Session Admissions Criteria

“Providing families and young children with a supportive and nurturing environment in the heart of our community; where families can flourish through the services and support we offer to achieve a positive, healthy and happy future”

Introduction

This criteria relates to the admission of families to groups run by the Children’s Centre. This criteria was drawn up in line with Ofsted guidance and advice from Surrey County Council Early Years and Childcare Service.

Admission to all sessions is at the Children’s Centre Manager's discretion

Aims

The aim is to make the Children’s Centre accessible and welcoming to everyone in the community whilst ensuring that those in most need are given priority.

Due to the popularity of some sessions, this criteria has been created to ensure fair access to families within our reach area.

To enable us to provide support to our local families, each Children’s Centre has their own defined reach area which has been predetermined by Surrey County Council and is based on numbers of households within a given area.

Children’s Centres aim to provide families and young children with a supportive and nurturing environment in the heart of their Community where families can flourish through the services and support we offer to achieve a positive, healthy and happy future. This criteria will ensure that sessions remain universal and available to all, but also ensure that families with a need for additional support within our reach area and other families with whom the centre staff are working are given priority to the Centre.

NB - We use the term ‘carer’ to mean foster carers who have full time care of children. The sessions are designed to encourage parents to understand their child’s development and the ways in which they can support them. Outreach staff are on hand to offer help and advice on parenting.
Home Based Carers

This criteria covers the admission to groups by home based child carers including registered Child Minders and nannies. Owing to restrictions on numbers, attending sessions we are unable to allow home based carers into our normal sessions. As qualified professional childcare practitioners, home based carers are equipped to cater for the children in their care. They are welcome to signpost families to the Children’s Centre.

Signing in and registration

The signing in sheet for all sessions will be at reception. We ask that families sign in and out in case of an emergency and the Centre needs to be evacuated. We also ask that all families complete a registration form, which will help us monitor, evaluate and improve services and help us to keep you informed about Epsom Sure Start Children’s Centre activities.

Capacity

We have one main play area and an outside play space. If the weather is good and families are keen to play outside we can admit more families into the session. We admit families on a first come, first served basis. Once a certain number is achieved, we then restrict other spaces to families in our reach area only. This is only used as a last resort as we are very reluctant to disappoint families by turning them away at the gate.

Some sessions must be booked in advance as they are specialist activities that are only open to a specific number of families – these are indicated on the programme.

Supervising children

Whilst attending the session children must be supervised by their parent or carer at all times. Adults are advised that they are responsible for all children in their care and should keep a close eye on their belongings. Children like to look in bags etc, and we cannot be responsible for the suitability of any items brought onto the premises.

Children who are unwell

Please do not bring your child to any of our sessions if they are unwell. They will not gain anything from attending the activity and may spread germs onto other children.

Review

This policy will be reviewed regularly to ensure that it meets the needs of families and the Children’s Centre.