

# Admissions Policy

## White Lodge Nursery

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### Contents

Introduction to Nursery .....	1
Access - White Lodge Nursery .....	1
Costs .....	2
Free Early Education for Two Year Olds (FEET).....	2
Universal Entitlement (15 hours) .....	2
Extended Entitlement (30 hours funding).....	2
Private Placement.....	2
General Information.....	3
Before Starting Nursery .....	3
Starting Nursery .....	3
Arrivals and collection security .....	4
Uncollected children .....	4
Compliments and Complaints .....	4
Nursery Policies .....	4

### Introduction to Nursery

All Nursery places are subject to availability, taking into account staff/child ratios, the age of the child and space requirements.

At the White Lodge Nursery, we operate an inclusion policy and all children, regardless of nationality, religion, culture, race, gender, physical ability or disability, health or social class are welcome.

The White Lodge Nursery is open to all mainstream children and has a long history of supporting children with cerebral palsy and other neuromotor conditions thrive, addressing challenges like spasticity, fluctuating tone, and movement difficulties.

### Access - White Lodge Nursery

Parents and guardians can apply for a space at the Nursery by contacting White Lodge direct. Children must be booked in for a minimum of 2 sessions or 6 hours per week.

If there is a waiting list, we will use the following admission criteria which will be applied in the following order of priority, subject to staff:child ratios and the facilities available at the nursery.

Places will be offered to eligible two and three-year-old funded children who meet one of the following criteria:

- Children with a diagnosis of Cerebral Palsy
- Children, yet undiagnosed, but who present with a primary movement difficulty resulting from a non-progressive brain insult
- Children with a complex neurological presentation requiring a period of specialised multi-disciplinary therapeutic management.
- Children currently attending, who are increasing their hours and those who are of school age, under 5 years old, but without a suitable school place

## Costs

### Free Early Education for Two Year Olds (FEET)

Free Early Education for Two year olds (FEET) funding is for two-year-olds of families in receipt of specific benefits, or those who meet one of the additional criteria listed below. Eligible families can receive up to 30 hours of free early education and childcare a week for 38 weeks a year.

Find out more by visiting [www.surreycc.gov.uk/feet](http://www.surreycc.gov.uk/feet)

### Universal Entitlement (15 hours)

In England, all three and four-year-olds are entitled to up to 15 hours of funded early education and childcare a week for up to 38 weeks a year. This is to give children the opportunity to take part in planned learning activities, and help prepare them for school through the early learning goals set out in the Early Years Foundation Stage. This is a universal offer and is available to all children regardless of their family circumstances.

Find out more by visiting [www.surreycc.gov.uk/eyfe](http://www.surreycc.gov.uk/eyfe)

### Extended Entitlement (30 hours funding)

Working families who meet the eligibility criteria can claim up to 30 hours of childcare per week. Currently this entitlement is available for two, three and four-year-olds who meet the criteria:

- From September 2024, eligible working parents of children aged nine months up to three-year-olds can access 15 hours funded early education and childcare (over 38 weeks a year) from the term following their child turning nine months.
- From September 2025, the offer will be rolled out in full, with eligible working parents of children aged nine months and above able to access 30 hours funded early education and childcare (over 38 weeks a year) from the term following their child turning nine months.

Find out more by visiting [www.surreycc.gov.uk/30hourschildcare](http://www.surreycc.gov.uk/30hourschildcare)

### Private Placement

Places will be offered privately at a cost of £30.00 per session (3 hours). The daily rate is £55.00. Payment is due a calendar month in arrears. At White Lodge the nursery day is from 9.30 – 3.30pm. Children can attend for a morning and/or an afternoon session.

Short term sickness – Payment will still be required, short term sickness is defined as two nursery weeks.

Long term sickness – Payment to be discussed with Nursery Manager.

## General Information.

- Children attending the Nursery are aged between 2 and 5 years old.
- The nursery is open for 38 weeks of the year (term time only).
- Information held about children will be confidential and in line with the General Data Protection Regulations – GDPR.
- Consent will be required for specific activities, for example outings. If a child has particular health care needs, it will be necessary to arrange staff training from the community nursing team or specialist hospitals.
- Daily lunches are available at £5.00 per day. Payment in advance per half term.

## Before Starting Nursery

Parents will be offered a home visit and asked to complete the 'All About Me' (AAM) document. The AAM is a live working document that is updated as needs of child change.

During the application process we will:

- Discuss the child's provisional timetable and the transition into Nursery including the Nursery routine (registration time, snack time, lunch time etc.)
- Inform the parents of how the EYFS (Early Years Foundation Stage) is being delivered in the Nursery and how parents can access more information
- Talk about working in partnership with parents
- Explain the role of the key person
- Give a telephone number for parents to contact in an emergency.

The All About Me form provides staff with comprehensive information about the child. This includes the following information:

- Contact Information;
- Preferred activities, likes and dislikes (including dietary requirements)
- Communication profile
- Risk Assessments
- Health Care plans / Medication requirement

## Starting Nursery

Initially children will stay for a short period of time, usually 1 or 2 hours in the morning whilst they become familiar with the environment and the other children/staff. This time period is gradually increased as appropriate and at the pace of the child.

Each child has individual goals and outcomes drawn up by their Key person in consultation with parents. If a child needs a Surrey Support Plan (ISP), this will be drawn up by the SENCO and key person and shared with parents prior to the child starting nursery. This plan identifies specific targets and outcomes for each child and is regularly reviewed with their parents and staff involved.

## Arrivals and collection security

Departure and emergency pick up arrangements are discussed in the Pre-entry meeting. Parents must provide names for persons other than themselves to collect their child, at least two named persons are required and full contact details are required in case of emergency. It is advisable to introduce the named persons to the Nursery team in advance. A password will also be required.

Children will only be released from the care of the Nursery to individuals named by the parent.

In the event of children being collected by those other than those named and recorded, the following applies:

- The parent must inform the Nursery without delay that they will not be able to collect their child.
- A unique password set between Parent, Collector and Nursery must be used and received before handing over a child into their care.
- An ID may be requested.
- The parent must ensure that a \*suitable person will collect their child in their absence. \* Suitable person must be over 18yrs old and be capable of caring for the child in the absence of the child's parent.

If the Nursery is unable to identify the person with the details provided by the parent, the Nursery will not be able to release the child from its care.

## Uncollected children

Please refer to our Policy for Uncollected Children.

## Compliments and Complaints

Please refer to White Lodge Compliments and Complaints leaflet. Please ask if you require help with this.

## Nursery Policies

Policies are available upon request from the Nursery or available on our website.