

Admissions Policy

Statement of intent

Making Memories welcomes children and their families from all areas of the community without prejudice or stereotype.

We aim to make our setting accessible to those who wish to use it and will maintain open, fair and clearly communicated procedures with regard to admissions and enrolment of children.

Making Memories will be widely advertised in places which are accessible to all sections of the community.

We operate our waiting list on a first come first served system, based upon the date on which the parent enrolls their child (not the date on which they make their first enquiry).

If the sessions you require are already available .

If we don't have the sessions you require then you will be added to the waiting list until the sessions times are available.

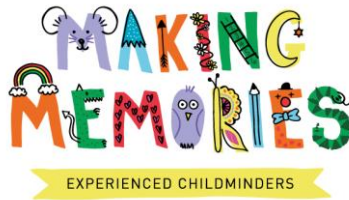
We may also take into account whether the child has a sibling already attending Making Memories for continuity of care

Ratios - EYFS requirement

I comply with the requirements of the Early Years Foundation Stage 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.

Admissions criteria

- Making Memories is open to every family in the community
- Children are welcomed regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or language. We may discuss with the child's parents in certain circumstances as to whether our setting is likely to be the best place for the child to be able to grow and develop but we will not withhold a place based on this.
- We are flexible about attendance patterns and where possible will accommodate the needs of individual children and families.
- Parents must complete and enrolment form and sign the terms and conditions. They must pay a deposit of £200



- The space and start date will be confirmed in writing.

Settling in sessions

We offer settling in sessions before your child starts. This allows us to get to know your child, their routine, likes and dislikes and gives us opportunity to discuss how we will meet their needs.

Usually we will do 2 sessions. The first will be for around an hour with the parent and we complete an all about me form together, the second will be for a few hours where the parents drop off the child then collect at the agreed time.

The settling in sessions can be flexible and we can arrange more if we feel your child needs more time to get used to the environment.

Funded provision

We are able 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 we have spaces. We aim to ensure funded children can take part in our full curriculum in a sustainable and inclusive way. Please see our **Fees Policy** for more information.

ALL children are eligible to receive 15 hours EYFE funding from the term after their 3rd birthday.

Some children will be eligible for FEET funding the term after their 2nd birthday depending on family circumstance. If you believe your child may be eligible for FEET funding, then it is the parent's responsibility to apply and then notify us of the Application number and the date on which the funding will begin. Unless we are notified by a parent that their child is FEET funded then you will be invoiced at our usual rates and liable to pay until the funding comes into effect.

Please go to : <https://www.childcarechoices.gov.uk>. To check for eligibility for help towards childcare costs.

Childcare Vouchers & Tax-Free Childcare

We are happy to accept both childcare vouchers and tax-free childcare for payment of all or part of invoices. It is the parent's responsibility to inform us if they wish to do this.