



Willow Tree Pre-School
The Green
Deanshanger
Milton Keynes
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website: www.willowtreepreschool.co.uk
Registered Charity No (1130575)

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Admissions

Policy statement

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 sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We arrange our waiting list in birth order, regardless of registration date.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.

- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We accept children from the term following their second birthday, either September, January, or April. Children can join once they turn 2 years but may need to pay fees until the next funding block.
- There is no guarantee of available hours, but we will try to accommodate the needs of the children on the waiting list and notify parents/carers of hours available roughly 6-8 weeks before the anticipated start date.
- Once hours have been offered and accepted, children and parents/carers will be invited to Pre-School for a 'Stay and Play' session to meet keyworkers and experience Pre-School routines.

Funding

- <https://www.childcarechoices.gov.uk/> this website will help you to determine what support you may be entitled to for help pay for your childcare.
- Funding is eligible to be used for all opening hours and fully flexible. We operate on a 38-week funding model (term-time).
- A Parent/Carer Declaration form will need to be completed and signed. The total hours of funding for each funding block will need to be authorised and signed by parents/carers at the beginning of each funding block.
- Parents/Carers need to reconfirm their circumstances every 3 months with the HMRC via their Government Gateway account in order to receive extended Working Family hours and keep their code active.

- Children receiving working family extended hours who are no longer eligible for funded hours beyond their 'grace period' will need to pay for childcare costs directly to Willow Tree Preschool in line with the fees and charges policy.
- A 4 week notice period needs to be given to notify us of any change to your child's funded place during the funding block accept in exceptional circumstances e.g. A safeguarding concern, a fleeing family, a change in child's primary carer, health and safety concerns (child with long term sickness/ child protection), de-registration of the Provider by Ofsted/ISI. Failure to do so could result in funding being unavailable for a new Early Education and Childcare Provider.

Signed on behalf of the provider

Willow Tre Pre-School

Name and date of signatory

Louise king 11.05.2021

Role of signatory (e.g. chair, Manager)

Manager

Date to be reviewed:

Date reviewed: 04/05/23.

Signed: L C King

Date reviewed: 20/01/25

Signed: L C King

Date reviewed:

Signed:

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)