



Epsom Playhouse Pre-School

EPSOM PLAYHOUSE PRE SCHOOL

Admission/Settling in Policy

25th August 2023

Policy Aim

We aim to be able to offer a space to all applicants and accommodate their needs. At times this may not be manageable, and we will follow the procedure below. Once your child has a place, we will work together to ensure your child settles in, feeling safe in the surrounding environment.

Procedure

Epsom Playhouse Pre-school takes children from the age of 2 years old up until they go to Primary school.

1. As Primary Schools in the area have one intake in September, most spaces at the Pre-school become available in September. We do intake all year round if places are available subject to adult to child ratios.
2. If a space is unavailable, then we operate a waiting list system which operates on a first come first serve basis. Wherever possible we will try to accommodate those children who have an older brother or sister at the Pre-school at the time of admission.
3. Each applicant will be considered on an individual basis and if a child requires a place more urgently than another, it may be appropriate to bypass the waiting list at the discretion of the Committee / Pre-school Manager. The displaced child will be found a place as soon as possible.
4. Priority will be given to children who do not already attend another early year's setting.
5. We aim to start a child with a minimum of two sessions per week.
6. All children who receive 15 hours FEET funding and 15/30 hours funded early education will be required to use their full funding at Epsom Playhouse Pre-school unless they also attend another setting.
7. Settling in sessions will be arranged before the child is due to start pre-school. If the child is due to start at the beginning of term, settling in sessions will be arranged for the first/ second week of that term. Parents/ carers can stay with their child during their settling in sessions if they wish to.

Settling in may be made easier by:

- ◆ Arranging settling in sessions on the relevant days that the child will be attending, to ensure continuity of staff.
- ◆ An induction will be planned by the Deputy Manager.
- ◆ We will start off with a shorter session on the first day with the child's parent/ carer if you wish.
- ◆ We will then usually encourage parents to leave their child for a short period of time, gradually increasing the amount of time they stay at pre-school until staff feel that the child is settled and ready to attend a full session.
- ◆ Encouraging parents/carers of Pre-school children to foster independence with toileting and drinking from cups.
- ◆ We understand it can be upsetting when your child is unsettled when leaving you and it helps to keep the goodbye to a short, encouraging goodbye. We will always contact parents if the child has not settled.

8. To apply for a place, parents will be asked to fill in a child information form and pay a non-refundable administration fee of £25.00. Once the payment is received the child's place will be secured.
9. Fees are payable before the start of each half term by cash, bank transfer or Tax Free Childcare.
10. If your child is to be withdrawn from the Pre-school, six term-time weeks' notice in writing must be given. Failure to give this notice will result in you being charged for sessions that your child does not attend. If a child is withdrawn during a half term, the fees for that half term will remain payable and will not be refunded.
11. Please note that having your child's name on the waiting list does not automatically guarantee them a place when they turn 2.
12. After dropping off, parents will not be able to stay onsite unless they have been asked to stay or have a scheduled appointment with a member of staff.
13. The wearing of the pre-school's uniform is encouraged. The uniform is made up of a sweatshirt and a t-shirt or polo shirt, all of which can be purchased online. The website to order Pre-school uniform is:
<http://www.myclothing.com/>
We do also have some second-hand uniform at Pre-school that you can purchase for a small donation.
14. We understand that there are times where you may be late picking up your child, and for this reason we will give 3 late warnings. After the final warning you will be charged a penalty fee of £10 for up to 10 minutes, plus an extra £10 per 5 minutes after that. This fee needs to be paid at the beginning of the child's next session and failure to do this may result in the child being withdrawn from the pre-school.
15. If the child is not collected within 10 minutes of our session finish time, we will ring the contact numbers we have held at pre-school for that child. If there is no reply, we will continue to try each contact number a number of times. Failure to be able to get through to a contact may result in the manager or DSL contacting Surrey Children's Single Point of Access (C-SPA).
16. Regular attendance to pre-school is important for the child's development and well-being. Failure to attend planned sessions without telling us could be a safeguarding concern. If we have any concerns regarding a child, we will contact C-SPA and follow their advice. If your child cannot attend a session for any reason, then you should let us know by phone, text or email on 07759 980 937 or info@epsomplayhousepreschool.com by 9.15am. If we haven't heard from you before 9.35am then we try to make contact with you.
17. If the child is in receipt of Funded Early Education for Two year olds (FEET), it is our duty to notify Surrey County Council if they are absent for more than 2 consecutive weeks in a term, unless a return date has been confirmed.
18. If we have had no contact with the child or parent/ carer for 6 weeks, we then have the right to withdraw the child from the setting. If we are concerned at any point about the child's safety, we will call the police or Surrey Children's Single Point of Access (C-SPA) on 0300 470 9100