As an Ofsted registered childminder, I am restricted to the number and ages of children that I can care for at any one time.

I am happy to take on any child within my registered numbers, including those children who are entitled to funded places and will not discriminate against children or their families. If you decide that you would like your child to attend my setting, I will do my best to accommodate them within my recommended ratios of 'up to three young children' and never exceed the legal limit of six children under the age of 8 per working adult.

I may also risk assess as to whether I can safely increase the number of children in my care to provide 'continuity of care'. This is allowed under Ofsted rules. If this situation occurs, I will always ensure I meet the wellbeing and educational needs of all the children in my care at all times and will inform all parents.

All children are welcomed into my home and I will encourage the other children in my care to support me in this. When taking on other children, I must take into consideration the children already in my care who are happy and settled.

This Admission Policy is issued to all families as part of the registration process. It is also available sweetpeaschildcarenorfolk.co.uk or in printed format upon request.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child’s date of birth. A copy will not be retained, but may be requested again at a later date.

Early Education is offered within the national parameters – no session to be longer than 10 hours with no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register) more than two settings cannot be claimed for in a single day.

Early Education is offered to families 48 weeks of the year. The funded hours can be claimed (to the maximum available) –

• Mon – 7:30am-6pm

• Tues –7:30am-6pm

• Wed – 7:30am-6pm

• Thurs – 7:30am-6pm

• Fri – 7:30am-6pm

I am happy to take on children with special educational needs and disabilities, providing I feel I can provide them and the other children with the care they need. As a result of sections within the Children & Families Act 2014, a Special Educational Needs and Disability Code of Practice came into effect on 1st September 2014. This highlights that all children and young people are entitled to an education that enables them to make progress.

I recognise that I am the SENCO (Special Educational Needs Coordinator) for my setting and as such, it is my responsibility to work with parents to identify if a child is struggling in a particular area and may need additional support. I have access to and, where necessary, will refer to the SEND Code of Practice 2014 for further information.

As a childcare provider, Ofsted require me to be aware that some children may have special educational needs or disabilities and I will be proactive in ensuring that appropriate action is taken if a child needs support within my setting or from external agencies. I will promote the welfare and development of the child in partnership with parents and other relevant agencies. Please refer to my separate Special Educational Needs Policy for further information.

I will add a child to a waiting list for 6 months only and require a non-refundable deposit of 1 month invoice or £200 whichever is most. This will be used against future invoices.

This is to ensure that all children are offered a fair opportunity to attend Sweetpeas childminding. I am happy to discuss the opportunity for your child to attend Sweetpeas childminding in the future should it be later than 6 months but will not hold the place until a deposit is taken at 6 months prior to placement, you will be notified should this place be requested by another parent/career. Places are allocated at a fist come first served basis with care taken to allow for parents/carers to make arrangements regarding work commitments. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents’ working hours.

There are two pay bands, term time only is set at £6 per hour, all year is set at £5 per hour. Holiday only is set at £40 per day 9-3 or £60 per day 8:30-5:30. To be entitled to all year rate of £5 per hour your child must attended 42 weeks out of 48 that Sweetpeas is open. If your child is absent for more than 42 weeks per year due to holiday/ pre-arranged absence you will be charged at £5per hour for those weeks missed up to 42 weeks per year. A year runs from the start of your child’s contract for 52 weeks. Those children that are term time only will have first opportunity to book half term and holiday places and will be charged at their normal rate. Siblings will also be offered any additional spaces first. There is no charge for meals, snacks, or consumables but a packed lunch and any formular milk must be provided. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

Visiting the setting and settling in sessions are available by appointment only and these will likely be conducted during opening hours so please respect that we will be working with children during your visit and attending our usual duties. Should you prefer to attend out of hours we will do our best to accommodate this. We recommend 3 settling in sessions for under 4s with the following hours. 10am-12 noon, 10am-2pm and finally a usual full day. This enables your child to settle in during times that are not influenced by the school run. These hours are only a guide and we will discuss this with you upon your visit.

Should you wish your child to attend Sweetpeas childminding you will be asked to complete a registration pack, this will include personal information and permission forms, all about me questionnaire, funding forms should you require them and a contract, you will also be sent electronic versions of our key policies and procedures and information to where to find our other policies and procedures. You will be required to provide evidence of your name and address, your child’s birth certificate and if applicable your entitlement to claim funding.

If you are entitled to 15 or 30 hours early education funding then you must apply for your code via <https://www.schools.norfolk.gov.uk/early-learning-and-childcare/early-years-funding> or by searching 15 hours free childcare. You may be entitled to tax free childcare which I also accept and details of how to pay will be at the bottom of your invoice. Please note that you will not be able to use 15 or 30 hour funding to pay for deposits or late payment fees of £15 per day which can only be applied to payments due separately to those of the free entitlement. This will not affect your child’s opportunity to attend. A registration fee will not be charged and for those that are only using the 15 or 30 hours the above deposit fee will be optional. The deposit will be refunded after your child’s first month of attendance. If your child’s contract requires additional hours to what you are able to claim your deposit will be used against any outstanding balance or retuned when the contract is terminated and all outstanding fees are paid. For funded places no session can be longer than 10 hours, there is no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register), funding cannot be used before 6.00am or after 8.00pm and a maximum of two sites in a single day

The entitlement is offered free and all opening hours can be accessed by parents claiming for 15-30 hours as long as the meet the above criteria The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

By completing a contract, you are agreeing to pay for the hours you have requested under the conditions laid out.

Pre-arranged absence

More than 1 months’ notice = no fee

Less than 1 months’ notice = half fee

Less than 1 weeks’ notice = full fee

Child illness- Full fee

Childminder illness – No fee.

If you have any concerns regarding my admissions policy, please do not hesitate to contact me.