

## HARDMOOR EARLY YEARS CENTRE

### **Admissions Policy (Day Care)**

Hardmoor Early Years Centre is registered with OfSTED to provide Day Care provision on site for 60 children.

Matters taken into account in deciding which child can be offered a Day Care place are:

- Availability of spaces: taking into account the staff/child ratios, the age of the child and the registration requirements
- The Nursery's ability to provide facilities for the welfare of the child (See Equal Opportunities and SEN policies)
- Extenuating circumstances affecting the child's welfare or those of his/her family

We do not discriminate against any child on the grounds of gender, race, religion, colour or creed.

Day Care Application Forms will be considered and priority for allocation of places given in the following order:

- Those requiring the most days or hours of provision (e.g. 5 days of Day Care = highest priority)
- The date of receipt of the application form
- Children whose siblings already attend the sessional nursery at Hardmoor
- Children referred and/or funded by other agencies with evidence of factors causing potential disadvantage

We encourage a minimum take-up of 2 sessions

#### **Procedures**

- An enquiry form is available on the [www.hardmoor.co.uk](http://www.hardmoor.co.uk) website for parents/carers to complete. Alternatively, parents/carers can telephone Hardmoor Reception in person to complete the enquiry form. If there is potential availability for the days/sessions required the parents or carers will be contacted and offered a date and time to look around the facilities in conjunction with either the Childcare Co-ordinator, Senior Nursery Practitioner or Head of Centre.
- Once parents/carers have decided they would like to place their child at Hardmoor they will be given or sent a Day Care Application Pack.
- On return of the completed application form parents/carers will be notified, within 14 days, if a place is available. A confirmation letter, together with key policies relevant to the Day Care provision will be sent. In order to secure the place parents/carers will need to come into the Centre to pay a two weeks' fee (before any applicable funding) per child and to sign a Day Care contract. (The deposit must be paid within 2 weeks of the date of the confirmation letter and is refundable on giving the required notice to terminate the contract). *\*\*Please note the place will only be secured on receipt of the deposit and the signing of the Day Care Contract.*

- If the requested days or sessions are not available, the child's name will be put on a waiting list and/or alternative days or sessions will be offered.
- Prior to children starting in Day Care parents will be invited to attend taster sessions with their child to help settle them in.
- A home visit will also be undertaken prior to any child starting Day Care. During the home visit parents will be required to complete some forms to provide relevant information about their child which will assist the Day Care staff in providing the best possible care for the child.
- Depending on a child's needs during the settling in period a parent or family member may be required to be available or 'on call' for a number of sessions.

*This policy was adopted/reviewed at a meeting of the Resources committee of Hardmoor Early Years Centre, held: 27<sup>th</sup> February 2020*

*Date to be reviewed: Spring 2022*

*Signed: \_\_\_\_\_  
(Chair of Governors)*

*Print Name: Vikki Maxwell*