

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Admissions procedure

Policy statement

It is our intention to make our pre-school 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 pre-school through open, fair and clearly communicated procedures.

Procedures

1. The pre-school runs one waiting list per September intake, however; this list is then split in two according to birth date for children born between 1 September - 28 February and 1 March – 31 August.
2. When a parent/carer contacts the pre-school via telephone, email, personal visit or application form on the website, their child's name will be placed on the waiting list under the appropriate intake (please note we are unable to register unborn children on our waiting list). Our admissions officer will then email or write to you (if you do not have an email address) to confirm your child is on our waiting list. Please see below for details regarding our cancellation list.

If you do not receive confirmation of your child's place on our waiting list within two weeks of registering your child, please contact us again to request this confirmation.

3. In January/February of the year that your child is due to start pre-school for a two year placement, spaces will be offered to the first 23 children on each of our lists. Our admissions officer will send you an email/letter confirming your place and asking you to return a completed waiting list registration form along with a £50.00 non-refundable registration fee to secure your place. The registration form will ask you to state your preferred sessions, minimum of one session – (we will do our best to try and accommodate your preferences, but this is not always possible) and the fee also includes a t-shirt, jumper and a peg bag for when your child starts pre-school. If we haven't heard from you after 5 working days since the date of our email/letter, we will offer your place to a child further down the waiting list. If you are likely to be non-contactable i.e. holiday during January/February, please inform the pre-school as soon as possible so we can make a note against your application on our records.

Once 20 parents/carers from each of our 2 year lists have been contacted, we will ascertain how many places have been filled. If there are still places available, we will email the next parent/carer on our waiting list and offer these spaces until all available places have been allocated.

4. Each new child is to attend our new starter Open Day (you will be allocated a 45 minute appointment) or if unavailable on this day, a visit prior to starting pre-school. The Open Day/visit is an opportunity for the parent/carer to ask questions of the pre-school staff and to see what goes on during a typical session. It is also an opportunity for the child to meet pre-school staff and to familiarise themselves with the surroundings, while still secure that the parent/carer is in attendance.

Should you be unable to attend the Open Day and fail to book and attend a visit at the pre-school before mid July (when the pre-school closes for the end of term) and prior to your child's start date will result in us contacting you by telephone on two occasions to book a visit. Should the parent/carer not return our two chasing telephone calls within 2 working days of each telephone call, your child's space will be offered to the next child on our waiting list for that intake.

5. Confirmation of your allocated sessions will be sent out via email, at the beginning of the Summer Term before your child starts with us.
6. During the Summer term, a new joiner pack will be sent out to all parents before your child starts with us. This will include the start date and all information relevant to admission, please complete and return it to us. A peg bag and pre-school t-shirt and jumper will be given out when you come for your visit (see clause 4 above).
7. In the beginning of the September term, start dates and times are staggered according to age to allow for special attention to be given to each new child. There will be no more than 5 new children admitted on any one session. Of these children, your keyperson will be assigned to the settling in of your child on their first session.

Cancellation list

If your child does not secure a place in their intake period because all spaces have been allocated, your child will remain on our list and you will may be contacted at a later date, should we be notified of a cancellation of another child's place.

Additional sessions once your child has started

We do run a waiting list for individual sessions and will try and fulfil your requests for additional/swap of sessions where possible. To remain sustainable, priority is given to parents who

take on additional sessions over those who wish to swap sessions. Please speak to our Admissions Officer for further information.

Siblings and their registration

Please note it is the responsibility of the parent/carer, not the pre-school staff, to register any siblings on the pre-school waiting list. Also, having a sibling attending Sunnymede Primary school does not affect your position on our waiting list. Neither does having a sibling currently attending the pre-school.

Pre-school membership - For each 2 year old child attending the Pre-school you are asked to pay a one off registration fee of £50.00 which includes a t-shirt, jumper and peg bag and contributes to our administration and insurance costs. After this payment is made, you will receive our new starter's pack which includes our prospectus, peg bag and a Sunnymede Pre-school t-shirt and jumper.

Fee costs – Sunnymede Pre-school's are structured as follows:

- Fees applicable for non-grant funded children
- Fees applicable for grant funded children
- Additional sessions will be charged at a set rate per session, whether grant funded or not
- Lunch club charge for care
- Bee Riser children - will be invoiced £32.00 for the whole school year (38 weeks) to pay for additional Bee activities such as football/dancing/yoga sessions, Mother/Father's Day gifts, parties, USB stick for your child's learning journey, leaving gift etc.

The fees cover our running costs such as rent/utilities and staff wages. For grant funded children, the invoice will also include a charge for 'consumables and additional services/resources' (without which the Pre-school could not purchase resources and provide an enriching environment for the children in our care). The charge covers items such as snacks/craft materials/messy play/themed resources/cooking ingredients/visual aids/labels for your child's peg bag and snack card. This charge is broken down into a cost per session but is used to cover all resources used by your child throughout the year. *(Note: Pre-school fundraising activities generate the funds needed to enable us to purchase larger resources e.g. garden toys, tables, chairs etc).*

This policy was adopted at a meeting of	Sunnymede Pre-school	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)	Owner	