



## The Kings Road Nursery Admissions Policy

### Early Years Welfare Requirements

3.66- Equal Opportunities

3.50- Managing Behaviour

3.26- The Key Person

#### Key Themes:

**A Unique child  
Environments**

**Positive Relationships**

**Enabling**

### Statement of intent

The Kings Road Nursery recognise that leaving a child in the care of others can be a major experience. We will work with parents or carers to establish an open and honest relationship. A child starting nursery for the first time can need a lot of understanding and reassurance. Nursery staff will work in partnership with parents/carers to settle the child into the nursery environment. It is essential children feel happy and secure without their parents/carers to enable them to play and learn successfully.

Children need to be confident that their parents or carers will return at the end of each session. In order to achieve this:

- We encourage prospective parents/carers and children to be invited to a viewing, although they can complete an enrolment form beforehand.
- Admission to The Kings Road Nursery is staggered so we do not have too many new children starting at the same time.
- We encourage parents/carers to separate from their child for brief periods at first which can be built up to longer absences until the child is ready to be left for a whole session 'settling in' sessions.
- We recognise that at some stage the child may need to be left even though upset. In such cases the child will be given continual support by a member of staff. If the child continues to be unduly upset and is unable to settle, then the parent/carer will be contacted and asked to return.
- Parents/carers are welcome to telephone the nursery at any time to enquire about their child. Parents'/carers worries and concerns will be taken seriously.

- Parents/carers who are anxious about their child are to be supported and given reassurance and information about their child's activities and welfare.
- We recommend that parents/carers of children new to the nursery return early so the child does not become upset when other children are collected.
- Parents/carers should not be discouraged if their child does not settle in as quickly as others as children develop at different rates.
- Parents/carers are to be given all necessary reassurance and support during this time.

### **Admissions**

The waiting list operates on a first come first served basis, the order of priority is given to:

- Existing children
- Siblings both present and past
- New children

Places are divided into categories:

- Full time – five days per week
- Part time – one, two, three, or four days per week

### **The Kings Road Nursery is an inclusive setting and we welcome all families.**

Once an enrolment form has been received by the nursery, along with the fee of **£50 (which is non-refundable)**, an acknowledgment letter is sent confirming registration on the waiting list.

We are not able to guarantee start dates. Families on the waiting list will be informed of their progress either by email or phone. Parents are very welcome to contact the nursery to be advised of where you are on the waiting list.

Once a place has become available for a child, confirmation will be offered in writing, one month's deposit (**which is refundable once your child leaves**) is required within **7 days to secure the place.**

Parents/ carer's will then be invited into the 'Settling in' meetings, these happen prior to the child's first day and last for a minimum of a week, there is no charge for these.

We do not close our waiting list, it is open-ended. Should the nursery be full parents/carers are informed of the waiting list when enquiring about the nursery.

Parents/carers will be required to complete a contact card before leaving a child for the first time; this will include information such as, contact numbers, GP, allergies and dietary requirements. The first time a child attends nursery daily sheet will be started, this will record activities undertaken, sleep times, food etc. This diary sheet will be one of the ways we communicate with parents/carers.

It is very important to create an atmosphere of mutual trust and respect between parents and staff to ensure a happy and secure environment for the children. We are always at hand to help and listen if needs be, to promote partnership of care.

**Legal framework**

Children Act 1989, 2004

Equality Act 2010

Data Protection Act 2018 - GDPR

Date of review – JAN 2020	Signature of proprietors  Anna Brecht:  Tracy Mabbs:
Date to be reviewed – JAN 2021	