

## **Admissions Policy 2023/2024**

Here at Little Acorns everyone is welcome. I want each family/carer to feel included in daily life here at my setting. I want the parents and carers to feel confident in my abilities and to encourage their children to feel positive about their time here.

### **The Ethos of Little Acorns**

Here at Little Acorns I aim to offer a friendly and welcoming environment where the emphasis is on play and learning. I value the unique qualities that each child brings to the setting and I value their differences regardless of age, gender, disability or religion. Each child is given the opportunity to discover their love of nature and learning in a fun and safe environment. I offer forest school activities as well as a safe and cosy house to explore. I aim to work in close partnership with the local authority, parents, carers, early years professionals and health workers to ensure the best outcome for each child.

### **Procedures**

- I have a no mobile phone policy in my setting. If you are at my setting please keep your phone in your pocket or bag. If you need to check a message please do this outside. This is in line with Ofsted safeguarding rules.
- Please note that your place is not 100% guaranteed until contracts are signed by both parties and your first month's payment has reached my account.
- I will liaise with parents and carers to make sure I am still offering the best care I can. I ask parents and carers to update me on a regular basis in regards to changes in behaviour, progress that the child is making or has made (for e.g potty training, transition from crawl to walk) any issues at home that may affect the welfare or happiness of the child and any health concerns or new or suspected allergies.

### **Starter forms**

I always ask each parent to fill in a starter form for each child in my setting. This allows me to make provisions for anything such as allergies and routines. I ask for details such as emergency contacts and a password for collecting your child. All of this information is stored safely and only accessed by me. If you ask a friend or relative to collect your child I do require confirmation from you ideally in writing, or in a text message from your usual number that I have on file, otherwise I won't be able to allow your child to leave. Identification or a password must be given if the adult is unknown to me. I reserve the right to keep your child safely and not release them unless I am 100% certain that the person collecting is who they say they are. Please note as stated in the contract any changes to our contract must come with 28 days notice from either party.