



Admission policy – Procedure

It is the intention of First Steps Childcare to provide high quality care and education for all the children that attend our provisions. Our settings are open Monday-Friday 7.30am – 6.00pm (excluding bank holidays) There are clear guidelines regarding the booking procedure, i.e. deposits, fees, changes to booking patterns, these can be found in First Steps Terms and Conditions.

Free Entitlement Provision

First Steps are committed to supporting the needs for Childcare in the local community; therefore each setting is registered to allow eligible 2 year old children to access up to 15 hours a week of free childcare for 38 weeks a year.

3 & 4 year olds are also able to access up to 15 hours a week of free childcare for 38 weeks a year. Or if eligible, up to 30 hours a week, for 38 weeks or stretched over 51 weeks a year. The number of these places may be limited. However, First Steps Childcare gives priority to those children accessing a full session i.e. 7.30am – 1.00pm or 1.00pm – 6.00pm.

Children with Additional Needs

First Steps are committed to securing the best possible services for every child. Children with additional needs will be considered, giving consideration to the adult – child ratios offered, the needs of the individual and the requirements of the Disabilities, Discrimination Act and the Special Educational Needs - Code of Practice.