**Admission Policy**

Written by: Alice Mcpherson Date: 16.07.2021

I am an inclusive childcare provider and I am happy to welcome all children and their families to my setting. I currently provide care for children from local schools / pre-schools and children who attend or will be attending these schools will be given priority.

**Note**: a child requiring a full-time place may take priority over a child requiring a part-time place; bookings for full sessions and all year-round childcare may take priority over part-time sessions and term-time only applications.

**Ratios - EYFS requirement 3.41** – *At any one time, childminders may care for a maximum of six children under the age of eight. Of these six children, a maximum of three may be young children, and there should only be one child under the age of one*.

I comply with the requirements of the Early Years Foundation Stage (EYFS, 2017) and stay within statutory ratios at all times. There is some flexibility within the EYFS for me to care for more than 3 children under the age of 5 – however, these children must already be in my care at the time.

**Funded provision** - I am / am not contracted to deliver 15 / 30 hours Government funded entitlement for 2, 3 and 4 year olds. Children can attend at various times during the week when I have spaces. I aim to ensure funded children can take part in our full curriculum in a sustainable and inclusive way. Please see my **Fees Policy** for more information.

**Reserving a space** – if parents wish to reserve a space you need to speak to me about your requirements and my availability. If I can help you, I will provide you with a **Childminder / Parent Contract**, **Fees Policy** and copies of my **Safeguarding and Child Protection** and **Complaints Procedures**.

Please complete the Childminder / Parent Contract and related paperwork and return it to me with the deposit or retainer agreed during our discussions to secure your child’s place.

If you have any questions about my Policy / Procedures or would like to make any comments, please ask.

Signed: Review date:

