

Admissions

Policy statement

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.

Procedures

- All children are welcome at Jack and Jill's Preschool and are made to feel valued by all.
- We advertise to the local community through the Bexley website, Bexley Netmums, Facebook, outdoor Notice Boards, word of mouth, and leaflets distributed outside and through the Church Group Little Fishes.

Visiting

- Parents and carers are welcomed to the setting and given a convenient time and date to visit.
- When visiting the setting we inform parents of what a general day looks like, assessments, our curriculum, snacks and lunches, key workers, how parents are kept involved in their children's learning and where they can obtain further information (via website, closed facebook page).
- We ask parents about children's individual needs, allergies, food restrictions due to dietary and cultural requirements and which cultural/religious events they would like us to celebrate.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We make our Valuing Diversity and Promoting Equality Policy widely known, as well as our mission for providing an enabling environment where children feel safe, happy and develop mindfulness (through self regulation techniques, yoga and meditation).
- We have an application form, registration form and an all about me sheet. This information is stored in your child's private folder, which is placed in a locked cupboard when the setting is closed. On these forms you need to provide your and your child's personal details, including your date of birth and national insurance number(s), so funding for your place can be sought - if required). Your personal information will not be shared outside of the preschool, unless permission is gained via yourself or we feel your child is in danger. We ask for permission on the registration form to discuss your child with outside agencies such as Ofsted or Bexley Advisory Services. If we share your child's information with an outside agency such as Speech and Language you will be invited to the setting to go through any referrals that need to be made. This information sharing is for the benefit of your child, their learning, and the development of the Nursery. We consider all carers and parents essential to supporting the development of your children and will work closely with you at all times. Please contact the Manager if you need to discuss anything via phone 07931817665 or email jackandjillspreschool@outlook.com. You can also contact the manager via our website jackandjillspreschool.co.uk or via the personal facebook Group - Jack and Jills Preschool. Please keep up to date with Preschool announcements and reminders displayed on the website blog and private facebook account. (more information on how we store information and safeguarding of your children is in the Information and Safeguarding Policies).

Starting Preschool

- We accept children for morning, afternoon or all day sessions to suit the family. The days chosen need to be consistent, so we can manage ratio in the setting.
- Each morning session is 3 hours long, from 9.15-12.15 Monday to Friday. Afternoon sessions are from 12.15 - 3pm. Sessions are £17.00 and full days are £34 (snack and lunch must be brought in via home). We are registered to provide funded places for 2, 3 and 4 year olds and take children from 2 years old to the term after they turn 5 years old. For 5 sessions (morning or afternoon) 15 hours funding are used, full time will result in 30 hours funding being used in full. There are no additional charges. We are registered to take children from 0 years, and subject to space and ratio we will at times take children under 2 years.
- If you are late to collect a child from preschool there is a fee of £5 for the first 15 minutes, and £5 charge every 5 minutes after this time. If a child is uncollected and no contact has been gained from parents, carers or emergency contacts we will contact Bexley Child Services.
- If collecting late you will be asked to sign a late sheet stating the time your child has been collected and you will be made aware of the fee due.
- When starting at the Pre School there is a non-refundable Registration fee of £25.00 (this includes uniform - a t-shirt and jumper).
- Children are expected to wear uniform, provide atleast 1 additional set of clothing and shoes, and dress with appropriate clothing for the weather. The children will all access the outdoors in all weather conditions. (Welly boots, or spare shoes and wet proof trousers are advised).
- We work alongside Childminder's to accommodate children to receive the 30 hours funding and also to ensure assessments and referrals are processed and are accurate.
- At Preschool with have a duty to care for your child and to ensure they are safe, happy and well cared for. If we have concerns we will generally bring this to your attention and discuss a way forward and put any support in place that you made need. If we are concerned for your child's safety we have a legal duty to contact Child Services or the Police to make them aware of our concerns.
- Children are booked onto specific days, if a child is absent due to illness or goes own holiday fees still stand. You will not be charged for bank holidays or INSET days. If we need to close due to an emergency or severe weather conditions fees are still due. We will, however, do everything we can to ensure the Preschool is open at all times.

Signed and dated by Manager

Signed by Deputy Manager
