

## Thorpe Willoughby Childcare Centre

### Admissions Policy



Choosing a nursery is an important decision for you and your family, therefore we hope the following information will answer your questions about our aims and standards of childcare and education to enable you to have complete confidence that you are making the right choice.

#### The Nursery

- Open Monday to Friday 7:30am – 6:00pm
- Open 50 weeks a year
- Has continuous staff development
- Works in partnership with parents
- Offers nutritious balanced snacks freshly prepared daily on the premises
- Accepts all employer childcare vouchers

#### **Security**

A security entry system is in place, access is by authorised persons only.

We require notification of who is authorised to collect your child from nursery.

Under no circumstances will a child be allowed to leave the premises unless with a previously identified, authorised person.

#### **Introductory Sessions**

Before your child begins full days or sessions at Thorpe Willoughby Childcare Centre we would recommend that you and your child visit on several occasions for short introductory sessions.

You are encouraged to stay with your child until he or she settles after which time we would suggest that you leave for short periods until both you and your child are relaxed and comfortable in the nursery setting.

No charge is made for the introductory sessions.

Children learn very quickly that nursery is a fun, friendly place to be, therefore the settling-in period is rarely as difficult as you might imagine.

Unfortunately, due to Covid-19 the introductory sessions will not be available at the moment, we will as a setting endeavour to make your child as welcome as we possibly can on his/her first session.

#### **Additional Support Needs**

If your child requires extra support for any reason, either on a temporary or permanent basis, we will make every effort to provide this support.

The nursery staff are experienced at working closely with parents and other professionals such as Health Visitors, Speech and Language Therapists and Paediatricians to help your child reach their full potential. (Also See Inclusion Policy)

## **What do I Bring?**

Depending on our child's age and stage of development you will need to provide: a drink and a packed lunch (healthy please) nappies, soft indoor shoes, suitable outdoor clothing and a change of clothes. (if you do not provide a change of clothing we may charge you £5.00 for the use of ours)

If your child has a comfort toy, blanket or a dummy you should also bring these to nursery. (2 year olds)

## **Clothing and Personal Property**

Your child will be involved in messy activities at nursery and although the staff will encourage them to wear aprons whenever possible, we would advise that your child does not wear 'good / expensive' clothes to nursery as accidents can happen.

It is helpful if you mark all your child's belongings with their name as it can be difficult for our nursery staff to locate unnamed items.

We would also recommend that your child does not bring toys from home as they do become upset if items become mislaid or broken.

Favourite books and comfort toys are of course always welcome.

## **Illness**

For the health and well-being of all children attending Thorpe Willoughby Childcare Centre, your child should not come to nursery if they are suffering from an infectious illness.

If your child suffers from a non-infectious illness or an allergy, we will endeavour to accommodate any special requirements they may have.

## **Medication**

Parental permission is required for all medication to be administered at Thorpe Willoughby Childcare Centre. (See also Medication Policy)

## **Promoting Positive Behaviour**

Positive behaviour is promoted at Thorpe Willoughby Childcare Centre through praise and encouragement from the nursery staff.

Children receive little attention for negative behaviour; therefore they quickly realise that the positive behaviour will be rewarded.

Our staff will keep you fully informed if your child requires support in this area at any time.

If a pattern of behaviour causing more concern develops, we will discuss this with you and agree steps to move forward in the best interests of your child and the nursery.

## **Activity Planning**

The nursery staff plan activities to meet the children's individual learning and will link to the EYFS, the staff will use their observations on the children to develop and extend activities to meet individual needs and interests.

These plans are flexible and respond to your child's individual interests, needs and developmental stage.

The setting will provide continuous provision at all times.

The nursery staff will discuss your child's day with you verbally, and Parents will receive a link to the learning journals on Tapestry via email to view their developmental progress.

**Tapestry**

Thorpe Willoughby Childcare Centre uses Tapestry on-line learning journal to record your child's progress, the setting will send you an email and password link specifically for your child, and you can view your child's journal at any time.

**Parents Evenings**

Parent Evenings are held once a year for all children in the Pre-school Room. Although the nursery staff are available on a daily basis, this gives you the opportunity to discuss your child's progress and transition to Primary School in a relaxed atmosphere on an individual basis.

**Extra charges**

We charge 50p per hour for consumables, this is to cover art and craft materials, baking activities, equipment for play activities and any other extended opportunities for the children.

If you feel you would struggle to pay this charge, please talk to a member of the management team. Thank you.

✂.....

PLEASE SIGN AND RETURN THIS SLIP

I agree to these terms and conditions:

Parents/Carers Name:

Parents/Carers signature:

Date:

Staff member Name; Tracy Maddison

Staff Member Signature

Date: