

ADMISSIONS PROCEDURE

Statement of Intent

It is our intention to make Bishy Barnabees accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to Bishy Barnabees through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions procedures:

- Parents/carers are invited to come for a visit, to meet the staff and see where and how their child will be spending their time whilst at Bishy Barnabees. This also gives us the opportunity to talk through our procedures and discuss with parents/carers any questions they may have.
- An Admissions Form, 'This Is Who I Am' form and any other relevant paperwork will be given to parents/carers in their Welcome Pack. These forms can be worked through together or taken off site to complete. They must be in place before the child starts to attend or is left on site without a parent/carer as part of our Settling In Procedure.
- Play Sessions are arranged for both parent/carer and child to come along and spend an hour in their room, getting to know the staff and giving the children an opportunity to explore the room with the safe knowledge that mum, dad, granny etc. are still with them. During these sessions all paperwork is worked through with the Child's initial Key Person and the Parent/Carer to ensure it has been filled in correctly and any questions can be answered.
- Settling In Sessions are then arranged where the child is left on their own.
- Invoices are raised in the middle of the month for the forthcoming month and must be paid by the 15th of the month unless alternative arrangements have been made. Fees are paid monthly in advance.

This policy was adopted in May 2008
Reviewed March 2017