

## **Admissions Policy White Lodge Centre**

White Lodge Nursery complies with the requirements for the Early Years Register set out in the Statutory Framework for the Early Years Foundation Stage.

All Nursery places are subject to availability, taking into account staff/child ratios, the age of the child and space requirements.

At the White Lodge Centre Nursery we operate an inclusion policy and all children regardless of nationality, religion, culture, race, gender, physical ability or disability, health or social class are welcome.

White Lodge Centre Nursery specialises in supporting children with Cerebral Palsy or likeminded conditions i.e. with spasticity (stiff muscles) or fluctuating tone (stiffness and floppiness combined), children presenting with neuromotor (movement) difficulties.

The White Lodge Centre Nursery is also open to all mainstream children.

### **Access - White Lodge Centre Nursery**

All children who attend the White Lodge Centre Nursery do so as a result of their parents / guardians wanting to access the nursery.

Places will be offered on a first come first served basis, if there are places available and mindful of staff, child ratio's and the facilities available at the nursery.

If there is a waiting list, we will use the following admission criteria which will be applied in the following order of priority.

1. Children with Cerebral Palsy or likeminded conditions.
2. Children currently attending who are increasing their hours
3. Children who have siblings already attending the nursery
4. First come first served basis.

### **Costs**

#### **Free Early Education for Two Year Olds (FEET)**

Free Early Education for Two year olds (**FEET**) offers eligible families up to 15 hours of free early education and childcare a week for 38 weeks a year.

#### **Universal Entitlement (15 hours)**

In England, all 3 and 4 year olds are entitled to 15 hours free funding which can be spread across the week.

#### **Extended Entitlement (30 hours funding)**

Please follow the link below for current information relating to 30 hours – Extended Entitlement.

<https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/30-hours-funded-childcare-for-working-parents>

### **Private Placement**

Places will be offered privately at a cost of £19.50 per session (3 hours). The daily rate is £39.00. Payment is in advance per half term. At White Lodge Centre the nursery day is from 9.30 – 3.30pm. Children can attend for a morning and / or an afternoon session.

Short term sickness – Payment will still be required, short term sickness is defined as two nursery weeks.

Long term sickness – Payment to be discussed with Coordinator

Should the White Lodge Centre Nursery be closed for unforeseen circumstances a reimbursement will be offered.

### **Lunches**

Daily lunches and snacks are available at £1.50 per day. Payment in advance per half term.

### **General Information.**

- Children attending the Nursery will be between the ages of 2 years old and 5 years old.
- The nursery is open for 38 weeks of the year (term time only).
- Information held about children will be confidential and in line with the General Data Protection Regulations – GDPR.
- Consent will be required for specific activities, for example outings. If a child has particular health care needs, it will be necessary to arrange staff training from the community nursing team.

### **Before Starting Nursery**

Parents will be invited to an informal meeting to complete the 'All About Me' document (AAM – document is a live working document that is updated as needs of child change).

During the meeting we will

- Discuss the child's provisional timetable and the transition into Nursery including the Nursery routine (registration time, snack time, lunch time etc.)
- Inform the parents of how the EYFS (Early Years Foundation Stage) is being delivered in the Nursery and how parents can access more information
- Discuss Nursery's medium term planning and the type of activities and experiences the Nursery provides for children
- Talk about working in partnership with parents
- Explain the role of the key person
- Give a telephone number for parents to contact in an emergency.

The All About Me form provides staff with comprehensive information about the child. This includes the following information:

- Contact Information;
- Preferred activities, likes and dislikes (This will include dietary requirements)
- Communication profile

- Risk Assessments
- Health Care plans / Medication requirement

## **Starting Nursery**

Initially children will stay for a short period of time, usually 1 or 2 hours in the morning whilst they become familiar with the environment and the other children/staff. This time period is gradually increased as appropriate and at the pace of the child.

Each child has an individual curriculum plan drawn up by their Key person in consultation with parents. If a child needs an Individual Support Plan (ISP), this will be drawn up by staff and therapists (if involved with the child) after the child has been with us for around 6 weeks and shared with the parents. This identifies specific targets and outcomes for each child and is regularly reviewed with their parents and staff involved.

## **Arrivals and collection security**

Departure and emergency pick up arrangements are discussed in the Pre-entry meeting. Parents must provide names for persons other than themselves to collect their child, at least two named persons are required and full contact details are required in case of emergency. A Password will also be required.

Children will only be released from the care of the Nursery to individuals named by the parent.

## **In the event of children being collected by those other than those named and recorded, the following applies:**

- The parent must inform the Nursery without delay that they will not be able to collect their child.
- A unique password set between Parent, Collector and Nursery must be used and received before handing over a child into their care.
- The parent must ensure that a \*suitable person will collect their child in their absence. \* **Suitable person must be over 16yrs old and be capable of caring for the child in the absence of the child's parent.**
- If the Nursery is unable to identify the person with the details provided by the parent, the Nursery will not be able to release the child from its care.

## **Uncollected children**

Please refer to our Policy for Uncollected Children.

## **Compliments and Complaints**

Please refer to White Lodge Centre Compliments and Complaints leaflet. Please ask if you require help with this.

## **Nursery Policies**

Policies are available upon request from the Nursery or available on our website.