

Admissions Policy

As a Care Inspectorate registered service, we are restricted to the number and ages of children we can care for at any one time. Our registration allows us to provide care for 30 children aged **4 (P1) to 12 (P7)**, and we work strictly within these limits.

The details of our registration are outlined in our **Care Inspectorate Registration Certificate**, which is displayed during service operating hours.

Staffing and Capacity

We currently operate on a **staffing ratio of 1:10**, meaning one member of staff is responsible for up to 10 children. However, we never exceed the total number of children permitted on our registration at any time which is 30.

If our setting is at full capacity based on current staff-to-child ratios, we may explore the option of employing an additional staff member.

Inclusion and Equal Access

We are happy to welcome **any child within our registered age group and numbers**, and we do **not discriminate** against children or their families for any reason.

We are also happy to accept children with **additional support needs or disabilities**, provided we are confident that we can meet their needs while continuing to provide a safe and nurturing environment for all children. Each case is considered individually and may involve discussion with parents and other professionals to ensure appropriate support is in place.

Continuity of Care

We are committed to supporting families by maintaining consistency and stability in their child's care. In situations where additional children require care—such as siblings, returning families, or changes in family circumstances—we will always aim to accommodate them, provided we can do so safely and within our registration limits.

If we reach our current staff-to-child ratio, we will consider **employing an additional staff member**, up to a **maximum of 30 children**, based on our staffing ratio of **1:10**. This ensures we continue to meet the wellbeing, supervision, and educational needs of all children in our care, without compromising safety or quality.

School Pick-Up and Drop-Off

Staff provide collection and drop-off services to **Dunning Primary School only**. Unfortunately, we are **unable to collect children from any other school** due to staffing and safety constraints.

Settling-In Period

We offer a **settling-in period** for all new children joining the service. This allows children time to adjust to the setting and for both parents and staff to assess if the placement is the right fit. If, during this period, any party feels the arrangement is not working, it can be ended with minimal notice, in line with our contract terms.

Consideration for Existing Children

When admitting new children to the setting, we always consider the needs and wellbeing of children already in our care, especially those who are happy, settled, and thriving. Any new placement must support, not disrupt, the established group dynamic.

Emma's Explorers

Date: 05 2025

Review Date: 05 2025

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Questions or Concerns

If you have any questions or concerns about our admissions policy or how it applies to your family, please do not hesitate to contact us. We're happy to discuss any part of the process with you.