

Admissions

Reservation

Parents must apply for places within the nursery by completing the appropriate reservation form which can be obtained from the nursery.

On receipt of the reservation form your child's name will be placed on a waiting list. When we are able to offer your child a place we will contact you in writing requesting a non refundable reservation of £25.00 per reservation.

The nursery operates on a waiting list basis (first come first served).

Places will be allocated to:

- Places will be allocated when available, according to demand on the days specified.
- Siblings of existing children will be given priority.
- Priority will also be given to those intending to use the nursery on a full-time basis and a full day basis

Telephone or verbal enquiries are for provision of information only.

It is essential to the efficient running of the nursery and to other prospective parents/carers that you notify the nursery immediately should you make alternative childcare arrangements and no longer require a place.

If it is the case they no longer require a place at the Nursery the parents must inform us immediately. So we are able to offer to the person next on the waiting list.

Nursery places can be declined when offered and still be kept on the waiting list until all places or days become available.

Each parent/carer is given the opportunity to come along and visit the nursery and meet the staff with their child prior to their starting date. Parents are required to stay during their first visit in order to complete all registration details.

Depending on each child's individual needs, further pre-visits can be booked. The nursery recommends a minimum of three, increasing the length of each visit.

Ad-hoc places can be made as and when required, if spaces are available. A child may not be left in the nursery until a full registration pack has been completed, giving details of any medical history and contact details about your child.

Prior to admission, all parents must familiarise themselves with the conditions of

the nursery by reading or having explained to them the conditions as stated in the parents handbook.

Upon enrolling your child, you will be asked to complete a registration form giving details of any medical problems and particular facts about your child that we should be made aware of.

On the registration form will contain contact names and numbers so that we can contact you when required. It is the parent's/carers responsibility to keep this information up to date at all times.

All records are kept within the staff room in a locked filing cabinet.

Updated 10th June 2008.