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 we have no place availability 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.
- 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. We operate a waiting list and places are offered on an availability basis.
- We operate an Inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.
- Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.
- 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.

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.
- If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Photo identification sent via email and/or a password are also required, where possible, for the designated adult. Parents are informed about these arrangements and reminded about them regularly. Other than the parents or legal guardian of the child, we do not allow anyone under the age of 18 to collect. If anyone under the age of 18 arrives to collect a child, the parent will be contacted.
- The nursery will not release a child to anyone other than the known parent unless a prior agreement has been made. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated adult of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the Late collection and non-collection of children policy).

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