



Admissions Policy

As an Ofsted registered setting, we are restricted to the age and number of children we are allowed to care for at one time due to ratios.

Our legal ratios for each age group are as follows.....

3 children under 2-year-olds per 1 member of staff

4 children between 2-3 years per 1 member of staff

8 children over 3 years per 1 member of staff

We are happy to take on any child if ratios permit it. This will not discriminate against any child or their family for reasons such as race, religion, gender, or ability. However, we would like to make the following statement:

We are happy to take on children with special needs providing we feel we can cater for the child's needs. For example, we will not be able to provide one to one care or look after a child in a wheelchair, as the setting is not suitable. If your child has an additional needs, please discuss them with us so we can give you the details of what we can provide for your child.

Settling in sessions

We understand how difficult it is for parent/carers to leave their child in a new setting and return to work. We will therefore work with you to ensure your child is settles quickly and that you are happy with the care that we provide. Normally we like to organise settling in sessions for children and their parent/carer, which gives parents/carers the opportunity to provide lots of information about their child. Due to the recent COVID-19 outbreak this is not possible, so we are handing out 'All about me' and starting point forms on registering. This will help us with things such as their likes, dislikes, routines, favourite activity, how to comfort them when they are distressed and how they have reacted when separate from their main care givers before. It also gives us the opportunity to start to build a relationship with parents/carers and their child. With any child joining our setting we encourage 2-4 settling in periods depending on what your child needs.

Some parent/carers find it helpful to call or text us during the day to find out how their child is. We are happy to take your calls, but I am sometimes not able to talk for long, or even to answer your call if I am attending to a child's needs for example, changing a nappy. Please bare this in mind and not panic if I am unable to answer your call.

Breakfast and afterschool clubs

We drop off/collect children from Barncroft, Bidbury, St Thomas Moore, Fairfield Infant School and Bosmere Junior School in Havant.

As we already currently transport children to and from these schools, we are unable to cater for children attending different settings due to the transporting capacity that we have.

Payments

When booking a place for your child you are required to pay a deposit of £100 per child. This is held until you have provided us with 8 week's written notice that you no longer require our services, and the final invoice is paid in full.

Payments are due at the end of each month any outstanding payments will incur a charge of £2 per day until the fee has been paid.

If a payment has still not been received by the 7th day following the payment date stated, we reserve the right to make an additional charge 'Late payment fee' of £20 as per our contract to cover any bank charges that we may have incurred. If payment has still not been received after a further 3 days, then we reserve the right to terminate the childcare contract with immediate effect. We would then seek legal advice regarding the fees outstanding and this may result in you being summoned to attend a hearing at county court. If the Judge finds in our favour you will also be liable for the court costs.

If you have had a change in personal circumstances and are now struggling to make payments, please make management aware so we can make suitable arrangements. It may be that you are entitled to additional funding through the childcare element of the working tax credit and other benefits.

Reviewed January 2022