

Admissions & Waiting List Policy

Admissions should be made to ensure that the nursery operates to as near full capacity as possible, within each age range as set out by Ofsted registration.

Admissions are made at the discretion of the management but places are available to everyone in the community who require day care, before & after school care, holiday club or wraparound care for their children, whilst they are, primarily, at work. Admissions are made all year round without reference to ability or aptitude.

Once a visit has taken place and an interest expressed applications for a place can be made via the Registration Form which is sent out with every Prospectus or available on request. One Registration Form per child will be required. A Registration Fee will become payable when the form is handed in. This fee is still payable to be placed on the Waiting List.

If there are more applications than places available then places will be allocated by the Manager firstly to those who have completed the relevant forms and paid their fee (on a date received basis). Full-time places will take priority over part-time places and sibling places will take priority over new applicants. Employees children will be considered on the same basis, although in order to obtain the employee discount no more than three full time equivalents may attend one nursery at any one time.

Once an Application has been received a Confirmation Letter or Waiting List Letter will be sent out, as acknowledgement and receipt for the Registration Fee and the child will be entered onto our database. Sales Ledger Procedures must now be followed to inform Head Office.

When a place has been confirmed then the child or children will be booked into the base room for their settling visits (usually 2 x 2hr sessions 9:00am-11:00pm or 2:00pm-4:00pm). These will preferably take place in the week before starting. In emergency admissions then these settling visits may need to be altered to accommodate the child's and parent's needs.



Prior to the settling visits the Room Leader or child's key person will assemble a 'Starter Pack' following the key person procedure and other documentation.

A Child Entry Record will also be given to the parent(s) to complete during the settling visits. These are done in order to assist the staff in getting to know the child's routine and preferences. Each child will be appointed a key person and the key person will introduce themselves to the parent(s). The first Invoice is usually also presented during the settling visits, for payment when the child starts.

Once a child has started, daily feed back to the parents is made via the key person and the Daily Diary or Daily Room Log and this is continued throughout nursery.

Waiting List Criteria

Children will remain on the Waiting List until either:

- A place comes available and the parent takes it up
- The parent requests a return of the Registration Fee as we have been unable to find a place in the time scale to suit their needs

