

Apple Tree Day Nursery Admissions Policy and Procedure.

Admissions Policy.

Apple Tree Day Nursery is situated in an area that has allocated nursery spaces under The Willows Childrens Centre. We have close links with The Willows, in that we have allocated nursery spaces for families from the Matapan area of Hilsea. This is a government and Local Education Authority incentive which encourages people from certain areas of the city to access nursery places for their children.

There are sessions for all families and childminders in the community to access and the nursery will always refer to our Equal Opportunities and Special Educational Needs policies to ensure that everyone is treated fairly and with respect.

All children admitted to to the Nursery are entitled to high quality care in accordance with National Standards for Day Care providers. Through adequate levels of staffing and appropriate resources children will receive care and early education that is tailored to their individual needs.

By the Nursery operating a 10 hour day, and a 51 week year, it is hoped that parents/carers will not be prevented from taking up employment during school holidays, or irregular shift work.

There are a variety of sessions available in order to meet the needs of individuals and where a required session is not available the Nursery Manager will try to accommodate the individual as soon as possible.

Admissions Procedure.

When a parent/ carer telephones or drops into the nursery requesting infomation they will be asked for the following details which will be recorded in the Nursery Place Enquiry Book.

** Their name, full address and contact phone number.*

** Their child/ren's name and date of birth.*

- * *The sessions that they require and intended start date.*
- * *Where they heard about the nursery.*

They will then be given/ sent a welcome pack which gives them information about the nursery. If they have requested a visit at this time it can be given at the discretion of the nursery manager or arranged for a more convenient time.

The nursery owner or manager will conduct all nursery visits and will follow the Nursery Visits Guidance Notes. At the end of the visit the parent/ carer will be given an registration form and nursery terms and conditions.

If a nursery place is required and available, then once the £100.00 deposit, terms and conditions form signed and dated and the completed registration form are returned then the child/ren's settling in visits can be arranged. These will be made at a time convenient to both the family and the nursery (please see Settling in Policy and Procedure.)

In the case of the Nursery having a waiting list, the child's name will be included on this and the parents/carers will be informed as soon as a place becomes available. Priority will be given to those children who have brothers or sisters attending the provision.

Reviewed and agreed on

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Next review date

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