

SUNNY SKIES NURSERY
OUR POLICY FOR ADMISSIONS (POL1) [v.4] rev 08/15

At our Nursery we aim to offer high quality child care in line with the Early Years Foundation stage Statutory Framework/ Ofsted Regulations.

All children, parents/carers and families applying for a place at our Nursery will be treated fairly regardless of race, religion, cultural preferences, disability, gender or social status.

- Enquiries/expressions of interest will be recorded in our Enquiries File, and a Nursery Pack will be sent out
- Once an application form is received, it will be checked,(any queries/omissions being clarified with the applicant) and an acknowledgment email/letter will be sent. All actions will be noted and dated in the Enquiries File.
- Completed application forms will then be held in our Applications File, where either a place will be offered if available, or the application will be held on the Waitlist. It will be transferred to the child's file when they take up their place in the Nursery.
- Places are allocated on a 'first come, first served' basis, as spaces become available and, match the requirements of the applicant. In line with schools' admission policies, priority will be given to siblings of existing guests
- When a place becomes available matching the requirements of the applicant, a visit will be arranged. The place will then be formally offered by email/ letter
- Before the child can attend, the parent/carer will be asked to complete the following:
 1. Nursery Registration, Information and Consent Form
 2. Getting to Know Your Child Form [Care Plan]
 3. Getting to Know Me [general information]
 4. Placement/Fee Agreement and Contract

And also to provide:

1. Child's birth certificate to verify Date of Birth and Parental Responsibility
 2. Child's 'Red Book' to verify immunisations and NHS Medical Number
- A deposit (usually one week's fees) will be required to secure the place, and will be deducted from the first invoice.
 - A Parent/Carer Pack will be given to each child's family, containing a Handbook, copies of all agreements and contracts, Illness and Infection Exclusions List, and website link/copies of the Nursery's Policies and Procedures
 - When the child starts, all completed documentation will be transferred to that child's personal file