

Swiss Valley Childminding Admissions Policy

Last reviewed: 18.08.23

All policies & procedures will be reviewed yearly & amended accordingly.

Signed: Aimee & Christine Eynon

It is my policy to offer places from the waiting list to parents as and when they become available. This will be undertaken in a fair and unbiased manner. We have no intention of discriminating against any child on the grounds of sex, race, religion, creed or disability.

I operate a first come first served basis, however, parents have to be aware that I can only accept children if they fit current routine which accommodates the children already in my care i.e. school pick-ups, drop off times etc.

When a place becomes available, I will invite parents to come and visit. Here I will discuss the needs of the parent. I will ask the child's age, and what days/hours are required. If both parties are happy with the discussed arrangements, I will provide the parent with our information pack. This includes: Childminding contract, Child record form, Parental Permission forms and policies. A form will also be provided to confirm that the policies have been read and agreed to. I can not take on any children before the completion of these documents.

During the visit, and also stated in the contract, I will highlight the payment processes. We do not require any deposits or registration fees, however, I ask that all fees are paid before your child's session. If they have not been paid, I will not be able to care for your child on that day; or until the payment has been received. If fees have been outstanding for more than 7 days, I have the right to either suspend or terminate the contract. Additionally, all contracted sessions have to be paid for regardless of your child's attendance, this is to ensure that your child's place is secured at Swiss Valley Childminding. I accept several forms of payment including cash, cheque and BACS.

I will be happy to meet most parents needs to keep to their child's routines where realistically possible. We hope to provide equal chances for each child and to learn and develop to their full potential. All children and parents will be treated with equal concern and will be made to feel welcome in my home.

I want to work in partnership with parents to ensure their child(ren) have a smooth settling-in process. It is a difficult time for both the child and parents but is vital the child feels safe and

secure. When your child first starts at the setting, I would like both the child and the parent to feel at ease. To enable this we advise that we have a settling period that may consist of a few visits to my home for both the parents and child so that the child can become accustomed to the new surroundings and me. I am happy for the child to bring a comforter, and I will do my best to stick to their normal routine.

I recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left. But the parents and ourselves will work through a strategy to suit each child. If a child becomes really distraught once you have left, I will contact you and ask you to return until the child is then settled.

I ask all parents to supply a spare set of clothes, and some suitable footwear i.e. wellies or waterproof shoes for each child and clothing for outdoor play which should include a coat, hat and scarf in winter or sunhat and sun protection in the summer. For younger children who are still in nappies I would like to be provided with an adequate supply of nappies and wipes to last the child's stay. (If you wish me to provide nappies there will be an additional charge), I will keep some spares in case of those odd emergencies.

I will ask parents to drop and collect their children at the agreed time. If the child is not collected on time, we will charge a higher rate. (*please see payment terms & conditions highlighted below*) These charges are also highlighted clearly in the contract. For the safety of your child, it is essential that I am made aware if someone other than yourself has been asked to collect your child. This also applies if there is to be a change from the routine collector (including the other parent). I operate a password system. Should there be any confusion about who is collecting your child, I will attempt to contact the person who usually collects, for clarification. If that person cannot be contacted we will ring the first contact number on that child's records. If no one is available on this number, the second contact number will be called; this process will be repeated until someone is contacted or no more numbers are left. Should an emergency or unforeseen event occur and you are not in a position to let us know who is to meet your child, we believe the use of a password would be invaluable and details are available when you register.

Payment Terms & Conditions

All sickness and hours booked must be paid in full (including additional days that have been requested outside of contracted hours).

NO payment is taken for when we are closed for our annual holiday periods.

One month notice of termination must be given in writing or payment will be required in full

Late payments

Payments are to be made before your sessions have been given, whether you decide to pay weekly or 4 weekly. If you have still not made payment within the five days of your payment due date 10 POUNDS will be added to your bill and each week thereafter. We have the right to terminate your contract after 7 days of not receiving payment.

Late collection charge

If you come after 5.30pm you will be charged £5 every fifteen minutes, per child.

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff must inform the person-in-charge who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then Child Protection or the police will be contacted.

Relationship breakdown of parents / guardians

The setting has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down. Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to legally deny access. Should a parent of concern ask to access their child, we will contact the first parent to come to the nursery as soon as possible, explaining this procedure and asking the second parent to wait. If there is concern about violent or aggressive behaviour from either parent we will seek advice from the police and follow their recommendations. We will follow guidance within our policy on violence.

Failure to collect a child In the event of a parent / carer failing to collect a child the procedure set out below will be followed: All contact numbers for parents/carers are repeatedly contacted and messages left. Further emergency contact numbers are tried. If in the event of a child not being collected and following 6.00pm, Social Care and/or the police will be notified of a non-collection and the matter will be handed over to their care. At no time must a child be taken by a person not known by the setting.

Procedure for late pickup: If the parent calls ahead of time and explains that they may be late because of an emergency or another reason the child will be kept at the setting until the agreed time. If no contact has been made by the parent and the child has not been picked up staff will begin calling the emergency numbers on the child's registration form. If the child has not been picked up after 30 minutes and there has still been no contact with a parent or emergency person, social services or the police will be called and the child will be removed under their protection.

