

Admission Policy

Beginning in a new setting can be a daunting experience for any child. I aim to work together in partnership with parents to make the experience a happy one. In order to achieve this it is important that I have as much information about your child(ren) as possible. There are several forms that I must have completed and in my possession BEFORE I can assume the responsibility of caring for your child. There are NO EXCEPTIONS to this. This is to ensure that your child will get the very best care possible from me and that I am meeting all my registration requirements as set out by Ofsted and my Public Liability Insurance Company.

Where possible I prefer to meet all parents/guardians and any other person authorised to collect the child BEFORE the arrangement commences. Naturally I also wish to meet and play with your child beforehand too.

Please let me know as soon as possible if you would like to book a place for your child – any vacancy described at interview or by telephone may not be available at a later date.

My service is open to any child, regardless of gender, race, religion, age or ability. However, it is vital that I am fully aware of your child's needs in advance. Please note as I currently pick up and collect from [Preschool] and [Primary School], I cannot normally agree to collect from any other preschool or school.

Before accepting your child(ren) I will need to:

- *be sure that I am able to meet your child's' needs* (eg, I may need to obtain additional equipment or undertake suitable training before the childcare arrangement starts).
- *be certain that I can follow your wishes* and be confident that caring for your child will not conflict with the needs of the children already in my care. (eg, I was once asked to care for a child without taking that child outdoors, however our daily routine includes school runs and outdoor activities so it was not possible to meet the wishes of this parent)
- *have given due consideration to the requirements laid down by Ofsted* and other legal requirements (eg, I may not exceed the ratios specified on my registration certificate).

I reserve the right to decline to offer a place where I consider I do not have the appropriate equipment or training to meet your child's needs or where I consider that I am unable to meet your child's needs without compromising the care of the children already contracted to attend or where I cannot follow your wishes without breaching the conditions of my registration.

I am unable to hold place for your child until:

- you have completed and returned all the required forms (separate forms are required FOR EACH CHILD).
- the requested fees have been paid and cleared to my account.
- the contract document has been agreed and signed by all parties, *ie, the childminder, both parents/guardians; if fees are to be paid by someone else then they should also sign the contract*. If you are under eighteen you will need a guarantor aged 18 or over to sign the contract. This person will be responsible for repaying any debt you incur.
- I have met and talked to/played with each child to be cared for.
- a settling-in plan has been agreed and maintained.

I reserve the right to cancel the childcare agreement should you fail to comply with the above.