emotional Security

We understand that every child is different. Some may settle quickly, while others need more time.

- A child who is anxious or unsettled may struggle to play or learn—so we work **in partnership with parents** to support a positive start.
- Parents should not worry if settling takes time; it's a normal part of the process.



- The more your child visits and sees you interacting warmly with staff, the more confident they will become in this new space.

We believe that **secure attachments** between staff and children are the foundation of emotional well-being and future learning.

Communication with Parents

- We maintain consistent, transparent, and proactive communication throughout the settling-in period, respecting parents' preferences on methods (face-to-face, phone, digital updates).
- Regularly updates for parents on their child's adjustment, emotional state, participation, and development milestones in line with EYFS standards.

Transition Support

- We offer resources and structured activities to facilitate smooth transitions, providing continuity between home and nursery.
- Ensure availability of designated calm and quiet spaces where children can retreat if feeling overwhelmed, aligning with EYFS 2025 emphasis on emotional well-being.

Inclusion and Diversity

- We adhere strictly to EYFS 2025 standards promoting equality, inclusion, and diversity, ensuring each child's background, culture, and individuality are respected and celebrated.
- Staff proactively challenge

Evaluation and Feedback

- Regular evaluation of settling-in procedures informed by parental feedback, staff observations, and children's emotional responses.
- Adapt practices to ensure continuous improvement, reflecting best practice guidelines set out in EYFS 2025.

Fee Structure

- Fees are clearly structured based on days and hours of childcare required.
- Parents or guardians will receive a detailed breakdown reflecting their child's specific attendance.

Payment Schedule

- Payments are due in advance, either weekly or monthly, as agreed upon at enrolment.
- Payment due dates will be clearly communicated and consistently enforced.

Payment Methods



- Accepted payment methods include electronic bank transfers, online payment platforms, cash, or cheque.

- Receipts will be issued promptly following payments.

Late Payment

- Timely payments are expected; late payments may incur an additional fee as outlined in the signed contract.
- Persistent late payments may result in a review of childcare arrangements.

Absences and Refunds

- Fees remain payable during planned absences, including holidays and illness.
- No refunds or credits will be provided for missed sessions.

Additional Fees

- Parents will be informed clearly and in advance about any extra charges for special events, trips, or late pickups.
- Optional activities with extra fees will include clear communication, and parents can opt-out if desired.

Fee Reviews and Adjustments

- Fees are reviewed annually to remain competitive and reflective of service quality.
- Changes to fees will be communicated clearly, in writing, with reasonable notice.

Fee Arrears

- Childcare services may be suspended if significant arrears accrue until payment arrangements are resolved.
- Transparent communication will be maintained to resolve financial issues amicably.

Contract and Agreement

- A detailed written contract outlining fees and terms will be provided to and signed by parents or guardians.
- This confirms mutual understanding and agreement of fee policies.

Privacy and Confidentiality

- All financial information and payment records are treated with strict confidentiality.



Session Fees

Non funded children must do a minimum of 3 days.

- Am or PM Session: £25
- Full day (8.45-3.30) £50
- Full week: (8.45-3.30) £250

Policy Monitoring and Review

This policy will be reviewed **annually** or sooner if required, aligning with EYFS guidelines and local regulations. Parent feedback is actively sought to enhance and refine our fee policies and practices.