



# Little Strides

## Admissions Procedure



## Aim of Policy

At the nursery, it is our intention to make our nursery accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

- Applications for places should be made on the Nursery Registration Form (can be located on eyLog).
- Upon receipt of a registration form, a letter of acknowledgement is sent to parents/carers confirming sessions, the start date and the first settling session. If a place is not available, they will be added to the waitlist on eyLog. They will be allocated to the person highest on the list that matches the available place.
- Parents with siblings already attending nursery and employees will be given priority.
- Full-time places will also be given priority.
- Other nursery policies and procedures are available to read at any time and are stored in the nursery office. A copy can be made for you on request.

## Conditions of Admission

### Registration

- To register your child/ren at the nursery, a completed Nursery Registration Form is required along with a registration fee and deposit – the Nursery Manager will confirm the amount with the parent/carer, in line with the nursery's terms and conditions.

### Part-Time Attendance

- With part-time attendance, we recommend either two full days or four sessions as we believe this gives the children a high level of continuity of care supporting a smooth transition.

### Payment of Nursery Fees

- All fees are charged a month in advance and must be paid monthly in line with the nursery's terms and conditions. Fees will be the responsibility of the person named on the Nursery Registration Form. Fees are payable during any periods of absence from the nursery, including sickness, holidays and during public and bank holidays.
- All fees are payable via Direct Debit, which you will complete once the start date is confirmed.
- All third party payments are accepted; please speak to the Nursery Manager.

### Calculation of Fees

- The nursery is open for 51 weeks of the year.
- The nursery closes for three days between Christmas and New Year, and all bank holidays. Fees are charged for only 51 weeks.
- The fee includes breakfast, lunch and tea, and snacks if applicable.

### Fee Reviews

- Fees will be reviewed annually and sufficient notice will be given.
- Please contact your nursery manager for guidance on funding/tax free childcare.

| Review date | Name        | Position                     | Signature |
|-------------|-------------|------------------------------|-----------|
| Aug 2022    | Nicola Reed | Head of Childcare & Training | N Reed    |