Nursery Admissions Policy and Procedures

**Purpose of policy**

Ensure that admissions are undertaken in a fair and unbiased manner and priorities are given on a first come first served basis. We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures.

It is the policy of the Lizard C.H.I.L.D Trust to offer places from the waiting list to parents as they become available. The amount of time you wait for a place depends on particular variables which include:

1. We are registered for no more than 42 children at any one time
2. The child's age and the room they are to be placed
3. The type of care you wish to attain i.e. Full time, specific days, am or pm sessions, five mornings/afternoons

After the enrolment form has been received by the nursery your child's start date will be confirmed by email or in writing if preferred, when a place becomes available. A planned visit to nursery will be arranged for all children prior to them starting. The waiting list is reviewed regularly to ensure your place is up to date; if we cannot offer you what you have requested an alternative may be offered.

**To ensure that this process is smooth we will:**

* Keep a place vacant, if financially viable, to accommodate emergency admissions.
* Consult with families about the opening and sessional times of the provision so that as far as reasonably possible we can accommodate your individual needs.
* Request that you discourage your child from bringing in toys from home as we cannot accept responsibility for them. Occasionally children are asked to bring in items related to a topic of interest and these should be named to avoid loss.
* We welcome comforters (named) such as teddies and blankets whilst your child needs them.
* We will ask a parent not to leave their child in the provision, if that child is, or appears to be unwell or has an infectious condition.

Revised April 2020