

ADMISSIONS POLICY

The nursery places are advertised through posters, leaflets posted out to local schools, shops, houses, businesses, through word of mouth from existing customers and through the Cooperative Working Team 01782 232200 yellow pages, www.yell.com and our own website www.eastwoodnursery.com.

- Arrange our waiting list in order of date of birth. An induction appointment to see the Manager/Deputy is arranged.
- Parents have an induction visit with the Manager/Deputy and are issued with a welcome pack (a brief set of policies and procedures are enclosed in this). A full set of our policies and procedures on our parent board. The Manager/Deputy brings parents attention to the notice board. Manager/Deputy goes through the welcome pack on induction; security in the nursery is discussed and safeguarding is explained (this being of paramount importance). Discussions take place with the parents about the child's likes/dislikes, medical conditions, dietary needs documentation etc. Opportunity for parent to ask any questions, concerns that they may have. Parents are shown around the nursery at the induction, The Manager/Deputy explains how many children, what ages in each room, what goes on in each room, an explanation about the Early Years Foundation Stage framework and Key worker system is given. On acceptance of the place for their child, Manager/Deputy goes over the Registration form, discussing any allergies, medical issues, custody, contact numbers, passwords etc.
- A copy of terms and conditions for fees is given, parents' guide to the E.Y.F.S, parental involvement letter and letter regarding medication.
- We keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Describe the nursery and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including child-minders, and people from all cultural, ethnic, religious and social groups, people with HIV and those with and without disabilities.
- Explain what operations are carried out in the nursery to safeguard all children.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families, providing Term-Time, All Year Care and Funded Care.
- We continue to consult with local parents to ensure that the group goes on meeting the changing needs of the local community through questionnaires.
- The Insurance Company requests that they are informed if any member of staff or child attending the group has a disability.