



Admissions Policy

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community, in order to accomplish this we will:

- Be flexible about attendance patterns so as to accommodate the needs of individual children and families
- Describe the preschool and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders and people from all cultural, ethnic, religious and social groups with or without disabilities.
- Make our equal opportunities policy widely known

Management & Administration

Decision making:

The pre-school is privately run by Tracey Woods (Manager/Owner). She is responsible for all major decision making within the group and for reviewing both policy, practice and for the employment and appraisal of members of staff.

Aleks Krisan is the Deputy Manager at Overdale Tots, Kelly Lilley is the Setting Manager at Goldington Tots. They both work closely with Tracey to ensure the efficiency of day to day running of the settings.

Fees

Fees are set and reviewed annually, payable weekly or half termly. Fees continue to be payable if a child is absent for a short time. In case of prolonged absence, parents should consult Tracey about fee payment. Each child's attendance at the group is conditional upon continued payment of any necessary fees and/or presentation of Nursery Vouchers.

Please let us know as soon as possible if your child is unwell or any other circumstances that your child is not attending, so we can make a record of this as All funded children's attendance is monitored as a requirement from Government funding procedure. If any funded child does not attend regularly or is off for longer than two weeks we are required to inform Bedford Borough Early Years

Starting Pre-school

First Visits

On the first few visits we will let a child play where ever they like whilst you are here with them. We will ask you to fill out and 'All About Me' this gives us extra information about your child to help us communicate or comfort them if they get upset we ask who is in your family, things a child likes and doesn't like and things that comfort them.

The first days

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents & pre-school staff to work together to help the child to feel confident & secure in the group. This takes longer for some children than for others & parents should not feel worried if their child takes a while to settle.

What to wear

In order to feel free to explore & experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are easily washable or not too new.

It is good for children to practice the skills which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to & to put on & take off their outdoor clothes without being too dependent on other people's help.

We hope that your child's time in pre-school will be a very happy & productive one. If you have any queries or if we can be of any help, please contact Tracey or the staff at any time

Settling in Pre-School

Aim

We aim to make the pre-school a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families. (Please see our Settling and Transition policy)

Procedure for Arrival & Departure of Adults & Children

The date, time of arrival & time of departure of all adults & children will be recorded on the daily register.

If a child is to be collected by anyone other than the parent/carer, we will require notification by the parent/carers.

The parent will be asked to give the name & a clear description of the collector and a password for this person to collect their child.

On their arrival, this person will be asked their name and the password & the staff will identify them.

The child will be let out of the pre-school, if the staff are happy that this is the named person.