

# **Birdwood Nursery Admissions Policy**

## **1. Policy Statement**

It is our intention at Birdwood Nursery to provide high quality childcare that is accessible to children and families from all parts of the local community. We are committed to being as inclusive as possible regarding our admissions for our nursery. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to nursery admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

## **2. Aims**

- To have an open, fair and consistent approach to offering places
- To ensure that Birdwood Nursery is accessible to sections of the local community
- To ensure that all applications are viewed equally and that places are allocated on a first come first served basis
- To ensure there is smooth settling in period for both children and parents, and that children and parents are happy.

## **3. Nursery Framework**

The nursery is open during term time only, for around 37 weeks per year.

The days available are five days a week from Monday to Friday, inclusive.

The hours available are from 9 am until 12 noon, 3 hours per day.

Birdwood Nursery provides care for children from the age of two-years-old up to almost five. Children that attend prior to receiving free universal entitlement will be required to pay by the hour (please see 10. Fees and Invoicing).

The nursery is closed during school term breaks and bank holidays.

We do not provide meals, for example breakfast or lunch. Snacks of fruit and/or vegetables and milk and/or water, are given to the children during the session. There is an opportunity for children to attend a lunch club from 12 noon to 12:45 p.m. and the lunch needs to be provided by the parent/carer.

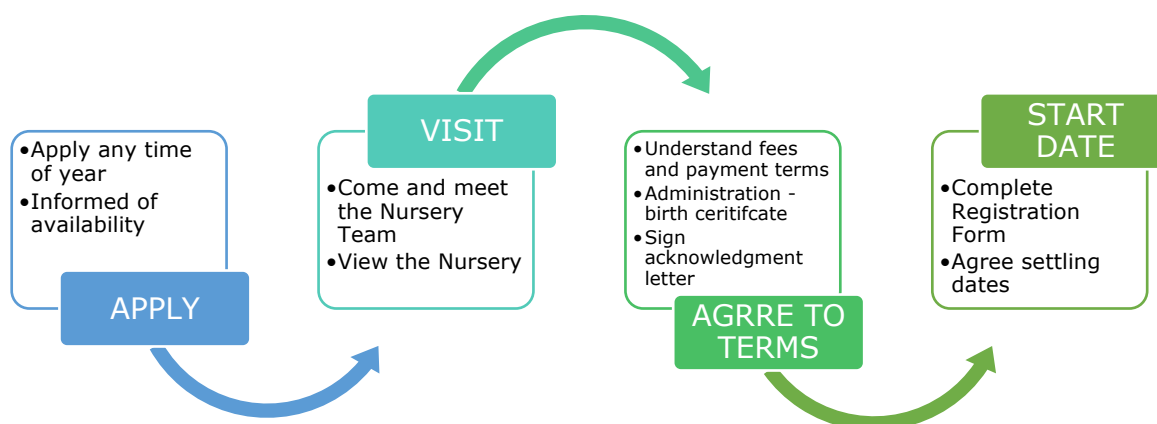
## **4. Early Years Education Funding (EYEF)**

Birdwood Nursery are in receipt of EYEF for three- and four-year-olds. All three- and four-year-olds are entitled to the Universal 15 funded hours during term time, this is available from the term following your child's third birthday.

Some families of two-year-olds may be entitled to Free Early Education for Two-Year-Olds (FEET), you must make the Nursery aware of this when submitting the Registration Form.

To access this funding, you need to complete a EYEF form and show your child's birth certificate to the Nursery Manager.

## 5. Application Process



## 6. Offering Places

- The offer of places for September will take place in June
- The offer of places for January will take place in November
- The offer of places for April will take place in February.

In most circumstances, the nursery aims to have termly admissions in order to minimise disruption and to support settling-in arrangements. However, if spaces are available, children may be admitted at any point during the term following their second or third birthday.

Unsuccessful applicants will be considered with the next group of applications.

## 7. Places

**Free Universal Entitlement** – 15 hours per week, term time only, available from the term after the child's third birthday.

- Parents can register their child for a place at Birdwood Nursery from their second birthday, by completing a Nursery registration form
- All registrations to be considered and places offered to children will follow the criteria outlined below
- Children who are three and four will be offered 15 free hours of nursery education, term time only, subject to availability from the term after their third birthday
- Usually, parents will be notified of their child's nursery school place during June for a September start OR in November for a January start date
- Places will be filled across the year if available, in accordance with this Admission Policy.

## 8. Settling-In and Key Person Procedure

At Birdwood Nursery we want children to feel safe and happy within our setting as well as feel secure and comfortable with staff. We also want you as parents to have confidence in both your child's wellbeing and your role as an active partner within our setting.

### Our Aims

- To make the setting a welcoming and happy space for your child
- To create a secure relationship for your child within our setting
- To make the setting a place where your child can settle in quickly and comfortably.

### Our Methods

Before you register your child, we will provide you with the opportunity to visit the nursery with your child and meet the staff team. Once you accept a place, we will allocate a **Key Person** to your child who will welcome and look after them during their first sessions and continue providing them with support throughout the settling in process.

When your child begins their first session with us, we will explain the process of settling-in again with you as parents and jointly decide on the best way to help your child settle into the nursery.

Younger children might take longer to settle, as will children who have not previously spent time away from home. Children who have had a period of absence for whatever reason may need to be re-settled.

We consider a child to be settled when they have formed a relationship with their key person. Each child should also be familiar with where things are in the hall and be happy to participate in activities.

We reserve the right not to accept a child into the setting if the child finds it too distressing to be left with us. This is especially the case with very young children.

### Key Person System

At Birdwood Nursery we operate a Key Person system. The key person is responsible for a small group of children providing the reassurance needed for each child to feel safe and cared for as well as building a relationship with parents/carers. The key person will help the child to become familiar with the setting and feel safe within it. They will also talk to parents/carers to make sure the needs of the child are being met appropriately, and the records of development and progress are shared with parent/carers and other professionals as necessary.

## **How the Key Person System Works**

Once your child begins nursery, a key person will be allocated to him/her. The key person will record information regarding your child's learning and next steps of learning, as well as specific information such as medication instructions.

Changes in routine at home can affect your child's wellbeing so it is important that the key person forms not only a strong bond with the child but also with the child's family so that the sharing of information between the two can be done successfully, leading to the best possible outcomes for your child.

## **Our Key Person System Provides**

- Assistance with the settling-in process
- Building an attachment and getting to know your child
- Building a strong relationship with parents and families
- Close monitoring of your child's progress in all areas of development
- Knowledge of each child's needs when planning activities and curriculum.

## **A Child's Key Person**

- Will provide parents with information regarding the routines, daily timetables, and activities in the hall
- Will assist both parent and child during the settling-in period
- Will support the child in becoming familiar with the daily routine and the layout of the nursery
- Will be aware of circumstances at home that may affect changes in a child's behaviour from time to time
- Will carry out observations on children in their groups and devise plans for future activities taking into account children's needs and interests
- Will take care of your child's personal needs i.e., nappy changing, toileting, whenever possible.

## **At Birdwood Nursery we use the following procedure to settle the children into nursery**

Before the child starts, they will visit the nursery to fill in their registration form and be given written information or be directed to our website for more information about the setting, staff, and pictures of the setting. They will be allocated a Key Person who will welcome the child and their family at their first session and during their settling-in process.

- We ask the child's parent/carer to drop the child off at the door of the nursery whereupon the key person will greet them both and take the child into the nursery. We ask that you explain to the child before coming to the nursery the process of being dropped off
  - i.e., 'Today Daddy is going to leave you in the nursery to play with Teacher Rachel, I'm going to take you to the door then say goodbye and will be back for you in a little while.'
- On the first day the child will be left with us. If the child settles, we will text you during the morning to let you know how they are doing. If a child

continues to be distressed, we will ring you to collect your child and then have a meeting to plan the next steps. This could be coming to nursery for 30 mins and then going home again. We can then increase the time in nursery by 10 mins each time they are at the setting

- Depending on the child the process will be repeated for the rest of the week increasing the time the child stays with us each day and building them up to staying for a full session.

We understand that some children will settle more quickly than others, but do not feel that allowing a child to cry will help them settle any quicker. We will expect parents to be available to come and pick up their child early for the first week and possibly longer depending on the child's needs, until they are happy enough to stay for the whole session.

Some children may take longer to settle and become very upset upon parting from their parent/carer, if this is the case with your child, we ask that the child is still left with us so that he/she has an opportunity to form a bond with their key person and eventually fully settle.

During the settling in process children are still taking up their place despite the fact that they may only spend a short time in the setting and fees are still required to be paid in full.

## **9. Lunch Club**

There is an optional lunch club, subject to demand that the child can attend. This is runs from 12noon until 12.45 p.m.

There is a cost for this additional session, please speak with the Nursery Manager.

- Lunch club will run according to demand and is entirely optional
- Children should bring their own healthy packed lunch, please see the Snack and Lunch Club Guidelines outlined on the Birdwood website.
- Birdwood Nursery does not provide food for lunch
- Water is available for the children.

## **10. Fees and Invoicing**

Birdwood has set out the fee system below:

- Administration fee of £15, non-refundable, on the registration of the child to the nursery
- A session fee for the morning (prior to universally free entitlement) £16
- Lunch club (subject to demand), 12 noon until 12.45 p.m. £5.50

Late collection fees:

If a child is collected later than the collection time, on a regular basis, there will be a fine of £10 plus a session fee.

- This will be invoiced a week in arrears

- Failure to pay may result in the nursery space becoming unavailable.

#### Invoicing:

- Invoices are generated during the last week of term to be paid by the first day of when the nursery starts back. This is for the nursery fees and/or Lunch Club
- Payment must be made by the date specified on the invoice.

#### Payments for childcare

- Payment can be made by BACS and also Childcare Vouchers through your childcare provider – our OFSTED Registration number is 2593758.

### 11. Miscellaneous

**Nappies and wipes** - Parents are expected to provide nappies and associate products as they are not provided by Birdwood Nursery.

**Sun cream and hats** - Parents are required to administer sun cream prior to the child attending nursery, sun cream will not be available from the nursery. We ask that a summer hat is provided during the summer.

**Change of clothes** - It is advisable that children have a spare set of clothes, including underwear and socks, in case of any accidents or if the children get wet during play. Please ensure that all clothes are issued with name tags.

**Wellies** - We ask that children provide a set of wellingtons for the autumn and winter terms so that they can still enjoy the outside play area if the ground is wet underfoot.

### 12. Notice Period for Paying Nursery Spaces

We require that you provide a minimum of one-month's notice, where possible, to any changes to the contract or termination of the nursery place. This must be put in writing to the Nursery Manager.

### 13. Waiting Lists

We cannot hold spaces (for example for a summer birthday). We do not allow families to pay to hold spaces because this discriminates against those who cannot pay. There are normally spaces in September when the older children move onto school. Please be advised that these spaces fill up during the year. We will try our best to accommodate your request.

We will not discuss another family's registration with other families.

## **14. Complaints**

If you are unsatisfied with any decision made has been made through the Admissions policy, please refer to our Complaints Procedure outlined on the Birdwood website.