**Admissions Policy**

All new parents will be provided with a welcome pack which includes an ‘All about me’ booklet to fill in. This helps us to understand all about the children’s routines, favourite foods, what they enjoy doing, what allergies they may have and so on.

We are happy to take on any child within registered numbers and will not discriminate for reasons such as race, religion, sex or ability. We operate a fair waiting list system; your child’s name will be placed on the list with a note of the days they require. Once a place becomes available you will be contacted to see if you still require the place.

Parents are asked to fill out a registration form before their child’s start date, which includes emergency contact details (in case an emergency arose and parents could not be contacted). Emergency contact people will also be contacted if a parent has not turned up to collect their child and we are unable to make contact with the parents/carers. **(See non collection policy).**

We like to work closely with parents and keep them involved at all times **(see partnership with parents)**. We use Tapestry to connect with parents online, children have their own personal account where we upload diaries each day. Parents are encouraged to also use Tapestry to share information, such as, if your child has done something special at the weekend, you can write a comment or upload a photo (we can talk about this with your child or even plan an activity around it).

Once your child has settled in, a contract will be provided and a period of four weeks’ notice is required to terminate your contract. Unlike other nurseries we do not ask for nursery fees upfront, we trust that you will pay at the end of the month on time. We do ask for a £50.00 deposit when saving a place for your child however this is deducted from your first month’s bill. We accept all childcare vouchers and Government funding for 2, 3, 4-year-olds and 9 month old children once the scheme begins. Parents are invoiced in the last week of the month; this bill must be settled by the month end. If payment has not been received by the 7th of the following month, then unfortunately a fixed penalty of £20.00 will be added to your bill. If collecting payment becomes a problem then we have the right to cancel or suspend your child’s place immediately.

Please respect our opening and closing times of 7:30am – 5:30pm. Please do not arrive before 7.30am, although someone will be here, we use this time to prepare the nursery for the day. Please ensure you have collected your child and are ready to leave by 5:30pm.

If you have any questions regarding this policy please feel free to ask.