



## **Jumping Beans Admissions Policy and Procedure**

### **Policy statement**

It is our intention to make Jumping Beans accessible to children and families from all areas of the local community.

- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence to speak English.
- Children can be admitted to Jumping Beans from the age of 2 years and up to when they are eligible to start mainstream school. Any child who attends beyond their 15/30-hour entitlement (or who starts Jumping Beans prior to receiving their entitled 15/30 hours childcare vouchers) will be invoiced accordingly. (Please see booking form and current pricing).
- Attendance may be on a part time basis, mornings or afternoons or a full day from 8-45 to 3pm.
- Jumping Beans operates during Term time in line with Callowell Primary School term dates.

### **Registering**

A Booking form should be completed by parents with a start date to allow allocation of a place for your child.

- We aim to accommodate any hours when possible for each child.
- Children can start Jumping Beans throughout the year as long as places are available.
- The number of places available will be dependent on the number of children in the setting.
- We encourage children to attend at least 2 sessions per week or 1 full day.
- Any child who attends additional settings to Jumping Beans must notify the Jumping Beans leader.

### **Additional information**

- Parents/Carers will be asked to bring their child for a visit to Jumping Beans prior to the child starting, to meet staff and familiarise themselves with their new surroundings.

- Parents/Carers are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- Parents/Carers are asked to provide two emergency contact numbers when the child is registered.
  - If any child is unwell and not able to attend Jumping Beans, then the Parent/Carer must contact Jumping Beans as soon as possible.
  - A snack of fresh fruit and a form of carbohydrate is provided, and free milk is provided by the Cool Milk for Schools scheme.
  - If any child has a medical condition which prevents them from having specific foods, then it is the Parent/Carer's responsibility to inform Jumping Beans staff and note it on the child's registration form.
  - Admission to Jumping Beans does not constitute a promise of a place at Callowell Primary School

Signed

Date

Reviewed