

# Nursery Childcare Policy – Admissions and Registration

**Relating to:** Nursery

**Document reference:** SHCPoINur01

**Document owner:** Nursery Manager

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## **Policy Statement**

St Helens College Nursery will work closely with parents/carers to ensure smooth protocols during the registration process with successful integration of the child into the Nursery environment. All the children will be registered using appropriate procedures.

We do not discriminate against a child or their family or prevent them entry to our Nursery based on colour, ethnicity, religion, belonging to the travelling community or asylum seekers.

## **Reserving Places and Registration Process**

### **College Users**

- Parents are required to complete a childcare request form via the College website, which is submitted to the Nursery Manager/Deputy Manager. The Nursery Manager will respond via email or phone call to confirm that it has been received.
- Parents are advised that they are on the list for childcare; however, parents will not be offered a childcare place until they have secured their childcare funding. The Manager will advise on how to do this. The Manager will always inform a parent when they have secured a childcare place.
- Once a place has been secured parents are invited to attend an induction, initially without their child. During the induction process parents will be given information regarding Nursery procedures and the accompanying paperwork which is to be returned during the child's first visit.
- Parents are required to visit with their child prior to starting Nursery. The number of visits required will depend on the child's needs, parents' wishes and staff observations. During the child's last visit parents are encouraged to leave their child for up to one hour.
- Dependent on which funding a student is accessing a written contract between themselves and the Nursery maybe required.

### **Funded Places**

- Information regarding funded places is available on the St Helens Council Synergy Portal.
- Parents can express an interest via the Synergy Portal, or alternatively can contact the Nursery Manager via email or telephone.
- The Nursery Manager/Deputy Manager will inform prospective parents of the protocol and what is required to secure a funded place.
- The Nursery reserves the right to offer funded hours according to availability.

- Parents are informed of any additional costs they may incur for hot meals and nappies. They are given the option to either access those or to provide their own for their child.
- Once a place has been secured parents are required to visit with their child prior to starting Nursery. The number of visits required will depend on the child's needs, parents' wishes and staff observations. During the child's last visit parents are encouraged to leave their child for up to one hour.
- During the child's first visit parents will be given the appropriate paperwork to complete and return on the child's next visit. Staff will ensure that parents are provided with information regarding Nursery procedures.
- Parents will be required to read and sign a written contract between themselves and Nursery.

### **Admissions**

- Ensure all relevant information regarding the child is obtained from the parent and is recorded from the child's completed paperwork.
- Parents can either hand over their child to a member of staff at the Nursery Reception or bring their child into the Nursery Room. Parents are reminded to pass on all relevant information regarding their child during the hand over.

### **Arrivals and Departures**

#### **Staff Procedures**

- It is the policy of the Nursery to give a warm welcome to each child and their family on his/her arrival.
- The staff member who is responsible for taking the child from the parent immediately records his/her arrival in the register. On departure the register must be immediately marked to show that the child has left the premises.
- Staff encourage older children to hang up their own belongings and then wash their hands on entering the room, self-registration is also encouraged.
- Any specific information provided by parents regarding their child should be relayed to the appropriate members of staff and documented if need be.
- Any paperwork such as medication forms or incoming injury forms must be completed prior to the parent leaving their child in Nursery.
- If the child is not going to be collected by the parent at the end of the session, then procedures must be followed including descriptions of nominated people who are collecting and the password they will use.
- No child will be handed over to anyone other than the parent or the nominated person who must be identified on the permissions to collect form.
- A member of staff will ensure the child's diary and all the child's other possessions are given to the parent/nominated person on departure.

- Members of staff including the Manager and Deputy Manager will always try to give time to any parent who needs to speak with them at either the beginning or the end of the day.

### **Nursery Fees and Payments**

Notice of one calendar month is required to terminate childcares places whether it is you or us who wishes the child to stop attending. However, the contract can in some circumstances be terminated immediately at the Nursery's discretion. Parents are liable for the childcare fees during the notice period. The Nursery reserves the right to terminate any childcare place for any reason they see valid.

### **Scope of the Policy**

This policy applies to all parents, children, and staff of the Childcare Facility.

### **Associated Policies**

- Safeguarding & Child Protection
- Equality & Inclusion
- Health & Safety
- Special Educational Needs
- Communication
- Maintaining Children's Safety & Security on The Premises
- Managing Children's Behaviour
- Working in Partnership with Other Agencies
- Medications & Ill Health
- Visits & Outings
- Parental Participation
- Record Keeping & Confidentially
- Code of Conduct for Parents, Guardians, Visitors & Contractors
- Key Person & Settling In
- Transition
- Dummies
- Data Protection & Sharing of Information
- Nappy Changing
- Whistleblowing
- Staff Behaviour
- Education & Curriculum
- Biting
- Intimate Care
- Emergency Lockdown
- Internet Use

**Access to the Policy**

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

**Post-Holder to Contact**

Director of Student Services.