

## The Acorns Day Nursery

### Admissions Policy

The Safeguarding and welfare requirements state that;

**3.66** Providers must have and implement a policy, and procedures, to promote equality of opportunity.

#### **Equalities Act 2010**

Acorns Day Nursery provides inclusive care to all children regardless of their background and/or abilities. Further information can be found in our Equal Opportunities and Inclusion Policy.

We provide care for children aged 3 months to 5 years and are open from 8am-6pm.

#### **Waiting list for Lady-Bird room (2-5years)**

Our waiting list is arranged as:

- Parents/carers who need their child/ren to attend 51 weeks of the year.
- Siblings of children who already attend the nursery.
- Government funded and free for 2 funding children.

***We only offer a small number of term time only spaces for 2-5 year olds. Once these spaces have been taken up there will be a waiting list for parents to join if they want term time only. These spaces will be then given out if/when spaces become available.***

#### **Waiting list for Bumble-Bee room (3months-2years)**

Our waiting list is arranged as:

- Parents/carers who need full day care. (8-6 sessions)
- Siblings of children who already attend the nursery.
- Parents/carers who need other sessions (8-1, 8:30-3:30, 1-6)

Our waiting lists are sub sectioned into the dates that you require the space (Sep, Jan, April)

*Please note: single sessions/ single days are not available.*

Acceptance on to our waiting list does not guarantee a place. We will contact parents/carers as soon as you are next within the list. We will let you know which sessions are available even if we cannot match your requirements. Once a place has been offered and accepted a £45 registration fee is required to secure the place.

If parent's/carers circumstances change at any time and the days that they require alter we ask that they let us know as soon as possible. Siblings will not automatically go on the waiting list so we ask that parents/carers put names on the waiting list as soon as possible to ensure they get a space.

If you are wanting to change your child's session once they have started then you will need to give us a months' notice to do so, if we can accommodate them.

If outside professionals require emergency childcare, and we are able to, then we will accommodate them.

Each room has a separate waiting list and children's details automatically transfer to the next room when they become old enough.

We offer home visits before a child starts, this gives parents/carers the opportunity to meet their child's key person and discuss the needs of their child. This also enables the key person to see the child in their own environment and start to build an attachment with them.

During the home visit parents/carers can arrange a mutually convenient time prior to their child's start date to come and visit the nursery with their child, to meet the key person again, and other staff members. This helps the child to familiarise themselves with the environment and builds on their attachment with their key person. We encourage parents/carers to make full use of the settling in visits by spending some time with their child in their room. Further information can be found in our Settling in Policy.

Government funding can be claimed for all children the term after their 3<sup>rd</sup> birthday. This entitles them to, up to 15 hours free child care per week, during state school term dates. If a child has government funding but attends with us on a 51 week contract then full fees will be charged in the holidays. There is no charge in the holidays for funded children who have been allocated term time only spaces. The same applies to children eligible for, and claiming the 2 year old funding.

Acorns Day Nursery works in partnership with other settings and professionals to provide continuity of care for children.

October 2016.