



# Admissions, Arrival and Departure Policy

## ADMISSIONS PROCEDURES

- Nursery places are allocated on a first come, first serve basis, offering equal opportunities for all children.
- At a parent's request, their child may be put on our waiting list if they are below the age of two years old, or to request additional sessions for the future.
- We always attempt to accommodate the wishes of parents who have children at the setting, with regard to extra sessions, before going to our current waiting list.

## ARRIVAL AND DEPARTURE PROCEDURES

- The children can arrive and depart at any time within their session. If the child is due to arrive very late, a phone call is appreciated before 10.30am to ensure a lunch will be available. The nursery will only release children to persons authorised to collect them, as advised on the child information record.
- We would ask parents to adhere to suggested time guidelines when we are settling new children into the nursery.
- In order to meet the OFSTED directive with regard to Child: staff ratios, we must insist on children being picked up within the session times.
- Sessions are not transferable.

Policy Reviewed  
**October 2014**