Admissions

JCB’s childcare is a domestic based nursery which provides care for up to 16 children sessionally. Children have access to the whole of the downstairs which includes a playroom, lounge, kitchen, sensory room and 2 toilets with nappy changing area.

Details of our sessions times can be found in our ‘Opening hours’ policy.

We like to have an introductory meeting where we all get together for an informal chat in the setting. It usually lasts about an hour and gives us the opportunity to explain the childcare services that we offer, and to discuss the families’ requirements i.e. days and hours. Ideally, we like you to bring your child as this also gives your child their first opportunity to see the setting and start to familiarise themselves with it. We then ask that you go and consider everything (i.e. if the child will be happy here) and ask you to telephone within a few days if you wish to proceed. As part of the registration process, parents/carers will be required to provide documentation to evidence their child’s date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained, but may be requested again at a later date.

If you do and we have space another session is arranged where records are completed and a contract drawn up this takes about an hour and a half to two hours and acts as a settling in session. Some children are fine to start after these two visits however some may need more settling sessions or a slower start to nursery building hours or days. Where ratios permit we try our best to accommodate these however it may not always be possible for you to go off site during these sessions.

If we don’t have space, you will be asked to fill out a registration form and will be added to our waiting list. The waiting list may also be used if you wish to change days but space isn’t available.

Spaces from the waiting list will be allocated in the following order – existing children who want to change days, siblings of existing children, funded 2 year olds who live in the CFM catchment area, funded 2 year olds who live in the North city area, all other funded 2 year olds, funded 3 and 4 year olds (same as 2’s CFM, North city, then elsewhere), then any non-funded children (same area order).

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.

If we have the capacity to offer services that make our setting especially suitable to an individual e.g. a language spoken or experience of a specific special educational need or medical condition that may not be achieved elsewhere locally then they will be allocated a priority space on the waiting list.

If your child has been on the waiting list we will contact you using the information on your registration form to confirm they are being offered a space. This will normally be by phone with a confirmation letter being sent.

When accepting the space, you will invited to come in and visit the setting again and complete the contract and undergo settling sessions as detailed above. When completing paperwork, you will be asked to provide proof of eligibility. Depending on the funding you will be accessing ie 2-year-old, 3-4 year-old universal or extended entitlement you may be asked to provide different information. This will always include documentation to confirm date of birth.

The way that funding is claimed is slightly different and requires slightly different paperwork depending on the type that is being claimed. If your child starts at 2 and you have a letter stating that you are entitled you will need to complete this form and hand it to the setting. All other claims will need to complete a form each term.

Early Education is offered within the national parameters –

        no session to be longer than 10 hours

        no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)

        not before 6.00am or after 8.00pm

        a maximum of two sites in a single day

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.

We have an Inclusion and SEND policy which contains further details.

During our initial meetings we may take contact information for you

We will handle all data under the GDPR requirements