



[Tickton Pre-school and Play Pals,](#)

[Admissions Policy.](#)

[Conformation of Start Dates and Sessions.](#)

[Parent Packs.](#)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

At Tickton Pre-school and Play Pals we operate an inclusion policy, all children and families regardless of nationality, religion, culture, race, gender, physical ability or disability, health or social class are welcome.

All Tickton Pre-school places are subject to availability, taking into account staff/child ratios, the age of the child and registration requirements being met.

It is our intention to make Tickton Pre-school and Play Pals accessible to all children and families from the local community and surround areas. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Tickton Pre-school and Play Pals is committed to the delivery of high quality education and childcare; and to ensuring that those in greatest need are supported through the fair and transparent allocation of early years places.

This policy has been put in place to create a fair and equal system for children’s start dates and session times. This policy is in place to prevent sessions being over booked in advance and/or left empty which creates lost place’s for other children (to ensure setting viability).

Families will be able to return admission forms to the setting and will be contacted two months before required start dates to confirm paces and session times for their child/ren – this space will then be guaranteed for the family.

Families will need to complete a registration form and setting contract to secure a setting place.

Childs Name:	DOB:
FUNDING ELIGIBILITY:	
30H <input type="checkbox"/> 15H <input type="checkbox"/> 2YF <input type="checkbox"/>	NON-FUNDED <input type="checkbox"/>
BOTH parents are shift working parents &/or one parent is a shift working parent in a single parent family – YES <input type="checkbox"/> NO <input type="checkbox"/>	

Sessions/days registered to use at Tickton Pre-school and Play Pals (OVER 38 WEEKS).
Please tick:-



MON AM	TUE AM	WED AM	THURS AM	FRI AM
MON PM	TUE PM	WED PM	THURS PM	FRI PM

Blocks of care chosen for 30H:- _____



Block of care chosen for 30H funding:	Please tick:
A) 3x 10 Hour Days (7:30am-5:30pm)	
B) 4x 7.5 Hour Days (8:30am-4pm)	
C) 5x 6 Hour Days (9:15am-3:15am)	

Is your funding being split between providers?

NAME/S OF SETTING/S ATTENDING: _____

Does your child claim disability living allowance (DLA) **YES / NO**
 (if yes do you agree to Tickton Pre-school claiming DAF (Disability Access Funding) for your child **YES / NO**

Parent signed: _____ DATE: _____

'I understand that I must give Tickton Pre-school one month notice if I need to change my sessions – please note that requested changes may not be available'.

'I understand that I need to give Tickton Pre-school one month notice if I wish to terminate this contract and finish at Tickton Pre-school'.

Flexible care – Children with two shift working parent may use on-funded paid sessions on a flexible basis throughout the week. Flexible care does not apply to any East-riding funded sessions, these must be fixed sessions. All flexible hours must be discussed with the setting manager to ensure the correct ratio of adults to children as set out in the EYFS.

I (parent name) _____ confirm that this information is accurate and true. I understand and agree to the conditions set out in this

document and I authorise Tickton Pre-school and Play Pals to claim free entitlement funding as agreed above on behalf of my child.

Copy of contract given to parent: DATE: _____

Parent Signature:

Date:

(Tickton Pre-school) Childcare Provider Signed:

Date:

Procedures

- We ensure that our setting is widely advertised in places accessible to all sections of the community (including the local shops, children’s centres, appropriate internet sites newspapers/leaflets and the telephone book).
- We ensure that information about our setting is accessible, both in written and spoken form, where appropriate. We use FISH for translation as required.
- We will ensure that our parent pack is made available in different languages as required (supported by FISH). Where necessary we will also provide information in Braille (supported by FISH) **FISH – East riding family information service**. We aim to provide translated written materials to meet the needs of all our families. We will also involve the support of an interpreter (supported by FISH) as and when required to meet the needs of our children and families.
- Children may attend the setting from age 2 years until the term after they turn 5 years old. Children can access our Play Pals (wrap around school care) from age 2 years – 11 years (until the end of primary school year 6).
- We offer all children and families a settling in period. This differs in time/sessions depending on the needs of each child and family. We must meet all these needs and offer as much support as required.
- Each child and family is assigned a key person. A key person will support a child’s settling in process. Each key person has a buddy to step in if the ‘main key person’ is absent on a particular day (for example due to illness).

- **If we have a waiting list we arrange this in*:**

- 1) Children for the local village (accessing local provision) - birth order.
- 2) Siblings - birth order.
- 3) Children who are funded on the two-year scheme (in line with local policy ERYC)
- 4) Children who are 3/4/5Y funded.
- 5) All self-funded families - birth order.

*Once a place has been offered to a child this will not be taken away and replaced by any other child unless they choose to leave.

- We try to keep a place vacant, if this is financially viable, to accommodate an emergency admission (for example for a looked after child).

- **We provide a welcome pack for all perspective parents and families, this includes:**

- Admission forms
- Settings prospectus (containing staff information (qualifications/roles), routines, information about policies and risk assessments, information about how we support children with special educational needs and disabilities, medications, accidents, managing behavior, food and drink, inclusion and equality, information about complaints, important and emergency contact details (including Ofsted and the ERYC), Information about Key persons and staff/child ratios).
- Ofsted report/s.
- EYFS information.
- Information about the progress check, observation and assessment.
- Information about the EYFS and how we as a setting implement the EYFS.
- Opening times and cost.
- Information about where parents can get further information about early years (via the DfE website).
- 30H information.
- Information about the types of experiences and activities we provide for all children.
- Information about our 'wrap around' care and about our after/before school club care.
- Information about other professionals and partnerships.
- Our parent/setting contract.
- Information about child protection (safeguarding).

This information is for parents/families to keep – the admission form is to be kept at the setting and contains personal information about the child and family including permission slips. **This is kept in**

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a confidential contact file (please see our 'Children's records' policy).

We will talk all parents through this information verbally and ensure all parents, families and children's questions are answered.

- For parents who wish to register their child/ren before they are 2 years of age their details are kept on record and the setting manager will contact the parents/carers the term before start dates to arrange visits, 'walk and talk' and discuss 'parent packs'.
- We describe our setting and its practices in terms that make it clear that we welcome fathers, mothers, other relations (family), carers and childminders. We work in partnership with all children's care providers.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired/additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Equal Opportunities and Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- Children aged 3/4/5 years old are entitled to a free, term-time place (up to 15 hours per week – no more that 12hours in one day). This can be topped up as required.
- We accept 30hour funding from eligible families. This can be topped up as required.
- Our staff to child ratios determine the numbers of children we accept at each session.
- We are a part of the '2-year-old funded scheme' (2YFD) and work in partnership with the ERYC to provide this service to those who are entitled to it.
- We do except child care vouchers – We may need to register with a parent's provider and are willing to do this.

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- We are flexible about attendance patterns to accommodate the needs of individual children and families who have two shift working care providers/parents, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
Flexible care does not apply to any East-riding funded sessions, these must be fixed sessions. All flexible hours must be discussed with the setting manager to ensure the correct ratio of adults to children as set out in the EYFS.

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