



# Ollie's Trust

## Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : [www.olliestrust.co.uk](http://www.olliestrust.co.uk)

### Administration

## Admissions

### Policy statement

The trustees at Ollie's apply the regulations on admission fairly and equally ensuring we are 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 Ollie's 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, in written and spoken form and where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
  - Children who wish to attend full days
  - Children who wish to attend one daily session and for lunch
  - Children who wish to attend one daily session.

Ofsted Registration No: 309872

Preschool Learning Alliance Member: 104284

- We welcome fathers and mothers, other relations and other carers, including child minders.
- We treat each child and their family fairly, 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 encourage children and/or parents with disabilities to take part in the life of the setting, the same as any other child.
- We monitor the gender and ethnic background of children joining the setting to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- 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.

Annual booking forms are given to nursery children and invoiced prior to every new term. These places are guaranteed for the year on receipt of first term payment. Amendments to these can be made if spaces are available throughout the year.

We ask parents who are able to book children into the clubs on an annual booking form and are invoiced termly. We appreciate that this is not possible for all parents, therefore offer a termly booking form.

Parents are also able to book children into the clubs on a casual basis by telephone subject to available spaces. Full payment for these casual bookings must be paid for preferably in advance of attendance or on arrival or collection.

**All booking forms are given out prior to the beginning of the new term and are available in our entrance.**

Mrs Cocks, the Ollie's Manager, can be contacted regarding the current availability of places. Parents can also register their child on a waiting list for future entry into the nursery. To cancel a place in breakfast or after school club, 24 hours' notice must be given to enable us to process a full refund to be credited to your account. If this is for a Monday then the Ollie's answer machine can be used to leave a message.

All holiday dates should be given in writing to Mrs Terrins. Nursery sessions or lunch care will not be refunded but school lunches will be as long as we have notice, as with breakfast and after school. Details of this should be passed to Mrs Terrins in writing.

If your child is going to be absent we ask that you let us know by 9.30am or we shall ring you as part of our responsibility to safeguard all children.

If you wish for your child to start part way through the year, we will be unable to guarantee availability without you reserving a place. To reserve a place we will invoice you for 20% of

the amount you would be paying if your child was attending for the days you wish to reserve. This is non-refundable and non-transferrable against the first invoice when your child does eventually start. When your child is ready to start, If you decide to decrease the days you have reserved, no refund will be made as these places have been reserved for your convenience. This also stands if you decide that Ollie's is not the right setting for your child.

Four weeks notice is required to cancel your place or amend your sessions for nursery. Please forward your notice in writing to Mrs Terrins.

### **Other useful Pre-school Learning Alliance publications**

- Seasonal Hello Posters (2006)
  
  
  
  
  
  
  
  
  
  
- Date Policy was written and agreed by all staff:
  
  
  
  
  
  
  
  
  
  
- Signed:
  
  
  
  
  
  
  
  
  
  
- Position: