

VOYAGE @ FLASH LEY

ADMISSIONS and SETTLING IN POLICY.

It is our intention to make Voyage accessible to babies, children and families from all sections of the local community.

We adhere to the Statutory Framework for the Early Years Foundation Stage, therefore we seek to provide

- Quality and consistency in our early years settings, so that every child makes good progress.
- A secure foundation through learning and developmental opportunities, which are planned around the needs and interests of individual babies and children.
- Successful working Partnerships between practitioners and parent/carers.
- Equality of opportunity and anti-discriminatory practice, ensuring every child is included and supported.

We want children to feel safe, stimulated and happy and to feel secure and comfortable with staff. We also want parents to have confidence that Voyage is a high quality childcare provider.

AIMS.

We aim to ensure that all sections of our local community have access to Voyage through open, fair and clearly communicated procedures.

We aim to make our provision a welcoming place where children can settle quickly and easily because consideration has been given to their individual needs.

OBJECTIVES.

- We ensure that the existence of Voyage is widely advertised in places accessible to all sections of the community.
- We arrange our waiting lists in birth order.
- We describe Voyage and their practices in terms that make clear that they welcome fathers, mothers, other relations, carers and childminders.
- Prior to admission we provide parents/carers with written and verbal information regarding Voyage.

- Free taster sessions and visits are encouraged to allow parents/carers to judge for themselves the standard and suitability of our provision in meeting the needs of their child.
- Each child and their family are allocated a key worker. We judge a child to be settled when they are happy to be left in the setting with support from their key worker and are easily and willingly engaging in activities of their choice. We work closely with parents, as each child is individual and requires flexibility on how long it takes them to settle.

Name	Job Title	Date
	Extended Services Manager	
	Deputy Manager	
	Chair of Governors	