

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

4.1 Admissions

Policy Statement

At Fellowship House Children's Centre, we intend to make our settings accessible to children and families from all sections of the community. We aim to ensure that everyone has access to the setting through open, fair, and clearly communicated procedures.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Procedures

- We ensure that the existence of our nursery is advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and if possible, we will attempt to have written information translated. We will use staff to help to translate when we can.
- We arrange our waiting list in order of application. Also, our policy may take into account the following:
 - Siblings are already attending the setting.
 - The spaces available on particular days and in particular age groups keeping ratios at the level required by welfare standards
- We describe our setting and its practices in a way that make it clear that it welcomes both fathers and mothers, other relations, and other carers, including childminders.

- We treat each child and their family by having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or if English is a newly acquired additional language.
- We enable children and parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group
- We have an Equal Opportunities Policy.
- We are flexible about attendance patterns to accommodate the needs of individual children and families. Children may arrive and leave at any time during the normal opening hours of the nursery.

Registration

- Once the parent/s are happy with the nursery and would like to go ahead with the days requested, the manager will arrange a date for settling and start date, parents will need to pay a deposit online to our bank account of £225.00. The deposit is not refundable if the parent/s change their mind and want to cancel the registration. £200 is taken off the last month's fees of attendance and £25 is retained as an admin fee.
- **After a deposit is paid with the dates and attendance days finalised, if parents wish to make any amendments later:**
Parents will be given a final date for making amendments without charge which will be 8 weeks before the start date. This date will be agreed with the parent at the same time as the deposit is paid and any changes made prior to this date will not incur a charge.
If changes are made within the 8 weeks before the start date, parents will be charged for the dates which were agreed for their first month, and any changes will be made the month after.
- We require all children to do two weeks settling before they officially start to help them transition smoothly between home and nursery. On the first day of the settling period, we require a photocopy of the child's original birth certificate, red book from the GP and a proof of address dated in the last three months.
- During the first week of settling the manager has a meeting with the parent/s for one hour to discuss safeguarding, health and safety, sign a contract etc. The parent pack is sent home with the parents.
- If the parent would like to cancel their registration, then they must give four weeks written notice to the manager and their final fees with their deposit refunded will be emailed to them.

This policy was adopted at a meeting of

Fellowship House Children's
Centre

Held on

3rd April 2019

Date to be reviewed

1st September 2023

Signed on behalf of the management
committee



Name of signatory

Reshma Ahmed

Role of signatory

Manager

Other useful publications:

- Seasonal Hello Posters