



Admissions Policy

At Select Childcare we aim to follow the principles of the EYFS and the Ofsted Childcare Register and work to an inclusive Admissions Policy. I aim to provide a service which is accessible to all families in the community. In order to do this we will:-

- Advertise in places accessible to all sections of the community
- Be as flexible as possible to meet the needs of individual children and families, whilst considering the effect this may have on children who are already in my care
- Arrange my waiting list on a first come first served basis, whilst complying with the requirements of my registration (and the EYE Funding / 2gether Funding as a Specialist Childminder)
- Welcome all children and families into my home, regardless of their background. (See separate Inclusion Policy) Before a child is registered with my setting I will ensure the following are in place:-
 - A contract, agreed and signed by myself and the parent/carer
 - Acknowledgement from parents/carers that they have read and agree to my policies and procedures. All of these can be found on our web page at: <http://www.selectchildcare.co.uk/policy.html>. You will be asked to sign a complete set of policies to confirm you have read them and fully understand them. (this is done electronically by an online form signing).
 - A registration form, to include emergency contacts, and any specific requirements
 - Permission forms
 - An agreed fee payment plan and payment of any agreed advance fees
 - An agreed settling in plan I will invite prospective parents / carers to an initial meeting with their child to discuss any specific needs.
- All children will be welcomed into my home and I will encourage the other children in my care to support me with this. I will request a four-week settling in period on our contract, so if you or your child or I am not happy with the arrangement it can be terminated easily. When taking on additional children I must take into consideration the children already in my care who are happy and settled. It would be very unfair on them to introduce a child who was disruptive.

We drop off to / pick up from Broad Clyst, Pinhoe and Whipton Barton, school / pre-school so may be unable to provide this service for other settings.

If you have any concerns regarding this procedure please do discuss them with us