

Admission and Registration

Included within this policy:

- General overview of the policy
- Registration details
- Non-Attendance
- Record Keeping
- Settling in
- Transition
- Waiting List Procedure

General Overview

Bell House Nursery is registered for 96 children from birth to 12 years. We embrace all children regardless of race, gender or social background. We hold a space open in order to accommodate the travelling community. We will accommodate all admission requests where possible but will operate on a first come first served basis with priority being given to working parents for the nursery. On enquiry an information pack will be given to prospective parents and an introductory visit will be suggested.

The registration process is as follows:

1. Registration form completed by parent/guardian
 2. A non-refundable Registration fee of £50 per family and a deposit of one month's fees are requested. The deposit is returned in the final invoice when the child leaves us. The deposit does not apply to fully funded children.
 3. Place confirmed to parents with their proposed start date and sessions also agreed and confirmed
 4. Policies offered to the parent to read.
 5. Three short settling-in visits will be arranged free of charge close to start date. Dependent upon the needs of the child, further visits will be arranged if necessary. Registration details are kept confidential and a hard copy is kept in the reception area, in a locked cupboard. Children's registration details are also kept on "First Steps" which is a password protected computer programme.
 6. We follow Data Protection guidelines as set out by the GDPR (General Data Protection Regulation)
- When registering a child it is essential that all relevant details regarding a child's medical conditions be disclosed to the nursery. This is to ensure that in the event of an emergency a child will not be left at risk due to a lack of information.
 - Information on the form is crucial to the child's well-being and enables staff to respond to the individual needs of each child.

- If any changes occur, i.e. Parent contact details, you must inform the nursery immediately as it is vital that the nursery is able to get in touch with the parent in case an emergency arises.
- All visitors to the Nursery must sign the visitor's book including time of arrival and departure.
- Should parents of ethnic origins need language support, the nursery will endeavour to support them through Surrey County Council services.

Available Spaces and the Waiting List

We hope to provide an immediate place for your child in our nursery, but if we cannot accommodate you straight away due to lack of spaces, your child will be added to our waiting list. There is no charge for placing your child's name on the waiting list. When your child has been accepted then you will need to complete the registration form. Preference will be given to existing parents, full time spaces and younger siblings of children that already attend. We require children to attend a minimum of 2 sessions per week.

Availability is reviewed termly, and parents will be contacted to offer them the space. Parents will not be told what place they are on the waiting list as this changes as children become older and move through to the different rooms.

Three attempts will be made to contact family before we automatically remove them from the list.

Record Keeping

All providers must keep a record of the following information for all children in their care:

- Full Name
- Date of Birth
- The name and address of every parent and carer known to us
- Which of these parents/carers the child normally lives with
- Emergency contact details of the parents and carers
- Who has parental responsibility for the child

All providers must also keep:

- Name, home address and telephone number of the provider and all staff employed on the premises.
- A daily record of the names of the children looked after on the premises, their hours of attendance and the names of the children's key person.
- Certificate of registration (this must be displayed and shown to parents/carers at request).

- A record of risk assessments stating when it was carried out, by whom, date of review and any action required.
- Children's enrolment forms/file and staff files are securely stored within a locked cupboard in the main reception
- Relevant information including emergency contact details for children & staff are also kept in the relevant classroom for accessibility in case of evacuation.
- Observations and assessments of your child's progress are kept on our learning book system; these can be seen by parents/carers using their log in details & parent/carer evenings. When your child leaves, parents/carers take the assessments to the next setting/school.

Settling In

At Bell House Nursery we ensure that we meet every child's needs by arranging a settling in sessions for each child before they start attending. The settling in visits can take up to a week and this is organised with the parent before the child starts attending. This is the structure of the settling in sessions for each child. The settling in sessions are adapted per family to ensure the child and parent is happy before the child starts attending.

The structure of the settling in period is:

- First visit, the child attends with parents this gives them a chance to meet the child's key person and fill out an 'All about Me' form and any medical and dietary forms that may be required, if the child is happy and the parents are happy to, they can then say goodbye and pop out for a coffee.
- Second visit, the child is handed over to the key person and the parents are encouraged to once again leave them in our care. This visit will be over a snack time and will last 2 hours.
- The children's well-being is our priority and we will always contact parents if the child is very upset and cannot be comforted.

Parents and children are invited to come to the nursery for an informal visit when they will stay with their child and be shown around, spending some time in the room where the child will be cared for. This helps the child to gradually get used to the new surroundings of the nursery, adults who will care for him/her and the other children.

We suggest that parents bring in the child's comforter, if they have one, that the child may be using at home, the babies can use these when tired, needing a little cuddle or when they are a little bit upset. We encourage the babies and toddlers to play without soothers/dummies, this ensures that they have ample opportunities for their language to develop. Older children are encouraged to leave their comforters or special toys in a box and these can be used for rest time or if they need some reassurance or a cuddle.

Each child will take a different amount of time to settle and we are very much guided by the child's needs, but as a guide we ask parents to please allow at least a week before they make any other commitments. We will discuss with parents and plan the child's settling in period to meet their individual needs.

Some children can take a long time to settle, parents know their own child, if parents think this may be the case for their child we ask them to discuss this with their key person so we can make plans for an extended settling in period. There are times when children can also become unsure and unsettled after being at nursery for a while, again we are sensitive to the child's needs and will support him/her and parents through this time.

We warmly welcome parents to join us during the day, especially at mealtimes, if parents work locally you might like to spend lunch time with us. However, if saying goodbye again upsets their child, we ask parents to be sensitive to their child's needs and to talk to their key person to help find a solution.

Once the child has settled with us, we work to build positive relationships with all children and their parents/carers. We believe it is important to develop links between the home environment and nursery to ensure we can provide continuity of care.

Transition into another Group within Nursery

When the child's key person and carer/parent feels that the child is ready to move into another age group, support from their current key person will be given during this transition period.

Approximately one month before the transition is due to begin; there will be discussions with the parent/carer regarding the readiness of the child. He/she will attend regular visiting sessions, in some cases with their current key person, into their new room and begin to spend some time with their new key person. Each child settles differently and therefore we will judge the number of visits required for each child on an individual basis. Prime audits are completed by the current key person and discussed with the receiving key person.

Transition into another Setting/School

We have developed close links with other settings and schools within the local community. This ensures a smooth transition at the stage when each child leaves us to attend school and also provides strong communication for those children who attend other settings alongside ours.

We welcome teachers and practitioners from other settings into the nursery to visit children who will be moving into another setting/school. Allowing new key persons to meet children in their existing setting facilitates a more relaxed and natural way for

the introduction to take place. A 'from me to you' form and latest summative is filled in by the key person to aid a smooth transition to the new setting.

We aim to make any transition a happy and smooth time for every child, as their welfare and happiness are of utmost importance to us.

Non-Attendance Procedure

Although attendance at nursery is voluntary, it is desirable for children to have a regular pattern of attendance. There may be occasions, however, when attendance becomes irregular or may stop altogether. This could be for a variety of reasons.

Staff should take every possible step to discuss the situation with parents, carers or other agencies and to encourage and offer support to the family in returning to the nursery.

The child's place on the nursery roll should only be reviewed once such avenues have been explored. No child should be removed from the nursery roll without serious consideration of the implications for the child.

Statement of Intent

This sets out the procedures to be followed if a child is absent from nursery:

- If you are planning holidays and your child won't be attending nursery you must let us know in advance so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must call us before 10am that day to let us know.
- If we have not heard from you by 10am we will call you to establish why your child is absent, and record this information, logging it on the rooms absent form. This information is then stored in our safeguarding working file.
- If we cannot make contact with a parent/carer we will use all the contact details and the emergency contacts you have given us to try to establish why your child is absent.
- If we are concerned about the welfare of a child we reserve the right to contact MASH.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- We must notify Surrey County Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term

Reviewed By Annie Tolchard and Clare Hayes

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