

## Admissions Policy

Bus Stop Pre-School is registered by Ofsted to care for children aged between Birth to 4 years or until they reach statutory School age. Bus Stop is registered to provide care for 38 weeks of the year, during the academic school year; September to July.

Bus Stop Pre-School is open from Monday to Thursday, 9am - 4pm and only offers full day places to children. Families can access additional hours, please see below:

- Breakfast Club: 8am - 9am (available Monday to Thursday),
- Chill-Out Club: 4pm - 5pm (available only on Monday, Tuesday and Thursday).

Bus Stop Pre-School is registered by Ofsted to care for children aged between 3 to 12 years, during School holidays. Families can access the following hours:

- Forest School holiday play scheme: 9am - 3pm (Only available on limited days during the Easter and Summer holidays, dates are published 2 weeks in advance).

Bus Stop Pre-School's majority intake for any academic year is September, however, children are able to join in January, if full days are available. Children joining Bus Stop Pre-School must attend a minimum of two full days. This is to support children to settle confidently, to form positive relationships with their peers and key person, to experience the range of additional services provided and enables the Key Person to create a detailed learning journey of a child's development. Please note that additional services refers to Forest School, French class, and Music and Movement.

Parents/carers must come and meet the team and explore the setting prior to joining Bus Stop. This allows children and parents/carers to experience the learning environment, interact with the team and provides an opportunity to ask questions about the provision and to learn more about the Forest School approach and Learning Outside the Classroom approach. Please refer to the Settling In policy and Play and Learning Policy.

When reserving full days and/or joining the waiting list at Bus Stop Pre-School, parents/carers are required to inform the Management team if their child has a medical condition/dietary requirement and requires specific treatment, as this may affect the way in which their child is cared for. Please see Expression of Interest form, Parent Childcare Contract and Equal Opportunity policy including SEND, and Local Offer.

### Procedure for Reserving a Place / Joining the Waiting List

- Parents/carers visit Pre-School to meet the team to learn about the Pre-Schools approach to learning and the Forest School approach,
- Parents complete an Expression of Interest form and give signed consent to be contacted by telephone or emailed by the Pre-School, as part of the Admissions process,
- Parents are sent a Child Record form and £30 non-refundable deposit form via email. Both forms and deposit are to be returned to Pre-School,
- A confirmation email is sent to parents/carers confirming receipt of the forms and deposit,
- An offer of full days is made (if available) / or confirmation of a place on the waiting list is made.
- Once parents/carers have accepted an offer of full days a confirmation email is sent and information of the Settling In procedure is sent via email. Please see below for waiting list procedure.

### Waiting List

Bus Stop Pre-School operates a waiting list, which is reviewed regularly. If preferred full days are unavailable, children are placed on the waiting list and priority full days are allocated as follows:

- Existing child at the Pre-School - wishing to increase days.
- Siblings of existing children.
- Siblings of children who have left for School, however are on the waiting list.
- Lengths of time on the waiting list.
- Children with special educational needs and disability.
- Looked after children.

Parents/carers on the waiting list are contacted if a place becomes available and or contacted if their place on the waiting list has not changed.

### Admission Documents

Before a child can be left in the care of the Bus Stop Pre - School team, parents/carers must complete the Child Record form, Parent Childcare Contract and have signed and dated the Induction Checklist. This is a statutory requirement of the Early Years Foundation Stage, 2021.

The Induction Checklist is discussed in detail during the Parent Information Evening which takes place before the children's Settling In visit. The settings policies and procedures are clearly explained during this time and parents are directed to view all the settings policies on line at [www.busstoppreschool.co.uk](http://www.busstoppreschool.co.uk) or in the policy booklet on the Parent/Carer display table above the children's trays. Please refer to the Settling In policy and procedure.

### Pre-School Charges

During the Admission procedure all parents/carers received a Starter Pack before joining the Pre-School and within the Starter Pack each child is allocated an individual start date. Parents/carers are charged Pre-School fees from their child's allocated start date. If a parent/carer needs to change their child's start date, they will still be charged as staffing has been put in place from the start dates. If the Pre-School needs to change a child's start date, parents will be informed and charged from the new start date given to them by the Pre-School.

In the event of an emergency closure, if a child is off sick, or a child goes on holiday during term time, fees continue to be payable. Please refer to the Parent Childcare Contract and Emergency Closure Policy.

Please see the Bus Stop website for further details on Pre-School fees and please refer to the Parent Childcare Contract for information regarding notice of cancellation/changes to days previously booked.

### Deferring Infant School place for Summer born children

Bus Stop Pre-School is happy to support parents/carers who may decide to defer their child's place at School until they reach statutory School age.

Before making this decision, Bus Stop Pre-School requires parents/carers to have regard for the following statements:

- Parents/carers understand that Bus Stop Pre-School is only able to deliver the Development Matters in the Early Years Foundation Stage (EYFS) 2021, curriculum to their child.
- Parents/carers must inform the Management team one year in advance of their decision to remain at Pre-School for the following academic year, to ensure space on the next academic year's cohort of children.
- If a parent/carer decides to send their child to School before they reach the statutory School age, when previously they have deferred their School place, parents/carers must give half a terms written notice and understand

that if they do not give the appropriate notice, they will be liable to pay fees for the next term.

Please refer to the following guidance from the Department of Education - Summer Born Children, Starting School: Advice for Parents, September 2020.

Cancellation of child's place

Bus Stop Pre-School requires half a term written notice from a parent/carer if they choose to cancel full days previously accepted for the commencing term. If the appropriate written notice is not given parents/carers will be liable to pay half a terms fees. Please refer to Parent Childcare Contract.

This policy was adopted September 2006 to be reviewed annually.

This policy was reviewed September 2021 to be reviewed September 2022.

Signed by Owner \_\_\_\_\_ Manager \_\_\_\_\_