

Admissions Policy

Admissions to our nursery / club are accessible to all children in our community.

Places are allocated on a first come first served basis, and are subject to availability in regard to registration numbers and ratios.

Priority is given to siblings of children already attending the nursery / club.

Where possible parents are welcome to visit the nursery / club prior to starting, the initial meeting will be our opportunity to give parents all the relevant information needed and give them a full tour of the facility. Brochures can be posted out to parents and info can be shared via email and social networking where needed or prior to viewing.

Parents then have the opportunity to take home with them all relevant information and come back to us to complete forms if they then wish to start their child in the nursery / club.

If a decision is made to start in the nursery / club signing the contract is an agreement to all policies and procedures in the nursery / club and the terms and conditions of the contract.

At registration you are asked to provide details of the days and sessions required this is your booking contract if after a period of time with the nursery /club you request to up the number of days booked, then after a month of the increased booking this then becomes your new booked contract.

If your days differ from week to week due to your own working rota we then ask you to make a minimum booking amount on the understanding that you book that number of days on a weekly basis and if more are required this is subject to availability and notice.

When increasing a contract, if we have availability we will make every effort to ensure you are able to increase as soon as possible, where staffing allows, however when decreasing a contract or terminating a contract we require a months notice, this is to allow us to give staff appropriate notice if the alteration or cancellation is likely to affect their contracted hours of work.

Sometimes a place may not be available and the child's name will need to be added to a waiting list, we will then contact you as soon as a place becomes available.

Expectant parents may wish to visit the nursery and provisionally put their child on the list prior to the birth to ensure a place is available.