

## **Poppies Admissions and Waiting List policy**

Opening: The nursery is open Mon- Fri (excluding bank holidays)  
From 7.30 am - 6.00 pm

Holidays: Nursery is closed between Christmas and New Year

The nursery is registered with OFSTED for 27 children at any one time.

Children are accepted from the age of 3 months old to school age. Children are encouraged to attend for at least 12 hours/ two sessions a week.

### **Waiting list**

Once a family has decided they would like their child to attend they should complete a booking form and return it to the nursery. They will then be advised when a place may be available, however, we have a duty of care to all children and staff and on occasions we may not be able to accept all children. This is because the environment at our setting may not meet every individual's needs, this would be fully discussed with families and advice given for them to approach the Children's Centre to suggest alternative settings. It is our policy to take into account the balance of age range when considering admissions and priority is given to those requiring longer sessions or full time hours.

A deposit of £75 is payable once a place has been offered, this is refundable against the first month's fees. If not being used as part payment of fees it will be refunded within six weeks of starting .

Vacancies, generally, become available when older children move to school, however, this does not always fit with when a placement is required. If a vacancy is held for a child for more than four weeks then the nursery has the option of charging a retainer fee for each week that the place is held (currently £5 for each day place booked). This fee is payable four weekly.

### **Admission**

On an initial visit to view the nursery specific requirements will be discussed, times, days etc as well as individual dietary needs or other requirements. Families will receive a Nursery Information pack on the first introductory visit and the key person will be introduced. The key person will then spend time completing the admission paper work with the family, at this point, we are required to see every child's birth certificate.

We encourage parents to visit with their child on several occasions before leaving them so that both the child and parents feel confident with us. Several further short visits will then be organised for the child before they start their full hours, taking into account their age and individual needs.

If a child has attended or still attends another setting, with parent's permission, the key person will liaise with the other setting to ensure a smooth transition.

All policies and inspection reports are available and individual copies can be made if required.

Full contracted hours will be charged after three weeks irrespective of the number of hours attended at this stage.

### **Parent liaison**

Parents are encouraged to participate in nursery social events and contribute to their children's learning.

Communication is important and time is always available on an informal basis for parents to chat about any issues or concerns they have.

If parents wish to meet with us in private this can be arranged. Our complaints policy and forms are available in each room .

In addition to this parent's evenings are held each year and individual journey books are shared with parents twice a year. Newsletters are given to everyone each half term. Also, details of any events are always on the notice boards along with the current experiences and opportunities being offered to all children in each group.

We also hold informal Saturday morning 'coffee times' for parents to meet each other and spend time in the nursery.

If children are absent it is helpful if parents inform us of the reason. We do ring to see how children are if they are absent and would follow this up if absences are frequent. Parents are asked to share information about accidents and injuries that have taken place at home and where appropriated are requested to complete an Existing Injuries form.