

## Admissions Policy

### Statement of Intent

At YMCA Bath Group, we believe that all children, parents/carers and families applying for a childcare place should be treated fairly in accordance with anti-discriminatory practice, equal opportunities and inclusive practice.

### Aim

Our Ofsted registration provides a maximum number of children for each setting and our spaces are categorised by ages for children. Details for each preschool and nursery are found on our web site. There are Ofsted registration recommendations for room sizes and we will do all that is practical to meet parent/carer requirements within these guidelines.

### Methods

The procedure for enrolment/registration is:

- **Parents may make an initial enquiry via our web site**
- Parents may download registration documents from our web site [www.ymcabathgroup.org.uk](http://www.ymcabathgroup.org.uk)
- Parents may phone for or collect information to complete
- The family is invited and encouraged to visit
- Appointments to view the nursery are not always required and we always welcome prospective parents
- We arrange a visit for you to see the nursery in action and meet the staff team
- We allocate a place or add your child's name to the waiting list
- We provide a welcome pack to the family
- Start date and settling-in visits for the child and parent/s are arranged
- A registration fee is required. This is non-refundable. For Free Entitlement only, parents do not need to pay a registration fee.

### Administration of Waiting List

If we are unable to offer a child a place immediately the child will be placed on the waiting list until a place becomes available. Our waiting list is administered as follows:

- All nursery places are allocated on a first-come first served basis
- We will do our utmost to support the needs of any sibling of an existing child applying to the nursery
- We will always try to accommodate children where there is a safeguarding, social or specific need

### Settling in

Once a place has been offered and accepted, we offer a minimum of two x 2 hour settling-in visits, free of charge. We recommend that parent/s stay for at least the first hour to acquaint themselves with the building, the staff in the room and the routines of the room. This is a good opportunity to chat informally with staff, to share information on your child's likes and dislikes and your home routines. We have an "All about Me" form that we use for this. You will have the opportunity to get to know us and build up a sense of trust and mutual respect. The settling in sessions give parent/s the opportunity to fill out all the admission and consent forms so we have an accurate record for your child's first day.

We offer home visits in some of our settings.

Until you and your child feel settled at the nursery, we welcome your phone calls about your child's day. Our on-line journal gives the opportunity for parents to see how their children are getting on.

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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

### **Nursery Fees**

- When a place is offered the first month's fees are paid in advance
- Regular payment for your child's place at the nursery is required monthly in advance. Please discuss other options with us. In some cases we accept weekly payments
- We will not retain a place if fees are not paid and will not issue a second invoice where the first has not been paid
- Fees cannot be refunded if your child is absent for whatever reason and the nursery will not be able to exchange any days due to holiday or sickness
- All parents are required to give two weeks' notice in writing to withdraw their child or reduce their sessions and when booking holidays. Immediate cancellation or reduction will render the parents liable to the normal two weeks fees in lieu of notice.
- Parents must collect their children on time for each quarter of an hour late or part thereof; parents are liable to a charge of £10. Please contact us if you unavoidably delayed

### **Retainer Charges**

- 50% is charged of childcare fees during all holiday periods booked for your child
- 50% is charged to retain your child's place on fees above **ALL** funded sessions booked
- There is no retainer due for term time only children who access Free Entitlement only

All other policies relating to YMCA Bath Group are available for you to read at the childcare setting or on our web site.

### **Signed on behalf of YMCA Bath Group**

(original signed copy held at registered office)



Mike Fairbeard

### **Role of Signatory**

Chief Executive

### **Date of Review of Policy**

September 2020

