

# Washacre Early Years Foundation Stage

## Admissions Policy

First of all Washacre Early Years Foundation Stage would like to welcome you and your child to Washacre. We are here to offer you and your child a friendly and caring education environment where we will help your child to be the best that they can be.

### **Two Year Old Nursery**

In the 2 year old nursery children that are in receipt of the 2 year old funding are offered the full 15 hours entitlement with the option to attend either a morning session or an afternoon session. Within the 2 year old unit our nursery also offers paying places, subject to availability.

- Morning session – 8:45 – 11:45
- Afternoon session 12:15 – 3:15

### **Staff Members – Two Year Old Nursery**

Jennifer Haunch – Head Teacher – Washacre Primary School

Vicky Buls – EYFS Lead

Lauren Taziker – Two Year Old Manager

Sarah Byrne – Two Year Old Deputy Manager

### **Three Year Old Nursery**

All children are eligible to 15 hours per week of free nursery education beginning the term after their third birthday. This is made up of 5 sessions, mornings or afternoons. Parents/carers can choose which 5 sessions they wish their child to attend (am or pm). As places are filled, not all sessions will be available so this will be discussed with parents/carers prior to admission.

Again, dependent upon availability, parents/carers can pay for their child to attend additional sessions and/or for the lunchtime session. If parents require a full day they will be required to pay an additional top up.

- Morning session – 8:45 – 11:45
- Afternoon session 12:15 – 3:15

### **Staff Members – Three Year Old Nursery**

Vicky Buls - Early Years Lead

Elaine Gilroy - TA3

Skye Cahill – TA1

### **Staff Members – Reception Class**

Jess Longworth – Reception Teacher

Samhira Khan – TA2

Becky Winstanley – EY Apprentice

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## **Aims**

It is our aim at Washacre to ensure that all children settle with ease, and undertake a smooth transition into our setting with the child's best interest at heart. All children need to feel confident, safe, happy and comfortable within the environment and this is our main focus on every child's admission into our Early Years Unit.

## **Admittance into Washacre Early Years Foundation Stage Unit.**

When children are signed up and all relevant paperwork has been completed we will ask parents to come into the setting for a brief visit and to meet staff members and discuss any further information and have the chance to answer any questions. When parents have agreed that their child will start at our setting, staff will arrange 'settling in' sessions for them to attend. The 'settling in' sessions will vary depending on each child and their individual circumstances. Staff can give parents more information on their initial admittance to the setting. All children will go through this process and each child's journey will differ. Parents will also be given a booklet and asked to fill in 'All About Me' which will contain all personal information about each child, a crucial document that is filled out by parents. The booklet will contain information about families, contact details, the child's likes and dislikes, and medical history etc. The booklet will be kept in a file, along with confidential documents and will only be accessed when necessary or in the case of an emergency.

## **Attendance**

In accordance with the Washacre Primary School's attendance policy the Early Years Foundation Stage Unit also expect each child to have at least 95% attendance. It is crucial that all children arrive on time for their session, and remain present for the whole session, in order to ensure continuity and routine, which is always in the best interest of your child. At 9.00a.m. and 12.30 p.m. registers will be closed.

If your child is sick or has a medical appointment and therefore is not able to attend a session you must ring to inform school by 8.30a.m. each day that they are absent.

Failure to abide by this policy may result in an unauthorised absence and may ultimately result in your child losing their place.

## **Key Persons.**

During your child's 'settling in' period staff will work together with you and your child for the best transition possible. All children will have a key person who will be made known to parents/carers.

Key Persons will help their children to settle in in the new room if a child is moving into the Three Year Old Nursery from the Two Year Old Nursery.

## **EYFS**

The Early Years Foundation Stage is based on four principles that should shape the practice within early years settings;

- Early child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **positive relationships**.

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- Children learn and develop well in an **enabling environment**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.
- **Children develop and learn in different ways and different rates.** The framework covers the education and care of all children in early year's provision, including children with special education needs and disabilities.

*If parents would like to gain more understanding on the EYFS and how it is being delivered within our setting please feel free to ask a member of staff or to access more information via the DfE (department of education) website.*

**<http://www.education.gov.uk/>**

## **Our Environment.**

Indoors, children have access to a variety of areas of learning. The EYFS Unit rooms have sand and water play available daily where various amounts of learning takes place naturally. Areas such as construction and the home corner are set out each day with equipment to stimulate the current learning stage and development of all children; this coincides with the Early Years Foundation Stage. Parents will notice equipment is changed on a regular basis to enhance children's learning opportunities and will also link in with the early years planning strategies.

We also have child size toilets and hand basins, all staff encourage independence in this area. A suitable changing facility for children, who are in nappies, is also situated within the toilet area in the Two Year Old room.

Our fantastic outdoor environment offers real life learning opportunities. We encourage the children to experience all weather conditions, having the option to be outside during sessions all year round. As the weather changes staff will inform parents and request children are well equipped with appropriate clothing and accessories depending on the season. The outdoor area has various challenging prospects for children to experience. In our Two Year Old setting, we have a climbing tree where children can climb and explore, we have a 'Mud Kitchen' that encourages exploring the natural environment, props and resources will be provided to enhance children's learning and understanding of natural play. A huge walk in sandpit is also in our outdoor area for children to explore and learn through play and natural resources. Children are sheltered within the sandpit and stimulating equipment is also provided for children to learn and experience. In our Three Year Nursery, we also have a builders yard, crates and tyres to encourage imaginative, creative and physical play. Children are given the chance to play outdoors during each session.

During both sessions of the day all children will be able to experience various learning opportunities and will be supported to make their own choices when possible. Children have a calm and stimulating environment at Washacre and have access to various equipment that will help them to learn and grow as a unique child.

At the end of each session children will leave with a daily record sheet that will be handed to each parent, the sheet includes information on what their child has done that day, their nappy changing information/toileting information and what the child has eaten at snack time.

## **Snack Time Routine.**

Within each session children will be offered a healthy and nutritious snack. All staff hold a current Food Safety and Hygiene – Level 2 award to prepare snack. Staff have an equipped kitchen area where snack will be prepared. Milk is provided with snack for each child. During snack time staff will encourage children to independently help themselves to child safe cutlery, and plates and to choose their own snack although staff will be there to support them if needed we allow children to make their own choices and to prepare snack as much as they can, staff sit with children during snack time to promote communication and model good behaviour. Parents will be asked before a child is admitted to the setting about any special dietary requirements, preferences and/or food allergies they may have and any special

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health requirements. Washacre EYFS Unit will act on this information and implement any specific needs to tailor to equal opportunities to a unique child.

## **Safety of Each child departing setting.**

Under the statutory framework requirements for all Early Years settings, staff in Washacre EYFS Unit are all aware that we can only release children into the care of individuals who have been notified to a member of staff by the parent. It is the responsibility of staff that children do not leave the premises unsupervised. All children will have a personal pick-up password provided by parent. When a parent informs a member of staff that another family member is collecting their child, staff will write this information down and also ask for the personal pick-up password. For further information regarding such matters please refer to the 'Safeguarding Policy.'

## **Unauthorised Persons/Visitors.**

Staff take strong steps to prevent unauthorised persons entering the premises; the Nursery Setting has locked doors which can only be opened by staff that input the correct number code. Visitors into the setting are asked to provide a form of identification and to sign in and out and provide information on the reason for visit which will be logged and filed for our records in the 'Visitors Book.'

## **Meeting the needs of all**

At Washacre EYFS Unit we are committed to addressing the individual needs of our children and their families. Every child will settle into their room in their own way and every family will have their own worries and concerns about their child. We as Early Years practitioners, understand these varied needs and encourage parents to address their worries and we will provide advice or help if possible. It is important therefore that we constantly adapt and review our settling in procedures to meet these individual needs and that parents are kept informed of their of child's progress on a regular basis. We will do this by working well with all parents, our parent partnership is paramount to our role as professionals, parents will be invited into the setting on regular occasions to review children's progress, to be involved in activities when possible.

## **Absence**

If your child will be absence due to illness we ask that parents/carers to call the school office before 8:45 and leave a message with the office staff, if nobody is available to answer the phone we do expect parents to leave a message on the answer phone so that the illness can be marked down accordingly on the register system. We understand that children get ill but we do ask that parents stick to their contracted days of attendance for their child for the benefit of the children. Any absences, if we have not had information regarding the absence, the office staff will try to contact parents/carers throughout that morning. If absence continues for 14days we will have no option to offer the nursery place to another child.

## **Fees (Paid Places)**

It is important that parents/carers understanding that when accepting a paying place within Washacre Nursery fees are payable in full, even if your child is absent from the Nursery due to sickness, holidays or other social reasons. Fees are payable one week, one month or one term in advance and may be paid either by cash or cheque. Fees are only paid term time, we do NOT charge over the half term breaks.

If you are late collecting your child we will charge a late fee;

Upto 15 minutes late - £1.50  
15-30 minutes late - £3.00

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Created By – V Buls (Early Years Lead) 11.11.2014

Reviewed By -J Haunch (Head Teacher) March 2016