



Busy Bees @ LPS Admissions Policy

We strive to make Busy Bees accessible for all children and families from all sections of the local community. Busy Bees is advertised in a range of places to ensure it is accessible for all sections of the community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

To appeal to the wider community, we will aim to translate welcome packs and registration forms into different languages if required. We will aim to describe the preschool and its practices in terms which make it clear that we welcome fathers, mothers, grandparents and other relations and carers including childminders from all cultural, ethnic and religious groups with or without disabilities. In our Equal Opportunities policy, we describe Busy Bees and its practices in terms of how we treat individuals, regardless of gender, race, disabilities, social background, and additional needs and ensure everyone is able to participate fully at Busy Bees.

We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.

We are flexible about our opening hours to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for the children.

Children will be admitted on a first come first served basis and a waiting list will be kept when we are full for families wanting spaces. As we are a non-profit making charity, we cannot hold spaces for more than half a term. For children waiting for sessions at Preschool, we are also unable to hold a space until we have the £30 registration fee (NEF & two year funded children exempt.)

No child is able to begin any sessions at Busy Bees @ LPS until we have received a fully completed registration form. For children claiming two year funding, we are not able to book sessions until we have seen a copy of the letter from Herefordshire Council confirming eligibility for funding.

For children not claiming NEF or two year funding, invoices will be issued for payment at the beginning of each half term and payments are made through BACS. If a child starts mid way through a half term, an invoice will be issued for the remainder of that half term. If a child is poorly, away on holiday, or unable to come in for a particular session, the booked sessions must still be paid for. We are also unable to refund spaces or offer alternative sessions should we have to close due to adverse weather or unavoidable situations such as a flu outbreak. Please refer to our Adverse Weather policy.

Please also refer to our Late Payments policy.

Parents will be made aware that the preschool must be made aware of any changes to contact details.

EYFS:

Before children begin sessions at Busy Bees, we must have their registration form which includes emergency contacts, emergency medical treatment consent, dietary requirements, legal contact and parental responsibility information. Allergies are displayed in the kitchen and adjacent to the snack/lunch table. All staff will be made aware of children with allergies and/or medical conditions.

Admission Procedure for Preschool:

The name of the member of staff responsible for admissions is Bev Hughes.

- When families call in or telephone with an enquiry, they are emailed/posted or given a Welcome Pack and Registration form. An enquiry form is filled in to log their details should we need to contact them.
- Parents/carers who telephone will be invited to come to the preschool for a visit.
- Parents calling in will be shown around by Bev Hughes.
- The child's needs and sessions required are discussed with the parent/carer.
- A registration fee of £30 secures the spaces for children who are not Nursery Education Funded (NEF) or on the two year funding. There is no fee for children claiming NEF or two year funded children.

Admissions Procedure For Children Attending Extended Services:

At Busy Bees, we offer a Breakfast Club and After School Club during term time. The name of the member of staff responsible for admissions for term time admissions is Bev.

Sessions at Breakfast and After School Club are limited to those aged 3 and over.

The following procedures apply:

- When families call in or telephone with an enquiry, they are sent or given an Extended Services Registration form.
- Parents/carers who telephone will be invited to come in for a visit.
- Parents calling in will be shown around by Bev Hughes or a member of the Extended Services Team.
- The child's needs and sessions required are discussed with the parent/carer

- Sessions are booked upon receipt of a completed Registration Form.
- Should we be fully booked for the sessions required, the child's name will be added to a waiting list. Parents will be contacted as soon as the required sessions become available.

Children with long term medical conditions or needs (Preschool & Extended Services)

At Busy Bees, we aim to welcome any child regardless of needs or medical conditions. However, a full risk assessment will be carried out for any child with a long-term medical condition or needs that might require on-going medication or support. A child's admission into Busy Bees may be delayed to allow for the staff and committee to access training or learn about the condition through Health Visitors, Occupational Therapists or SENCO from the child's previous setting. This ensures we are best placed to support the children and family and confident in meeting the needs of the child.

Capacity:

Preschool: 24

Breakfast & After School Club: 30

The number of children we admit at any one time depends on staffing as this affects our ratios. For example, should we not have enough staff for us to admit 24 children at Preschool, the number would be capped accordingly.

This policy was adopted on	
Signed on behalf of the preschool	
Date disseminated to staff	
Date for review	