



# Admissions

Places will be allocated on a first come, first served basis. Priority will be given to siblings of children already attending the Footsteps. We also consider priorities for children with SEN.

Children are admitted fairly and are able to be involved in all activities. His or her needs are catered for regardless of ethnicity, colour, gender, religion or disability.

## Setting in children

We want children to feel safe and happy in the absence of parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the preschool. Children often cry when settling in. This is normal and our practitioners have had training to provide a warm and welcoming transition, however some individual children need more time to settle and strategies will be offer to able this.

When starting, the children are allocated a primary carer, this is to provide a warm relationship between child and key person, a familiar face for a child to make a connection too. Information sharing from parents is very important at this time so that children individual needs are met. Here are some of our setting strategies.

- Reduced hours to accommodate children's individual needs
- When parents leave the setting, we will telephone parents to update them on children's well-being if necessary.
- Some children do not want to be held and prefer to be left alone, practitioners will let them self sooth, when this is required practitioners give children space to explore the setting in their own time. However, the practitioner will observe the children for a period of time stepping in and out of the child's space, trying to engage or encourage activities and break the cycle of crying. This is always done on each individual child and sometimes another peer will come and try an activity, it may work and gains the child's attention. We always provide the best care, and by stepping back when required will be in the best interest of that child at that time.
- We will telephone parents if we feel that the children's needs are not being met within the setting and ask for a longer period of settling in. We work in partnership with parents, reassuring those whose children seem to be taking a long time settling into the preschool.
- We have an open door policy for you to come to our setting at any time
- Encourage parents to stay with their child on their settling in sessions.
- Make clear to families from the outset that they will be supported in the preschool for as long as it takes to settle their child there.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.



# Entitlement Funding (EF)

Footsteps Day nursery and pre-school are able to offer 30 hours funding per week as a term time offer. There are no registration fees for EF places.

EF places currently include drinks, our setting will ask for payment for full meals that are required and a snack charge for funded places. Our setting may ask for contributions towards visits and other specialist services.

EF funded children are welcomed to have settling in session prior to starting this will be arranged between the parent and management staff.

As much notice as possible is required should you wish to split the EF entitlement with another setting and we will need to see your eligibility entitlement letter to claim funding. Full details will have to be given of the other nursery when splitting the entitlement between us and another provider.

EF is available to 3 year olds the term following their third birthday and in some cases is available for 2 year olds the term following their 2nd birthday.

## **Deposits for daycare**

A deposit is required to secure your child's place once a place had been offered to you in writing.

**Full time Place: £400**

**Part time Place: £200**

This deposit will be held by Footsteps Day Nursery & Pre-School until your child leaves and on the basis that no fees are outstanding and that we have received four weeks written notice.

## **Fees**

- Fees are charged on a monthly basis.
- No charge is made the week between Christmas and New Year when the Centre is closed.
- No discount is given for holidays or sickness. It is our policy to review our fee structure annually.
- If you are late to collect your child a late fee is charged at a rate of £20 per hour. If a regular pattern emerges we reserve the right to give your 4 weeks written notice to terminate your child's place.
- Payment of fees is a month in advance and are due on the first of each month. You will receive an invoice prior to the invoice due date. We reserve the right to charge for late payment of fees at a rate of 6% interest. However, if you are receiving difficulty in paying your fees please speak to Kelly Carter and we will try to support you as best we can.