

## **Admissions Policy and Procedure**

We shall make every attempt to satisfy all requests for places whilst bearing in mind the balance between full-time and part-time children in attendance.

The total number of children at the nursery at any given time shall conform to that which is specified on the register.

The age range of the children at the nursery at any given time shall conform to that which is specified on the register.

If the nursery accepts children for day care, all of the following conditions shall be met:

- \* Staff-child ratio maintained as required;
- \* Required records maintained and filed;
- \* advance arrangement for care made by parents/carers;

Parents must be aware that the child will be de-registered if nursery fees fall in arrears and deposit will be forfeit.

### **Intake and registering procedure**

Manager or Deputy will be involved in each step of the Intake procedure.

During the initial interview:

- staff must get acquainted with the parents,
- answer their questions about the nursery,
- inform them about nursery expectations,
- take them for a tour of the nursery,
- Familiarise them with the forms that must be filled in before their child can be admitted. (It may be useful to go over the family information, the child's social history - home routines, likes and dislikes, the medical history, the emergency information record).
- To establish mutual trust it is important that these interviews are conducted in a non-threatening manner.

Timetabling of the interview must be done at the convenience of the family. The interview timetable and forms shall be submitted to the nursery management.