



## **Admissions and Collections Policy**

Ysgubor Fach welcomes children from all backgrounds and abilities from 6 weeks to 12 years of age.

We ensure that advertisement for the nursery reflects the needs of the community and are displayed in the local community and accessible through the Local Authority Families Information Services. Open day sessions will be held throughout the year, for parents/carers to visit the nursery and gain an insight of how we work.

In Meithrinfa Ysgubor Fach we have a settling in policy and procedure to ensure a smooth transition between home and nursery. We also welcome parents to be actively involved in the running of the setting.

### **Fees**

Fees are invoiced monthly.

Nursery fees are payable within 7 days of receiving the invoice. These can be paid by cash or bank transfer. We do not accept cheques.

Failure to meet payments will result in late payment charges being applied and the termination of the nursery place. Parents will be required to pay the one month notice period.

If paying fees by cash, please ensure your child's name is on the envelope and the amount of money you are paying. Cash must be paid to a manager.

### **Child Collection Policy**

This policy is a statement of the procedures followed at Ysgubor Fach for the collection of children, to ensure their safety.

No children will be released from our care if staff are not informed of the person collecting the child.

### **Admission Information**

When children start at Ysgubor Fach, parents are asked to fill in information about their child. Details are completed about the people who will be collecting their child. This information is then filed and used to identify the designated person(s).

## **Password**

Parents are asked for a memorable password, which is also filed. Parents are asked to give the password only to the people they wish to collect their child.

## **Suitable People/Identification of Individuals**

- It is the policy of Ysgubor Fach that no person under the age of 16 years can collect a child.
- If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff must inform the person-in-charge who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then Child Protection or the police will be contacted.

## **Relationship breakdown of parents / guardians**

The nursery has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

- Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to legally deny access.
- Should a parent of concern ask to access their child, we will contact the first parent to come to the nursery as soon as possible, explaining this procedure and asking the second parent to wait.
- If there is concern about violent or aggressive behaviour from either parent we will seek advice from the police and follow their recommendations. We will follow guidance within our policy on violence.

## **Failure to collect a child**

In the event of a parent / carer failing to collect a child the procedure set out below will be followed:

- All contact numbers for parents/carers are repeatedly contacted and messages left
- Further emergency contact numbers are tried
- If in the event of a child not being collected and following 6.00pm, Social Care and/or the police will be notified of a non-collection and the matter will be handed over to their care.
- At no time must a child be taken by a person not known by the nursery.

Procedure for late pickup:

If the parent calls ahead of time and explains that they may be late because of an emergency or another reason the child will be kept at the Nursery until the agreed time. If no contact has been made by the parent and the child has not been picked up the Nursery Assistant will begin calling the emergency numbers on the child's registration form. If the child has not been picked

up after 30 minutes and there has still been no contact with a parent or emergency person, social services or the police will be called and the child will be removed under their protection.

*Our Policies and Procedures are reviewed yearly.*

*Many Thanks,*

*Eleri Thomas*