



Wattisham Airfield Childcare Centre

Admissions

It is our intention to make our setting accessible to children and families from all sections of the local community.

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Key Facts

Wattisham airfield childcare centre is open 38 weeks of the year offering a holiday club out of term time if we have enough demand. Packed lunches are required for all aged children during holiday club.

Wattisham Airfield childcare centre provides care for children aged 3 months to 5yrs.

Funding

Nursery Education Funding is provided by the Government via the County Council. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after their child turns 3.

We also take children who are eligible for 2 year old funded places in our Toddler room from the term after they turn 2. Families can find out if their child is eligible for funding on the Suffolk County Council website.

By government policy, you can share your Nursery education funding hours between two settings (which can mean Wattisham and another preschool, day nursery, maintained nursery school or class, or registered childminder).

Session times for Babies and Toddlers are 9am-1pm and 1pm-5pm with the opportunity to extend these to include breakfast (8am-9am) and Tea (5pm-6pm)

Pre-school funded hours will be offered from 8am-1pm and 1pm-6pm 38 weeks of the year. 2 sessions can be used on the same day.

Additional 15hours funding. If your child is eligible for the additional 15 hours these will be offered in the afternoons only, 1pm-6pm.

PLEASE NOTE if you regularly miss funded hours/sessions and we are required to pay the council back parents will be liable for this payment. We are also not obliged to change funded sessions once the funding forms have been completed.

Any one change will be offered free of charge if spaces available. Any further changes will occur a £10 charge.

Our hourly rate is £6.50 per hour unless a whole additional session is booked at the cost of our set nursery fee's.

All children must attend a minimum of 2 sessions a week as we have found any less to be detrimental to the child's ability to form relationships and settle into the nursery.

Meals are charged at £2 during all funded sessions. These need to be booked at the beginning of each term and will be charged alongside monthly invoices. Once you decide whether your child is bringing a packed lunch or hot meal this will remain the same for the term.

If a packed lunch is forgotten and a hot meal is required on the day this will be charged at a cost of £5.

All packed lunches must include a cold pack.

Methods

In order to achieve our aim, we operate the following admissions policy:

We aim to make information about our Nursery accessible in written and spoken form and, if possible and requested, in different languages. We request the help of our current staff and families in translation or interpretation where possible.

We are sympathetic to the need for emergency admissions (referred via social care or health visitor where appropriate) if we have space available.

We have designed our building to make it accessible to children and families with disabilities and continue to review how we are meeting this aim, adapting where possible and reasonable on the advice of professionals and/or parents.

Our equality and diversity policy is available in paper form in the setting and is brought to the attention of all new staff, volunteers and committee starting with us.

Notifications

Parents may register their interest in a place at Wattisham Airfield Childcare Centre at any time. There is a non-refundable administration fee for non funded children of £25 which will secure a space for the child. If no spaces are available the child will be put on our waiting list.

Any offer requires a response from the family, either accepting or declining the place, by a deadline. Offers will be made by email where possible. If no response is received by the deadline, management will attempt to make one phone call to the family. If no written response is received within 48 hours of the deadline, regardless of whether management has managed to contact the family, the child's place on the waiting list may be forfeited.

Any family applying after the deadlines above will be offered places according to availability.

Parents are to notify the setting if their child/ren are not going to be attending their usual sessions and state the reason why. E.g Sick, holiday's

Starting with us

Before the child starts at the setting, the setting requires to see and take note of proof of birth, e.g. Passport number/Birth certificate. If this is not presented to the setting the child will not be able to start and will delay the process.

Taster Sessions. Before any child starts attending Wattisham Airfield Childcare Centre we recommend highly that they attend the setting for a minimum of 2 visit/ taster sessions for the child to get to know their key person and an opportunity for the key person to get to know the child and their family.

First Visit. The child will be shown to the room and the parent will stay with the child for the hour duration of the visit to allow the child to get used to the surroundings they are in. In this time the child's Key Person will sit down with the parent/ carer and go through the child's 'all about me'. This paperwork provides the child's Key Person to get to know information about the child, what his/her routine is, comforts, how they feed themselves, toileting and favourite activities, books, nursery rhymes etc. This also gives the parent time to get to know information about the room and the Key Person.

Second Visit. We recommend that the parent stays with the child for a short period of time then, if the child is settled in the setting with their parent/ carer being in the room, the parent is welcome to leave their child providing all of the relevant paperwork has been completed and that we have the child's registration forms in the setting with up to date contact numbers in the occasion the child does get distressed and we need to contact the parent/ carer to come back to the setting for the welfare of the child.

If a child needs more taster sessions this will be arranged with the family and manager.

Legal framework

- Children Act, 1989, 2004,2006
- Every Child Matters: Change for Children 2004
- Race Relations Act 1976 (& 2000 amendment)
- Special Educational Needs and Disability Act 2001
- The Equality Act 2010 all previous legislation under one law
- Disability Discrimination Act 1995
- Sex Discrimination Act 1995
- Rehabilitation of Offenders Act 1974
- The Employment Equality (Religion or Religious belief) regulations 2003
- The Employment Equality (age) Regulation Act 2006

This policy was adopted at a meeting of _____ name of setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management
committee _____
Name of signatory _____
Role of signatory (e.g. chair/ owner) _____

Review dates:

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____