



Admissions Policy

At Oasis Childcare Centres we provide a wide range of childcare for children aged 3 months-11 years (up to the end of the Y6 academic year), including before and after school care, a baby room, day care and flexible funded toddler and pre-school sessions.

We are open all year round, closing for the Christmas period, annual summer closure (usually the last 2 full weeks of August) and bank holidays; operating Mondays to Fridays, 8.00am to 6.00pm.

Our staff team is committed to working within an equal opportunities framework. All children admitted to Oasis are treated with equal concern, regardless of gender, racial origin, ability, cultural and linguistic background or religious beliefs. We feel that play should promote self-image, valuing relationships between each other, and promoting a respect for all different backgrounds.

In the circumstance that it is not possible to admit a child because the appropriate part of the facility is full, the parent/carer will be advised of this, and the child's name will be placed on a waiting list. Oasis Childcare Centres are registered for a certain number of children in each age group, and we may therefore be unable to accept a child of a certain age even though there are vacancies in another age group.

The **Early Years** children (3months up to the end of the academic pre-school year) on the waiting list will be prioritised as follows:

- 1) Children with an Education, Health and Care Plan (EHCP) to support special educational needs
- 2) Children in care (CiC)
- 3) Statutory funded 2, 3 and 4 year old children
- 4) Children of families whose parents have a registered disability and are in receipt of PIP/DLA
- 5) Children of families where both parents are working during the working week of Monday to Friday.
- 6) Children who have a sibling currently attending the nursery
- 7) Children living in the catchment area of the setting/onsite school
- 8) Children of families who are non-working parents

We will contact parents/carers as soon as a place for their child becomes available. Parents/carers are provided with a tour of the setting to meet the staff and discuss the Oasis policies and

procedures. Please see Settling In Policy.

Parents are given an opportunity to ask any questions or address any concerns. Any issues or concerns that come to light from the tour that could compromise the reputation of the Oasis Childcare Centres are always addressed in a face-to-face meeting. A further meeting could be arranged at the parent/carers and Oasis Management convenience.

On admission, all parents must complete a registration form. This information is then checked for medical details, allergies etc., and anything relevant will be recorded in the appropriate place i.e. allergy chart in the kitchen and/or a personalised health plan.

We aim to be as flexible as possible and wish to be available to parents working variable hours or who need our provision to accommodate changes in circumstances. However, we cannot guarantee to be able to accommodate changes in children's attendance times at short notice. The number of Day Care places is limited so it is advisable that places are pre booked as far as possible in advance in order to secure the place.

As there is high demand for places at Oasis, we ask that a minimum of 3 hours is booked in a single morning or afternoon session.

All children will be allocated a 'Key Person' within two to four weeks, dependent upon their attendance. Your child's key person will complete forms with the parent about the child's development; they will observe the child regularly and give feedback on the child's progress during their time with us. The key person will also be responsible for completing 2 year old checks/baselines with parents. We request that parents take time to look in their child's drawer/bag and at the lovely displays that the children create!

The time each child arrives and is collected is recorded on the attendance registers - children must be signed in and out each day by their parent/carer. We ask parents either to pay weekly/monthly depending on their circumstances and this is recorded on their payment sheet. Payments should be made promptly against the invoice that is issued weekly/monthly. Please see Booking, Charges and Cancellations Policy.

In the event of non-payment of an invoice within the required time, we reserve the right to refuse to continue to offer care to an existing child and their siblings (see our Bookings, Charges and Cancellation policy). However, we ask that if circumstances change and a parent is anticipating difficulty funding their childcare, they request a private appointment with the Senior Manager to discuss payment arrangements.

A mid morning and afternoon healthy snack is provided for all the children. We offer fresh fruit, raw vegetables, bread sticks etc. and fresh drinking water or milk is provided. We ask that

parents who provide a packed lunch for their child adhere to our 'Healthy Eating Policy,' which encourages fruit and healthy snacks rather than chocolate or biscuits. We also ask that parents do not put nuts in their child's lunch box due to the allergy risk involved.

The staff complete regular observations and assessments of your child's learning, development and needs during their time at Oasis. Children who are due to make the transition from the baby room to the toddler room will need to be steady and confident on their feet before completing the transition. Staff members will assess your child during transition visits to ensure that your child can safely access the equipment and outdoor area. If we feel your child is unable to safely access the outdoor area and play equipment, they will remain in the baby room while they develop these skills. Where necessary, we will seek your consent to access further support from other professionals and to apply for funding to provide additional support for your child if required. We will also follow this process for all new children of any age who join the setting.

We ask all parents to take the time to read our policies and procedures, which can be found in the reception area and work with us in implementing these policies. Copies are available on request, just ask a member of staff. Our policies are a reflective tool and therefore reviewed as part of an ongoing process and annually. We welcome any input or feedback on any of our services.

We ask parents to complete a 6 monthly questionnaire to give us an idea of how we can improve or to let us know if we are doing something well. Please feel free to use our suggestion box which can be found in the reception area.

Holiday Club

We provide holiday provision for children aged 3 months to 8 years. We will prioritise holiday club places as follows*:

- 1) Early Years children with an Education, Health and Care Plan (EHCP) who are registered with Oasis (3months up to the end of the academic pre-school year)
- 2) Early Years children in care (3months up to the end of the academic pre-school year)
- 3) Statutory Funded 2, 3 & 4 year old children who are registered with Oasis
- 4) Non-statutory funded Early Years children where both parents are working during the working week of Monday to Friday who are registered with Oasis (3months up to the end of the academic pre-school year)
- 5) Holiday club families where both parents are working during the working week of Monday to Friday.
- 6) Holiday club families whose parents have a registered disability and are in receipt of PIP/DLA who may require respite
- 7) Early Years non-working families (3months up to the end of the academic pre-school year)
- 8) Holiday club non-working families

**Please note, that in the event of a pandemic/outbreak of illness we will refer to our 'Outbreak Management Plan' to prioritise childcare places.*

Parents/carers who require holiday provision must contact the setting a minimum of 3 weeks in advance to check availability.

If at any time you have any concerns or worries about your child or the service we provide then please speak to a member of staff who will guide you to the next stage.

We are open until 6.00pm every night but if a child is picked up after this time then a late collection fee of £30.00 will be charged to cover staff costs.

If you require any further information, then please contact the nursery on: 01736 741528.

We look forward to welcoming you and your child to the Oasis.

Adopted by The Oasis Management Committee on: 1.8.2025

Representative of Management Committee Signature: Louise Hudson

Review Date: August 2026