**Childcare practice policy**

# Aim

Children are safe, happy, and eager to participate and to learn.

**Objectives**

* When children join the setting they need to feel safe, happy and eager to participate and learn. It is their *entitlement* to be settled comfortably into a new environment.
* In particular the child’s key person and also other members of staff all help to ensure the above.
* There is a procedure for when children do not settle and for prolonged absences.
* Introductions and induction of the parent is carried out before children start wherever possible.
* *Prime times* of the day make the very best of routine opportunities to promote ‘tuning-in’ to the child emotionally and create opportunities for learning. We actively promote British values, inclusion, equality of opportunity and the valuing of diversity.
* We operate a positive behaviour management approach. Behaviour management procedures cover how staff should respond to all aspects of behaviour, including children who exhibit challenging behaviour towards other children. These procedures build on the Early Years Alliance’s approach to learning based on three key statements.
  + 1. Learning is a lifelong process, which enables children and adults to contribute to and shape their world.
    2. We want the curriculum we provide to help children to learn to:
* be confident and independent
* be aware of and responsive to their feelings
* make caring and thoughtful relationships with other people
* become increasingly excited by, interested in, and knowledgeable and questioning about the world around them.
  + 1. We provide a wide range of interesting child-chosen and adult-initiated activities which:
* give children opportunities to use all their senses
* help children of different ages and stages to play together
* help children be the directors of their own learning
* help children develop an inquiring and questioning attitude to the world around them

The *Early Years Foundation Stage* is used as a framework to provide care and learning opportunities for babies and children under two years.

**Children (2-5 years)**

* To feel securely settled and ready to learn, children from two to five years need to form attachments with adults who care for them, primarily to a key person, but also with other adults and children too. In this way children feel part of a community of learners; they can contribute to that community and receive from it. There will be some differences in the procedures for children both our morning and afternoon cohorts.

**Waiting list and admissions**

Our provision is accessible to children and families from all sections of the local and wider community. We aim to ensure that all sections of the community receive accessible information and that our admissions procedures are fair, clear, and open to all parents who apply for places. The availability of a place at the setting considers staff/child ratios, the age of the child and registration requirements.

* We endeavour to operate in an inclusive manner which enables all children and families to access our services.
* We welcome children from 2 years 6 months until their attendance at primary school/
* Children are keep in their cohort groups as far as practicably possible. Mixed cohort sessions will be considered if deemed necessary for the viable running of the preschool and/or the needs of individual children.
* We work in partnership with the local authority and other agencies to ensure that our provision is accessible to all sections of the community.
* Services are widely advertised and information is accessible to all sections of the community.

**Waiting List**

* A child’s name can be placed on our waiting list from any age.
* No deposit or holding fee is required
* Parents will be contacted at least during the term before the child is due to commence to discuss sessions, induction sessions and any other relevant information.

**Funded places – free entitlement**

All 3- and 4-year-olds in England are entitled to 15 hours free childcare each week for 38 weeks of the year. Some eligible 2 year olds are also entitled. Some children may be eligible for 30hrs funding dependent upon application criteria. Funded places are offered in accordance with national and local codes of practice and adherence to the relevant Provider Agreement/Contract with the local authority.

This policy was adopted at a meeting of Addingham Pre School Committee

Date

Signed by Position