



ADMISSIONS POLICY

Age of children

Nippertime admits children from the age of 2 to 5 years old. Parent must supply nappies, wet wipes, nappy cream, (if needed), and suitable change of clothing.

Allocation of places

Places are allocated on first-come first-served basis and in accordance with the Equality Policy. We hope to be able to offer a child a place immediately. When we can offer a child a place at Nippertime we will let the parent know in writing. Parents are asked to pay one month's fees as a deposit, which will be used as their first month's fees, to secure the child's place. If a brother or sister of the child attends Nippertime, then a further 5% discount is given off to the lowest child's fees payable.

Staff ratios

Pupil numbers will be strictly regulated.

2 year olds 1:4
3+ 1:8

Registration

Prior to a child starting at Nippertime parents/carers must complete a registration form.

Collection password

It is the policy of the preschool that no child can be collected without the person providing the correct password. There will be no exceptions to this. This password must be given at the time on the registration form. Main carer does not need password, anyone else does. Parents must give us permission if the password is not to be given.

Security CCTV

We use a ring video doorbell which records any movement at the entrance of the preschool, and we can monitor who is at the door whilst in the safety of the hall.

Settling in

We want children to feel safe, stimulated, and happy at Nippertime and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with Nippertime. We aim to make Nippertime a welcome place where children settle quickly and easily. Consideration is given to the individual needs and circumstances of children and their families. This is achieved by: -

- before a child starts to attend at Nippertime, we use a variety of ways to provide his/her parents with information, including written format prospectus.
- tours can be arranged for out of session hours.
- staff photos are emailed to parents when they start.
- when a child starts to attend, we start with a shorter session, 09:40 to 13:00, for a couple of weeks. We then speak to the parents to see if they are happy for their child to attend the normal session hours, 09:15 to 14:30.
- children say goodbye to their parents at the main door.
- we keep parents inform on how they child is settling by phone or uploading photos onto Tapestry, our online learning journal.