



Treetops Nursery

Admissions policy

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sectors of our community have access to the setting through open, fair and clearly communicated procedures. We welcome all children and do not discriminate against children or their families for reasons such as race, religion, sex or ability.

We ensure that our setting is widely advertised in places accessible to all sections of the community and also that information about our setting is user-friendly and where appropriate provided in different languages and formats.

Enquiries regarding starting with Treetops Nursery Mulbarton can be directed to Andrew Woodcock by: Phone – 07487 772712

Email – Treetopsnurserymulbarton@hotmail.com (For our Mulbarton Branch)

Email – Treetopsnurseryeaston@hotmail.com (For our Easton Branch)

A copy of our welcome pack is available on our website or in setting. We will confirm allocation of spaces via email prior to your child's start date. This Admission Policy is issued to all families as part of the registration process. It is also available on our website www.treetopsnursery.org

Treetops Nursery Mulbarton is registered to care for 32 preschool children between the ages of 2 and 5 years. We will take a maximum of 16 children per session who are aged under 3 years. Each of our 32 spaces are available to funded children and there are absolutely no restrictions applied.

Treetops Nursery Easton is registered to care for 24 preschool children between the ages of 2 and 5 years. We will take a maximum of 8 children per session who are aged under 3 years. Each of our 24 spaces are available to funded children and there are absolutely no restrictions applied.

We adhere to the strict ratios set out in the Early Years Statutory Framework, which are currently 1:4 for 2 year olds, and 1:8 for 3/4/5 year olds.

We do operate a waiting list system for when we are full or if you are wanting your child to start with us at a future date. You can be added to the waiting list by contacting us at the above email address and we would also always recommend arranging to visit the nursery with your child.

We allocate spaces on a first come first served basis, however, if there are more requests for places than places available, we will admit children in the following order of priority:

1. Looked after children
2. Children whose siblings already attend the nursery
3. 3 and 4 year old funded children
4. 2 year funded children
5. 3 and 4 year old non-funded children
6. 2 year non-funded children

We do not use deposits, registration fees or retainers.

We do not offer home visits before your child starts with us as standard, however do please let us know if you think this would be beneficial and we can make arrangements to do so.

We do not offer set settling in sessions as standard, however do please let us know if you think this would be beneficial and we can discuss this with you. Please bear in mind settling in sessions may not be possible due to maximum child numbers and staff ratios.

Treetops Nursery is listed with Norfolk County Council as a provider offering the Early Education funding entitlement for 2 and/or 3 and 4 year olds, and has agreed to meet the requirements of the Early Education and Childcare Statutory Guidance (March 2017), Operational Guidance (April 2017) and Local Authority Funding Agreement.

Funded hours must be used in the following way:

- maximum of 15 hours a week for 2 year funding and the universal 3 / 4 year funding
- maximum of 30 hours a week for extended 3 / 4 year funding
- maximum of 2 providers per day (a maximum of 3 providers in total for the extended 30 hours entitlement)
- minimum hours per day - none
- maximum hours per day - 10
- between 6am and 8pm

At Treetops Nursery Early Education is offered to families 43 weeks of the year. 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. The funded hours can currently be claimed with us:

At Treetops Nursery – Mulbarton

- Mon – 8am to 3:30pm
- Tues – 8am to 3:30pm
- Wed – 8am to 4pm
- Thur – 8am to 12:00pm
- Fri – 8am to 4pm

At Treetops Nursery – Easton

- Mon – 8am to 4pm
- Tues – 8am to 4pm
- Wed – 8am to 4pm
- Thur – 8am to 4pm
- Fri – 8am to 4pm

We will require documentation to confirm your child's eligibility for Early Education funding. You will be asked to provide us with your child's original Birth Certificate to verify their date of birth and will be required to complete a termly funding form. A copy of the birth certificate will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data. If you are claiming 2 year old funding, or the 30 hour funded entitlement, you will be asked to provide your eligibility code. Please see our charging policy for more information.

We are an inclusive setting. We actively promote equality of opportunity and anti-discriminatory practices for all children. We treat all children with equal concern and respect and give all children in our care the opportunity to reach their full potential. We recognise that all children have the right to access a broad and balanced curriculum allowing them to progress and learn at a pace and level reflective of their individual abilities. The nursery believes that all children have the right to gain experience and develop their knowledge and understanding alongside their peers no matter what their individual needs, and is committed to the inclusion of all children.

We value and respect the different racial origins, religions, cultures and languages in our multi-ethnic society so that each child is valued as an individual without racial or religious stereotyping. We will not discriminate against children on the grounds of background, gender or disability / learning difficulty. 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. Please see our equality and SEND/inclusion policies for more information – these are available on our website.

Author: Andrew Didwell

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