



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Dawe BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMI MInstAM
admin@roundandroundthegardens.co.uk

Admissions Policy

Round and Round the Gardens Childcare welcomes all children.

We try, where possible to offer parents' sessions that suit the needs of their child/children and are happy to discuss these upon registration or initial visit.

As a Nursery we ensure that:

- The existence of our nursery is widely known in the local community.
- We will keep a place vacant, if financially viable, in order to accommodate an emergency admission or to help a family who cannot afford a place.
- We will have clearly displayed our policies and procedures; these will include: equality, mission statement, special educational needs, cuddling policy, discipline procedure, health & safety statement and child protection, whistleblowing, ICT.
- Staffing levels meet that as required by the Early Years Foundation Stage
- The numbers of children attending does not exceed the space allowed governed by the Early Years Foundation Stage with regards to square footage per child.
- We will monitor the gender, special educational needs and disabilities, cultural, ethnic and religious background of children and families joining the group to ensure that no discrimination is taking place
- Parents know that we welcome children who are not yet potty trained/toilet trained.
- We will do our best to update/review/discuss our admissions policy.

Nursery Places

Children should be of appropriate age i.e. at least 12 months of age.

We operate a waiting list for each month of the year. To join the waiting list you pay a one off charge (non-refundable) of £35.00. Parents are encouraged to book early for places.



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Our admissions policy is primarily one of first-come, first-served, but with the following exceptions:

- Our current families
- Siblings of currently attending children have next priority
- Request for full day places e.g. 8am to 6pm, e.g. 5, 4, 3 or 2 day/s per week.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child joining our waiting list parents must sign a copy of the terms and conditions and complete their sessions request. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc. Further forms will also be required to be completed on acceptance of a place.

We will request to see your child's birth certificate prior to the first day of their attendance at nursery.

At the time when a place can be confirmed, a deposit fee of £100 is necessary to secure the place. This will be refundable at the end of your time with us, as long as we receive your written two full calendar months' notice period.

All parents along with their children are invited into school to attend settling in sessions. Minimum of 3 sessions, there is no maximum and this is discussed during the settling process. An 'All About Me' pack we ask you to complete as fully as possible during these sessions, so that we can learn as much about your child as possible as this will enable us to offer the best possible care for your child.

Staff will ensure parents have their own personal induction to the classroom providing room information during the first visit.

A key person will be allocated for your child's first day based on how they have bonded with staff during their settling in sessions.



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Children who have Special Educational Needs and disabilities are welcomed. We have an appointed SENCo who will be happy to discuss any issues that you would like to discuss and liaise with outside agencies.

Parents are always welcomed into our setting.

For those children eligible for the government funded sessions for 3&4 year olds, will receive their funded hours within their sessions e.g. 3 hours in the first session, 3 hours in the second session, 2.5 hours in their third session and 2.5 hours in their fourth session. Please note for admissions for the free nursery education we do not request a registration fee to join the waiting list, however a fee of £35.00 will be charged at the time of session acceptance as a snack contribution. NB: we stretch the funding across 51 weeks and our sessions are longer than the funded period, therefore there will always be a charge.

If you are eligible (you **MUST** provide us with your unique access code) for the **additional 11 hours** funded childcare this will be applied to your child's sessions in the same way as the universal 11 hours. NB: We do not accept children accessing their additional 11 hours ONLY at Round and Round the Gardens Childcare. The 'universal' and 'additional' hours can only be claimed together with us. Parents **MUST** specify which are their universal hours and which are their additional hours. 'Additional' hours are subject to being cancelled if parents become non-eligible (parents will need to re-check their eligibility online and provide us with their new unique access code), unless the agreement is for full cost to be paid in this instance.

We offer FEET places to a maximum of 8 hours per week within our afternoon sessions 1pm to 5pm. You will be required to pay the registration fee of £35.00 to join the waiting list and a refundable £100 deposit on acceptance of a place.

We are registered with various childcare voucher companies, however if you find we are not registered with your particular company we are more than happy to follow any registration process in order to meet your needs. We are also registered to accept Tax Free Childcare payments.



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Policies, procedures and our Operational Plan are displayed in a file in the main nursery entrance. We will be happy to photocopy these for you should you require any.

You can be assured that as a daycare setting, our policies conform and comply with guidelines set by Ofsted and Early Year's Foundation Stage.

We do not offer any swaps of sessions through the week. However if available, there may be an opportunity to book additional ad-hoc sessions. Once booked these are chargeable at the normal sessional/hourly rate and invoiced accordingly. Refunds/credits will not be provided for non-attendance.

As a nursery we believe that children's welfare is paramount. Therefore the above policy enables us to meet the needs of your child. Naturally, all children are individual and your needs may require us to help or assist your child in other ways. Should you wish to arrange a meeting to discuss any issue, we would be pleased to meet with you.

Dated: July 2017

To be reviewed: December 2017