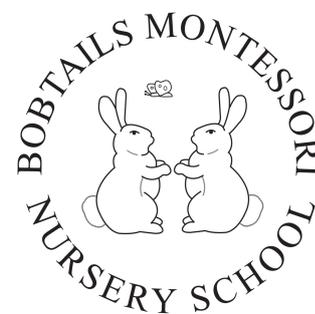


# ADMISSIONS POLICY

UPDATED 31<sup>ST</sup> OCTOBER 2016



Bobtails Nursery offers a high staff:child ratio, therefore places are limited.

## OPENING TIMES & DATES

The nursery is open from Monday to Friday during term time only (38 weeks per year). The contact telephone number for the nursery is 01403 786176. Where the scholastic year exceeds 38 weeks, additional sessions will be charged at Bobtails current standard rate. Term dates will be provided at appropriate intervals. Sessions are from 8.45am to 12.30 pm and 12.30 pm to 4.15 pm Monday to Thursday and 8.45am to 12.30pm on Friday. Depending on staffing levels and registered places we will try to offer flexible session times to meet specific needs. Places are available to children and families from all sections of the community and children of all ethnic origins and abilities, including those with additional needs. Bobtails operates an equality of opportunities policy.

## OTHER INFORMATION

It is our legal obligation to put the welfare of the children in our care above any other consideration and we will share information with external agencies such as social services where necessary. We will also liaise with any additional childcare providers.

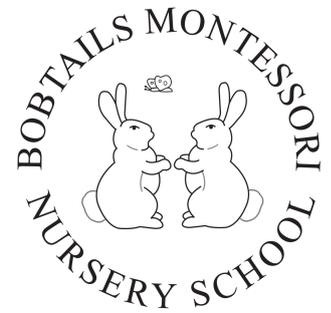
Lunches are not included in the half-day and full day fees & an additional charge is made if hot meals are required. Children are encouraged to serve themselves only where this is safe & practical. Children can bring a packed lunch if you prefer. Please include fruit and vegetables in a healthy lunch for your child. Milk and water are offered at snack time & water is freely available throughout the session.

“Free Entitlement” funding is available for all children from the term after their third birthday and for some 2 year olds (please check with WSCC to see if you qualify for 2 year old funding). This is for a maximum of 15 hours per week over a 38-week scholastic year. Access to free entitlement hours is Monday through to Friday. Additional hours will be charged for at our standard sessional rate. In the rare event that Bobtails is open more than the funded 38 weeks, sessional fees will be charged at the full sessional rate. If you do not wish your child to attend for additional weeks you need to let us know and you will not then be charged. Fees are reviewed annually and usually increase in the spring term. “Stand Alone” free entitlement places are limited. Priority is given to parents who wish to purchase the full Montessori 3 ¾ hour session. “Stand Alone” places will be allocated where sessions are available. You will be charged for hours in excess of 15 per week.

Children must be between 2 and 5 years of age. We are happy to work with parents for toilet training. All children need to bring a complete change of clothes &/or nappies. During autumn and winter please send a pair of named wellington boots for outside play.

Due to the high demand for nursery places a deposit of £100 is required upon registration. An additional administration fee of £30 is payable at this time. This also entitles each child to a Bobtails fleece. Additional uniform items are available at reasonable prices. Once sessions have been reserved, if you are unable to take up your place for any reason, refunds of deposits are at our discretion. We will do our best to meet your requirements for days and times of sessions. However, if sessions are full alternatives will be offered and non-acceptance of these will not normally qualify as a reason for a refund. If we are unable to offer any sessions at all, we will refund in full.





Fees will be invoiced at the start of each term & are due by the end of the first week of term. An increase in fees is applied annually in the spring term. Please note that fees are not refundable for absences due to illness or family holidays during term time, nor is there an entitlement to alternative sessions in place of those missed. When an outing or event takes place during a normal school session, no compensatory session will be offered nor will there be a refund of fees for that session. If due to circumstances such as power supply failure, flooding, fire damage, high levels of sickness, loss of heating or water, bereavement or extreme weather conditions, Bobtails is unable to open, we regret that we are unable to refund the fees or guarantee alternative sessions for these days. If parents are unable to reach the school due to similar unforeseen or extreme conditions fees will not be refunded nor will alternative sessions be guaranteed.

Parents are requested to complete information about their child before the child starts at the nursery. The registration form is the contract between Bobtails and the family. Bobtails' policies and procedures are available for parents to access through the Bobtails website [www.bobtailsmontessori.co.uk](http://www.bobtailsmontessori.co.uk). Parents are requested to notify the nursery of any changes in personal details or family circumstances.

Parents and children are invited to attend settling in sessions in the term prior to starting at Bobtails. In addition parents are offered the opportunity to stay for part or all of the session during the first few weeks so that children have the opportunity to get to know us. Shorter sessions are available during the settling in process if required.

Home visits can be arranged if required. We are always happy for you to visit the setting prior to your child joining us and children will be invited for familiarisation visits to the school during the term before they start.

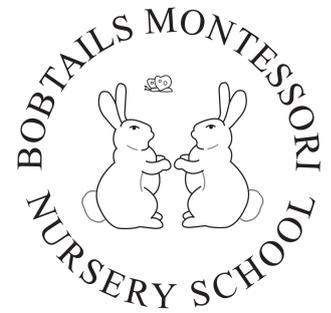
Some children may be unsettled in the first week or so after joining a childcare setting. Staff at Bobtails use various techniques to help children calm down if they are upset, including: 1) offering a comfort item the child has brought from home (e.g. A blanket or cuddly toy); 2) engaging the child in a familiar activity such as painting or playing with duplo or plastic animals; 3) offering a quiet place to calm down away from the other children (always accompanied by a staff member) such as the garden or the kitchen.

Each child is allocated a home/nursery link and this person will support both parents and children throughout their time at Bobtails. The child's preference will be taken into account when deciding on the key person. All staff at the nursery take responsibility for the day to day personal care of every child. The key person's role is to support and report back to parents about the child's progress within the nursery. Parents are encouraged to discuss their child with the home/nursery link whenever they want.

A successful transition from home to school may take longer for some children than others. Parents are asked to be positive when leaving a child and to be patient and not expect too much too soon. We are aware of the anxieties and problems experienced by both parent and child during these initial separations and will work with you to support and help you through this settling in period. During the early weeks please try to ensure that your children are collected on time as this will help to reassure them. If a child has been unsettled at the start of a session the supervisor of the day will ring the parent at some time during the session to let them know that everything is okay.

We keep a list of people authorised to collect your child. We need to be introduced to these people before we release a child into their care. However, we operate a password system where parents can nominate someone other than those on the list to collect their child.





We operate a Healthy Eating & Tooth Friendly Policy & offer healthy, tooth friendly snacks & drinks at every session. On special occasions cakes or alternative ethnic foods may be offered.

Please let us know when leaving your child if he/she is upset or behaving unusually for any reason and let us know if there has been a family event that might upset your child (such as the loss of a grandparent or family pet).

We aim to involve parents wherever possible in activities, outings and events or specific events. Information regarding children's progress will be offered verbally on a regular basis, at key worker visits & annually as a written report. We issue newsletters and letters home on a regular basis. Parent evenings will be arranged every so often. Some information is also posted on the notice board at the entrance of the nursery.

Learning journals are kept for each child and this is available for the parent to see on request. Termly key worker visits are offered so that parents can watch their children at play and talk to staff about their child's progress. Journals are given to parents when the child leaves and can be passed on to reception year teachers. Additional consultations with staff or principals are available on request or may be suggested by the managers.

Parents are required to complete consent forms for the following:

1. Offsite activities without the parent.
2. Photographs for displays, website and blog and videos.
3. Emergency medical treatment.
4. Administration of medicines.
5. Observations (this is on the registration form).
6. General terms and conditions as identified in the policies (this is on the registration form).

Note: policies and procedures can be seen on our website [www.bobtailsmontessori.co.uk](http://www.bobtailsmontessori.co.uk). A paper copy of the policies and procedures is available on request. If you require large print or help with understanding the policies please ask a member of staff.

If you have any concerns or complaints we are always happy to talk to you. A complaints procedure is detailed in our policies and procedures. Any complaints that we cannot resolve between us can be referred to Ofsted tel. 03001231231 or in writing to Piccadilly Gate, Store Street, Manchester M1 2WD

Parents are requested to notify the nursery if their child is unwell or unable to attend nursery for any reason. It would be helpful if parents would inform us of the reason their child is absent. Please ring 01403 786176 as early as possible after 8:30 on the day of absence. If we do not hear from you an hour after expected arrival time our supervisor will ring or text to check that everything is OK. Reasons for absence will be recorded in the register and unexplained absences will be followed up in accordance with our safeguarding policy. Parents should notify the nursery of any planned absences.

Whilst we endeavour to be fair and to make allowances for difficulties either on the road or at home, a charge will be levied for any pick-ups that are more than 10 minutes late. Additional charges will be in increments of 15 minutes of £5 per 15 minutes or part thereof (ref: procedure for a child who has not been collected.)

