

Admissions Policy

On admission to Little Sprouts every parent/carer will receive a admissions policy in their welcome pack.

At Little Sprouts we do not discriminate against and one with a disability or special needs, we would do our most to help and accommodate any children with their development or needs (see SEND policy). Please discuss with us on your initial visits any needs your child may have regarding their development, allergies or medical needs.

We know at Little Sprouts thats things do not always run smoothly fitting into the ideal day 9am - 5pm, even though we would all like them too. We try to be very flexible and accommodating where we can. Please discuss your hours needed when you visit us or request a waiting list/booking form to complete.

Opening Times at Little Sprouts

Monday - 7:30am - 5:30pm

Tuesday - 7:30am - 5:30pm

Wednesday - 7:30am - 5:30pm

Thursday - 7:30am - 5:30pm

Friday - 7:30am - 5:30pm

We are open 51 weeks of the year, closed one week over the Christmas period and Bank Holidays. We can take child on a full time or part time basis and we are able to look after children from birth.

2 year old funding

If your child is eligible for the 2 year funding, you are able to claim 15hours a week, which would be term time only. Or 12hours a week if you would like to spread it over the year.

3/4year old funding

If your child is eligible for the free 15hours 3/4 year funding, you are able to claim 15hours a week which would be term time only. Or 12hours a week if you would like to spread it over the year.

If your child is eligible for the free 30hours 3/4funding, you are able to claim 30hours a week which would be term time only. Or 24hours a week if you would like to spread it over the year.

We will work with parent/carers where possible to provide these funded hours as conveniently to the their working hours as we can.

On admission to Little Sprouts we will need you to provided proof of your child's date of birth, a copy of this will be kept in your child's records that will be stored in a safe locked cabinet (under the Data Protection Act 1998 - see policy). This will be used

only when needing to claim the funding hours from the local authorities to confirm that the child has reached the eligible age.

We aim to identify any children at the setting that maybe eligible for additional funding, such as SEND inclusion fund or locally funding streams, with the view to submit a claim/application to support and improve their outcomes and development.

As well as being registered to look after children of Early Years aged children, we can care for children over 8years old, providing that the care does not impact on the care given to the younger children.

We like the children to come for a few settling in visits to Little Sprouts, before the full contract commences, to ensure that all parties are happy to continue with the placement.

Managers Signature

Managers Name

Date

Parents/Carers signature.....

Parents/carers Name.....

Date.....

December 2017

Review December 2018