

Egg Day Nursery

Admissions & 'Settling in' Policy

Egg Day Nursery is registered for **69** children.

27 children under the age of 2 years

42 children over the age of 2 years

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- availability of spaces, taking into account the staff/child ratios, the age of the child and the registration requirements
- when the application is received (extra weight is given to those who have been on the waiting list the longest)
- the nursery's ability to provide the facilities for the welfare of the child
- a child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- extenuating circumstances affecting the child's welfare or the welfare of his/her family
- children who have siblings who are already with us.

We operate an inclusion and equality policy and ensure that children have access to nursery places and services irrespective of gender, race, religion, colour or creed.

Prior to a child attending nursery, parents/carers must complete an admissions form and sign our booking and terms & conditions form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements, fees and sessions, contact details for parents/carers, doctor's contact details, health visitor contact details, allergies, parental consent, vaccinations etc.

Settling into the Nursery

We would recommend that you help your child to settle in to the Nursery by attending some introductory visits known as 'Settling in Sessions'. This will involve a few visits normally for

an hour first with a parent present, then gradually leaving your child with us for a longer time period such as a morning or afternoon session. These sessions will be arranged as close to their start date as possible.

However we are aware that each child is different and some children find it easier to settle into Nursery than others. It is therefore important that the settling in sessions are negotiated individually. These sessions incur no charge.

Providers eligible to provide free nursery education places

All settings registered to accept nursery education funding (detailed in the code of conduct) must offer free places for three to five year olds for 15 hours per week. At Egg Day Nursery we currently provide 15 hours per week free for children subject to availability. These places will be allocated on a first come first serve basis and can be booked a term in advance. Please note for admissions for nursery education funded sessions we have a termly intake, beginning the term following your child's third birthday

This Policy was adopted by Egg Day Nursery on (date): 21/09/10

Signed by: BRWhite

Position: Business Manager