



LITTLE FOOTSTEPS CHILDCARE

Admissions

Little Footsteps is no longer registered for a specific number of children at any one time, however we can hold 9 in Pips, 18 children in Seedlings, 24 children in Shoots, 32 children in Buds and 20 children in Buds/Orchard at any one time.

'At our Mattishall setting our Caterpillar room holds 15 babies at anyone time and our butterfly room holds 34 children.

To register your interest please see our website www.littlefootstepsdereham.co.uk and select contact us. Email us at contactus@littlefootstepsofdereham.co.uk or call 01362 693937.

Matters taken into account in deciding which child can be offered a place in the nursery are:

- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents. We have a SEND policy which supports children with additional needs.

We aim to identify children who are eligible for additional funding, ensure that we claim this and use it to support their learning and development, this includes EYPP, DAF, SEND so we can improve their learning outcomes. All applications for additional funding will be done with permissions from parents – in advance.

Please refer to our SEND/ Inclusion policy concerning the SEND support we offer to children and how we support families to choose the right setting for their child with SEND.

At Little Footsteps, we operate on a first come, first served basis. On completion of an application form, the form can be handed back to the setting to begin the registration process. You will also be required to sign and complete our contract/t&c's. A £50(per day) deposit is then payable and held until the child begins their journey at nursery. This deposit is then deducted from your first month's invoice or stored as credit or returned if an invoice is not created.

When at maximum capacity within the setting, a waiting list is formed. The waiting list also operates in a que system in order of date for enquiry. Once a space becomes available the Nursery Manager will make contact to offer and discuss this space.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. We will need verify date of birth, evidence to validate national criteria and process to claim funding.

A copy of this will not be retained but may be requested again at a later date.

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm



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- a maximum of two sites in a single day

We work with parents to ensure that the sessions they require are met to accommodate their working life.

***Providers eligible to provide government funded places – England**

All settings registered to accept government funding (detailed in the code of practice) must offer free places for three to five year olds for the sessions specified by the local authority. At Little Footsteps we currently provide an unlimited amount of free funded places available for children subject to availability. These places will be allocated on a first-come, first-served basis and can be booked a term in advance. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's third birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. This is over a 52 week period if that is what families wish for and at a maximum of 10 hours per week day.

When families meet the criteria for the current 9 month old entitlement, their child(ren) can continue to receive a funded place until they transition to 2-3 and 3- and 4-year-old funding, even if family circumstances change. The same will apply once the working parent entitlement for 2-year-olds comes into effect, families will continue to receive the 2-year-old entitlement (because the family receives some form of government help or the child meets certain criteria), and then the 3- and 4-year-old universal entitlement unless the family becomes eligible to receive up to 30 hours of funding.

The admission policy is issued to all families as part of the registration process. It can also be found on our website: www.littlefootstepsdereham.co.uk and in our parents pack.

Early education is offered to families 52 weeks of the year. The funding hours can be claimed to the maximum available on the following days and times:

Mon: 7:30-6pm
Tues: 7:30-6pm
Weds: 7:30-6pm
Thurs: 7:30-6pm
Fri: 7:30-6pm

We work with parents to ensure that the sessions and provision they require are met to be convenient and accommodate their working life.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We work in partnership with parents, carers, childcare providers, the local authority and other organisations to improve provision and outcomes for children in our setting. When required we will seek parent/carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.