

# **BARNIES DAY NURSERIES AND PRESCHOOLS**

## **ADMISSIONS POLICY**

Barnies is a registered child care and educational facility which aims to meet the needs of both the children and their parents in an individual, sympathetic and caring manner. Emphasis is placed on promoting the values of an extended family through the encouragement of good social behavior skills alongside spontaneous and planned activities that ensure safe and happy play.

**“We measure success by a child’s happiness and not just technical progress”**

**ADMINISTRATION** - Places are usually offered on a first come first served basis. Exceptions are detailed below. Children will be accepted once the relevant administration forms have been completed and received on site. Registration charges and / or deposits, where applicable, must be received as agreed prior to commencement.

**WAITING LIST** - Once full, Barnies will hold children on a waiting list provided the parent(s) have visited the premises and confirmed their request. Priority will be given to children that are eligible to DfES funding (as per Delegated Conditions) if the sessions available are suitable but may not be 5 days of all 3 hour mornings. Priority will also be given to children with siblings already attending provided they are on the waiting list. Consideration will be given to prioritize children if requested by the Social Services.

**STAFF CHILDREN** - Children of parents employed by Barnies may be offered a place, if available, and may be given reduced fees but this is not a condition of employment. The parent and child(ren), whenever possible, will not be together in the same group.

**FEES** - Fees are payable in advance as stated in the contract and detailed on the invoice. Fees are payable by the specified date and failure to remit at this time may result in a late charge as stated. Barnies reserves the right to refuse admittance of a child if fees are outstanding. It is understood that sometimes circumstances may prevent payment of fees and on such occasions, parents are required to speak to the Manager to make alternative arrangements. Fees are not transferable or refundable if a child does not attend due to illness or other absence. Consideration may be given in exceptional circumstances and should be referred to the Manager.

**NOTICE** - Parents wishing to relinquish their place or requiring changes to attendance days are required, whenever possible, to give one months notice in writing. Parents may be liable for periods for which notice is not given. Barnies reserves the right to terminate the contract giving up to one month’s notice.

**COLLECTION** - Children will only be released to authorized persons as specified by the parent(s). In the event of an emergency alternative arrangements may need to be put in place. The Manager should be notified as early as possible as additional identification may be required. In certain circumstances Barnies may refuse to release a child and may need to call the Social Services to assist as necessary. Non collection of children is covered in the Non collection Policy.

**PERSONAL POSSESSIONS** - Barnies recognizes that children may need to bring personal items onto the premises particularly during the settling period. However, no responsibility is taken for loss or damage to personal property or belongings whilst on the premises. It is strongly recommended that all clothing and other items are clearly labeled with the child’s name to assist with identification.

**DIETARY SPECIFICATIONS** - Barnies provides a well-balanced, nutritional menu for which each element requires consent as part of the admission process. Whenever possible adjustments may be made to meet the needs of any personal requirements. These should be discussed with the Manager.

**MEDICATION** - Guidelines on the administration of medication are very stringent. Admission of children requiring medication will be considered on an individual basis and must be discussed with the Manager.

**EXCLUSION** - Children and staff will be excluded from attending due to symptoms or illness of any contagious disease or infection. Exclusions will depend on the disease or infection and the recommendations of medical professionals and bodies. Persons suffering from sickness or diarrhoea will be excluded for a period of 48 hours.

This Admissions Policy follows the guidelines of good practice as required under the Statutory Framework and is supported by the Inclusion and Equalities Policy, Parent Partnership, Health and Safety and Encouraging Good Behavior Policies.

Barnies operates a confidentiality policy in all aspects of its operations and procedures. This policy is governed by its contents.

This policy will be reviewed on an annual basis or whenever further legislation is introduced which may require amendments to its constitution.