

1. Admissions Policy

Name of Responsible Person: Manager/Deputy Manager

Tigers Day Nurseries seek to admit all children to the setting whose parents wish to use the service, in line with its policy on equality of opportunity. All prospective parents are welcome to visit the setting, be shown around and ask any questions they may have about the philosophy, vision and values of the setting, its daily routines and the arrangements in place to offer the best standard of care to meet the child and the families needs. Details of all prospective parents are recorded and the information is held on file at the setting. A detailed prospectus is sent out to all those who request it, giving details of all the settings available through Tigers Day Nurseries. Parents and carers can also be directed to our website which has all up to date information on the settings.

Places are offered on a first come, first served basis but every effort is made to accommodate children, whilst strictly adhering to the adult to child space ratios that are a condition of the registration of our settings. We offer some free funded only hours for 2 year olds identified by the Local Authority as being 'in need' and also for some 3 and 4 year olds in receipt of 'free at source' LEA funding. We are able to offer additional services including extended hours, meals and services such as French, dance, football and music which we clearly inform parents of and ask them to agree to. We take into account the age and stage of the child, so we are able to plan in advance the child's progress through the nursery in accordance with their developmental needs. In the event of a child being placed on the waiting list, parents will be kept fully informed of the time scale within which a place would become available.

Procedures:

Admission procedure

Registration Procedure

Managing Waiting List procedure

Admissions procedure

- Initial contact made through parental enquiry
- Prospectus and basic information pack given to parent and visit arranged.
- Information given on how to access the website.
- Detailed show around for parent, outlining session times, fees, conditions of registration, key worker system, children's learning journals, base rooms etc.
- Show round pack given which includes current Ofsted report, menus and registration form.

Registration procedure

- Parent returns registration form with required registration fee. Promotional offers sometimes include free registration.
- Families in receipt of free hours for 2 year olds or those three and four year olds who have been allocated a funded only place without any additional services are not required to pay a registration fee.
- Written acknowledgment of receipt of this sent to parents
- If registering before baby's birth, parent contact required once baby has arrived.
- A term before the child's start date the nursery will contact the parents by letter and request a deposit of four weeks fees based on the numbers of days booked at registration.
- 60 days notice of changes to requested session is required otherwise the full fees for this period are payable.
- Childcare vouchers can be used by parents to meet this cost with a un-cashed cheque for the full amount which will be cashed if the parent withdraws
- A parent who experiences hardship can make a token payment at the Managers discretion
- The child's trial sessions can then be arranged by the Room Senior
- Entry profile form completed at either first visit to the setting or home visit can be arranged if agreed by the parent. At this stage parents are given access to our 'ParentZone' app so they can receive photos, observations and routine updates throughout their child's trial sessions.
- The amount of trial sessions are dependant on the child's needs and are at the discretion of the Nursery Manager
- In the event of a child having additional medical needs, we may have to delay their start date to enable staff caring for the child to receive full medical training in order to manage the child's needs safely. We would not start a child with medical needs unless we had received the required training and staff caring for them feel confident and competent in their ability to care for the child safely.

Managing the Waiting list Procedure

- Places are allocated on a first come, first served basis with consideration to those sessions requested and availability of these including free at source funded hours.
- Priority is always given to siblings of children already in attendance
- Places are allocated with reference to children being able to move around the setting as their changing development requires

- All families have an equal right to places
- Children will be placed on the waiting list and places are allocated on sessions, age groups, places available etc.
- If a parent refuses an available place they will be placed at the bottom of the waiting list.