

PRE-SCHOOL ADMISSIONS

A STATEMENT OF POLICY

Approved by	
Portfolio	
Approved on	
Review date	
Review Cycle	
Ratified at FGM	

Signed _____ Date _____

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 either Little Explorers or Little Stars through open, fair and clearly communicated procedures, regardless of race, gender, colour or creed. We aim to ensure that all sections of our community have access to the preschool through open, fair and clearly communicated procedures.

The Ethos of our Preschools

Together for a Brighter Future

We value and respect everyone within an atmosphere of Christian love. Our welcoming community builds strong relationships and is dedicated to supporting everyone to flourish academically, emotionally, socially and culturally through an excellent and engaging curriculum.

Little Explorers & Little Stars are based in the grounds of two Primary Schools both based in vibrant communities in the west of the Isle of Wight.

Our warm and caring ethos supports and develops our children to become confident, caring and successful individuals. Setting them up with the skills and values that they will need to achieve their full potential now and throughout their lives.

Visits

We welcome visits from parents and children who are considering applying for a place at our setting. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at either of our settings. If you would like to visit our preschools, please telephone us to make an appointment.

How to apply for a place

To apply for a place at our settings, you should use our Registration Form Little Explorers & Little Stars these can be obtained by contacting Little Explorers on 760269 & Little Stars on 760345

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We endeavour to keep a place vacant, if this is financially viable, to accommodate an emergency admission.

Headteacher: Mrs Elizabeth Grainger BEd English (Hons)

Shalfleet Church of England Primary School,
Station Road, Ningwood, Newport, Isle of Wight. PO30 4NN
Tel: (01983) 760269 Email: shalfleet@fosay.co.uk
Federation Website: www.fosay.co.uk

- We welcome all those with parental responsibilities, including child-minders into our setting.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents/carers with disabilities to take part in the life of the setting.
- We make Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.

Charging and Pattern of Attendance

There is no charge for applying for an early year's place at either of our settings, for admission or for the provision of education. We will not request donations before or during the admission process and any donations made to either preschools following admission are entirely voluntary. No activities such as visits are compulsory. Please see our Preschool Charging Policy for more information.

Session times

To allow for greater flexibility, both Little Explorers and Little Stars are open as follows:

Little Explorers – 8 am – 5 pm, Monday to Friday for 50 weeks per year.

Little Stars - 8.45 am – 3 pm, Monday to Friday, term time only

Parents only wishing to use their 15 funded hours can do so within the setting's operating hours. Details of buying additional sessions or hours are set out in the charging policy.

Waiting lists

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will spaces be prioritised according to the over subscription criteria below:

Little Explorers over subscription process

Little Explorers operate a waiting list with a maximum of 45 children at any one time for the setting. An indication of hours and/or days required for the child will be required.

Little Explorers arrange their waiting list in order of application date for both the Foundation Stage and the Birth to Three rooms. In addition, our policy may consider the following:

- The number of hours required per week
- The vicinity of the home to the setting
- Siblings already attending the setting and siblings already attending Shalfleet CE Primary School

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Little Stars over subscription process

Little Stars arrange their waiting lists in birth order. In addition, our policy may consider the following:

- The vicinity of the home to the setting and
- Siblings already attending the setting or Yarmouth CE Primary School

Waiting lists will be kept and should a space become available, a place will be offered.

If parents choose to leave one setting (after the census or headcount week) where they have been funded for some of the 15-hour or 30-hour (from April 2024) entitlement and then apply to attend our setting instead – the setting where the child was initially funded will be contacted in order to obtain the Early Years Entitlement Funding for the remainder of the term.

We must admit the child (providing we have space) but we will not receive funding, from IOW County Council, for your child until the start of the following term. Parents will not be charged for the hours accessed with us if it is within their child's funding entitlement. Only those hours over and above the entitlement will be charged.

Increasing the Hours Attended

If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places at the times that are available then the places can be offered to parents of children who are already attending the preschool. Similarly, if there is not a waiting list and there are parents of children that already attend our setting who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

Uniform

Children attending either setting are not expected to wear a uniform.

Changes to Attendance

Changes to the times when a child is attending will only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to determine within each group which children should be given priority.

Order of priority for the consideration of unfilled places:

- New applications from parents whose children do not yet attend.
- Requests by parents whose children already attend our setting and they would like to increase or change the times their child attends.

It is expected that parents will ensure that their child will attend at the times agreed on the Parent Contract so that children can establish a routine and be ready to start school.

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The Federation of the Church Schools of
Shalfleet and Freshwater & Yarmouth

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If your child is sick you must inform the school. If your child does not attend the setting for a period of more than two weeks without informing the setting, your child's place may be offered to another child.

GDPR

This policy follows GDPR (General Data Protection Regulations) May 2018. Both Little Explorers and Little Stars Preschools are committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

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Pre-school registration form and parental agreement.

Childs details:

Childs first name:

Name known as Surname.....

Childs full address:

.....

..... Postcode.....

Gender: Male/ Female

Date of birth.....

Family details:

Main Parent/carer name:

Relationship to child

National insurance number..... DOB.....

Main contact number(Please circle- Home, Mobile, work)

Second contact number.....(Please circle- Home, Mobile, work)

Email:

Address if different from child:

.....

..... Post code:

Second Parent/carer name:

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Relationship to child

Main contact number (Please circle- Home, Mobile, work)

Second contact number..... (Please circle- Home, Mobile, work)

Email:

Address if different from child:

.....

.....

Post code.....

Do you have parental responsibility? YES NO

Other person(s) with parental responsibility (name):

Relationship to child:

Contact number:

PASSWORD FOR COLLECTION:

A password is needed in the event an authorised adult comes to collect, that staff are not familiar with.

Chosen password:

Persons other than parent(s) authorised to collect the child *Must be over 16 years of age. Please note that if the authorised person is not the person indicated on the daily signing in/out sheet, staff will check before releasing the child.*

Emergency contacts (who is allowed to collect your child in your absence)

Person 1

Name:

Relationship to child:

Main contact number (Please circle- Home, Mobile, work)

Second contact number..... (Please circle- Home, Mobile, work)

Email:

Address if different from child:

.....
.....

Post code:

Person 2

Name:

Relationship to child:

Main contact number (Please circle- Home, Mobile, work)

Second contact number..... (Please circle- Home, Mobile, work)

Email:

Address if different from child:

.....
.....

Post code:

Details of professionals involved:

GP: Telephone:

Address: Post code:

Health visitor: Telephone:

Social care: Telephone:

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Pediatrician: Telephone:

Please specify any other professionals involved:

.....
.....
.....

About your child:

Does your child have any ongoing medical conditions? If so, please specify below:

.....
.....

Does your child have any special needs/disabilities? Yes/No:

If yes, please provide details:

.....
..... Does

your child have any medically diagnosed allergies: Yes/No

If yes, please provide details:

.....

Other than allergies, does your child have any dietary requirements?

.....
.....

What is the main religion in your family?

.....

Are there any festivals or special occasions celebrated in your culture that you would like to be acknowledged/ celebrated?

.....
.....

What languages are spoken in your home (other than English).

.....

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Does your child have any extreme fears or causes for anxiety?

.....

.....

Parental permission:

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed by parent/carers

Teething gel (babies)

I give permission for teething gel (supplied by me) to be administered to (child name):
..... when necessary - in accordance with manufacturer's instructions - and for staff to record its use.

Signed by parent/carers

Nappy cream:

I give permission for nappy cream (**supplied by me**) to be administered to my child when required, in accordance with manufacturer's instructions. If my child does not have any nappy cream supplied by me.

I **do/ do not give** permission for the Little Explorers/Little Stars Preschool staff to apply their own supply of nappy cream

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Signed by parent/carers

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Sun cream

I give permission for Little Explorers/Little Stars Preschool to administer hypoallergenic sun cream (**supplied by me**) to my child. If my child does not have any sun cream supplied by me, **I do/ do not give** permission for the preschool staff to apply their own supply of sun cream.

Signed by parent/carer

Photographs

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. Only cameras supplied by the setting are used for this purpose, photographs taken are used for display and for your child's records within the setting. We are happy to provide duplicate photos of your child to you if requested, although this might incur a small charge to cover our costs. We may also record events and activities on video. Photos/videos are stored on the setting's computer only. We only store images during the period your child is with us. We may also to use images of your child for training, publicity or marketing purposes, and request your written consent to do so.

I give permission for my child to have their photo taken or be videoed, as per the above conditions.

Signed by parent/carer

Animals

We may occasionally have supervised visits of animals to our setting and request your permission for your child to handle them.

Signed by parent/carer

Policies and procedures

All policies and procedures can be found on our website: www.fosay.co.uk

If you would like a paper copy please speak to the office

Information sharing

I give permission for staff at Little Explorers/Little Stars Preschool to share information about my child's

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development to other professionals and agencies e.g.: Health Visitor.

Signed by parent/carer

Outings

We would like to take the children on outings around the local area. Children benefit from being taken outside of the premises on visits and trips to local parks, heathland and other suitable venues, for activities which enhance their learning experiences. We assure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures. We have a comprehensive outings policy which is available to read upon request. While on outings staff are equipped with a company issue mobile phone and a first aid kit for any emergencies.

I give permission for my child to participate in outings around the local area.

Signed by parent/carer.....

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Your Childs hours:

Little Explorers 8am-5pm

Little Stars 8.45am-2.45pm

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club (Little Explorers only) 8am-8.30am					
AM session					
Lunch 12-1pm					
PM					
After School Provision (Little Explorers only) 3pm-4pm					
After School Provision (Little Explorers only) 4-5pm					

When would you like your child to start?

Please circle your preferred option

Option A: term time only, 38 weeks (Little Explorers & Little Stars)

Option B: all year round, 50 weeks (Little Explorers only)

Are you in receipt of funding?

Funding code _____

Are you in receipt of Disability Living allowance? Yes/ NO

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Does your child attend or have previously attended any other early years setting? Yes/No

Name of setting.....

Are they still attending? Yes/No

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any changes as they arise.

Signed by parent/carer Date.

Please return the completed registration form to the Preschool Supervisor who will advise you when a place becomes available. Places will be allocated on a first come first served basis.

TERMS AND CONDITIONS

Little Explorers Preschool is open from 8.00am until 5.00pm Monday to Thursday and Friday 8am-4pm, 50 weeks a year, with an option of term time only childcare.

Little Stars Preschool is open from 8.45am – 2.45pm Monday to Friday, term time only

We accept children that receive both the 2 years and 3- and 4-years old funding, we also accept 30 hours funding.

Little Explorers preschool accepts children from 3 months old until they start school.

Little Stars preschool accepts children from 2 years old until they start school

1. Preschool Places and Bookings

The Preschool must receive a signed and fully completed registration form before a place can be considered. Full and part time sessions must fit in to the session times detailed on the registration form; however, we will attempt to meet individual needs where necessary.

2. Fees

Preschool fees are payable by bank transfer, cheque, vouchers cash or via Tucasi/Scopay and must be paid by the 7th of each month. Invoices are sent out around the 1st of every month for the following month. Other than if we are in breach of these Terms and Conditions, all sessions booked must be paid for, regardless of whether the child attends.

No refunds will be given for sessions missed due to holidays or sickness. In the event of a serious illness, considerations will be given case by case.

Failure to meet payments will result in the termination of the preschool place and in such circumstances the parents will not be entitled to a refund of any fees.

One month's written notice is required if you wish to take your child out of the preschool setting

Fees will be refunded for the day your child attends if the preschool has to shut due to unforeseen circumstances. For example, snow. This will be deducted from the following month's invoices where applicable.

3. Preschool Grants

Preschool grant funding is available for all 3 and 4-year-old from the term following their third birthday. At Little Explorers this funding is available for 50 weeks a year spread.

We also accept children who receive the 2-year-old funding.

4. Late collection

Little Explorers preschool is open from 08.00am – 5.00pm.

Little Stars preschool is open from 8.45am-3pm.

If you are late collecting your child from preschool, you will be charged £10 per 15 minutes you are late. Please note that we are regulated by Ofsted and can only have a certain number of children in any one room at any time. Therefore, being late could result in other parents being late for work, staff having to stay behind to look after your child and not to mention the effect on your child should they not be collected when they were expecting. Please contact the nursery if you know you are going to be late.

5. Preschool Closure

Little Explorers preschool is open 50 weeks of the year with a 2-week closure over the Christmas period. Please see the website for exact dates. The preschool will be closed on Bank Holidays.

Little Stars preschool is open for term time only

6. Insurance

We have extensive Insurance cover under the Isle of Wight Council.

7. Personal Property and Belongings

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the preschool staff to ensure the children's belongings are not lost or damaged.

Practical 'inexpensive' clothing is strongly recommended for children attending Hopscotch preschool. It is the parent's responsibility to name and clearly label all items of clothing. We also have uniform available to purchase from the preschool.

We suggest that all toys, books or other equipment are left at home.

8. Termination / Cancellation / Change

We require one months' notice, in writing, should you wish to terminate a preschool place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a preschool place with immediate effect if any fees are not paid by the due date, or if a parent, career or child displays abusive, threatening or otherwise inappropriate behaviour.

we

In all other
circumstances
will give you

one months' notice, in writing, should we wish to terminate a preschool place for any reason. If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the registration form. If a parent wishes to change the number of sessions taken at preschool, four weeks' notice, in writing, must be given, the preschool manager will then inform you if this is then possible. Places will automatically end on the last day of either the Summer term or the end of August (if hours are stretched) of the year that the child would be due to go to School.

Should you choose to defer School entry sessions will need to be agreed with the Management team subject to availability.

9. Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the preschool being temporarily closed or the non-admittance of your child to the preschool for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on preschool premises, i.e. prior to arrival or after pick up. We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind. We will make reasonable endeavors to keep parents and / or children's property in good order. Liability for damage of such property is excluded except where caused by our negligence.

10. Accidents and Illness

We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by preschool to contact the parents but failing this, we are hereby authorized to act on behalf of parents and authorize necessary treatment. We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day. We may require parents to withdraw their child from preschool, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend preschool. We may also ask parents to withdraw their child from preschool, if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the preschool may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the preschool if their child is suffering from any illness, sickness or allergies before attending preschool. We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during preschool hours.

11. Security

Under no circumstances will the child be allowed to leave preschool with anyone unknown to preschool staff unless the parent has previously arranged this. If the parent has made

arrangements by telephone, the preschool will require the name and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the preschool. A list of responsible adults who are authorised to collect the child should be given to the preschool supervisor. The preschool does also use a password system for entry to buildings.

12. General Information

Parents are requested to inform the preschool of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the preschool of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the preschool of any changes to all information kept in the preschool.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents and the preschool. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. Parents will be issued with a copy of these when they start at the preschool and when any changes are added.

Childs/ children's name:

Parent name:

Signed by parent:

Date: