

# YMCA Stepping Stones

## Admissions Policy

**Department: YSS**

**Owner: Head of Early Years and Childcare Development**

**Approval Route: YSS Board**

**Frequency of Revision: Annually**

**Linked Policies and Procedures:**

**This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it. Any changes will be communicated to all stakeholders.**

| Version | Date Approved | Reason for Update |
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### Policy Statement

At YMCA Stepping Stones Nursery (YSS), we are committed to providing a welcoming, inclusive, and supportive environment for all children and their families. We aim to meet the needs of the children and families requiring childcare sessions and to be as flexible as possible. Our Admissions and Settling In Procedure is designed in accordance with the Early Years Foundation Stage (EYFS) 2025 statutory framework, ensuring that every child has a smooth transition into nursery life.

### Admissions / Registration Process

All parents who wish to register their children at YSS are given equal access to sessions. Our admissions process is transparent and inclusive and we liaise with parents and other professional agencies to ensure the appropriate support and facilities can be provided for all children including those with additional needs, are looked after children and those referred by external agencies.

After their initial enquiry all parents are invited to attend a show round, during which a lead member of staff will guide parents round the Nursery and give key information about the staff structure, routines, and ratios and how we endeavour to meet the needs of children during their time with us at Nursery.

YSS recognises the importance of creating an environment that respects and values the individual differences of all families accessing our Nursery. We therefore request that all

parents understand the importance of us obtaining essential personal and emergency information about the child and their family. We also recommend that all parents refer to our policies and procedures.

During the registration process the following information will be requested:

Child's full name

Child's date of birth

Child's home address

The name and address of parents and/or carers known to YSS

Who the child resides with

Who has contact with the child and who has parental responsibility for the child

Parent/carer's emergency contact details

At least 2 further emergency contact details

Child / family's ethnicity

Child's first language; including familiar key words

Any other background information that may be relevant to the care of the child

other agency involvement

SEN

Health and dietary requirements

We are committed to data protection and confidentiality. All personal information collected during the admissions process is handled in accordance with GDPR and securely stored.

### **Settling in**

All parents are encouraged to access the settling in sessions for their children prior to them starting their regular sessions; this trial can be accessed in a way that best suits the child. We endeavour to offer the settling in sessions as follows:

Session 1: one hour session for parents to stay with their child and spend time with their key person

Session 2-3: 2 hours sessions for the parents to chose whether to stay for all or part of the session

Session 4-5: Parents are encouraged to leave their child for the session if they feel happy to do so.

Where possible we advise that the settling in sessions are used the week leading up to the start date to support the children with their transition into Nursery.

The child's key person will complete an individual information sheet with all parents as well as a transition document; this will give the key person and the parent/carer the opportunity to discuss:

- Children's individual needs and care routines
- Parents concerns and fears about leaving their children
- Information about the daily routine
- Child's likes/dislikes and comforters

- Any other relevant information about the child and family

## **Key Person**

During their trial period all children are assigned a key person, this person will be someone who works closely with the child during their transition into Nursery and will support their emotional wellbeing helping them build secure attachments during their time at Nursery. The key person will also support the family and will endeavour to develop a close professional relationship.

## **Agency involvement**

YSS acknowledges that personal information is sensitive and needs to be handled carefully and is committed to respecting the confidentiality of staff and service users. All staff with access to personal information for both staff and children are required to comply with data protection procedures.

We ask that parents are open and honest with YSS staff about other agencies that may be supporting the family. The child's key person will value the family's circumstances and work with the families and other agencies to ensure that the child's needs are met and maintained. If and when requested the child's key person will write reports, attend external meetings and liaise with other professionals; this will all be done with the consent of the child's parent/carer (unless the child is at risk of significant harm; please refer the Safeguarding policy and procedure)

## **Immunisation**

YSS accepts children into the Nursery after they have been given their three-month booster immunisations and we highly recommends that a child's immunisations are kept up to date.

## **Free Early Education Entitlement**

The flexible free entitlement is 30 hours of funded childcare for:

- 3 & 4 year old children to access the term after their third birthday
- 2 year old children to access who have an eligibility letter from Families Information Team.

These 15 hours are funded by the government and can be accessed flexibly from 8am until 6pm. The models we offer are:-

**Option1:** Three x five hour sessions.

**Option 2:** Five x three hour sessions.

**Option 3:** Two x six hour sessions plus one three hour session.

**Option 4:** Two x seven and half hour sessions

These sessions can be accessed in conjunction with fee paying sessions; a member of the Nursery Management or Finance team can advise you how to use the sessions in order to maximise the funding.

## **Monitoring**

As part of Derwent Children's Centre and in line with local authorities census YSS is requested to submit data relating to children accessing our centre. In addition to the Nursery registration

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form we ask parents to complete a short questionnaire in order for us to submit necessary monitoring.

