

ADMISSIONS POLICY



Tree Tops Day Care is a day setting in domestic premises meeting the needs of parents and carers in the Langstone, Hayling Island, Havant and surrounding areas.

It is the Nursery's intention to make itself accessible to all sections of the local community. We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures, and in order to accomplish this we will:

- Place advertisements for the Nursery in areas where all sections of the community can see them. This will ensure the Nursery is as widely known as possible.
- Provide information in clear, concise language, whether in spoken or written form.
- Monitor the gender and background of all new children joining the Nursery to ensure there is no accidental discrimination.
- Ensure that we do not discriminate against a child with a disability or refuse a child entry to our Nursery because of any disability.
- Be flexible about choice of session patterns as to accommodate the needs of individual children and families where possible.
- During the settling period, we will ensure that families are welcome in the Nursery for as long as it takes their child to settle.

All places are allocated on availability within the appropriate age group. It is the parent's responsibility to keep the nursery informed of any changes to their care requirements. This is explained to parents at the time of completing the child's application for a place.

This policy is enforced alongside the Equal Opportunities Policy.

The setting is able to support government funded places and works with parents to ensure they are receiving support they are entitled to for their child's care.

Waiting List

A place may be reserved once pregnancy has been confirmed by filling an application form and putting name down on the waiting list. This information may be shared with other professionals. For older children parents/carers may apply at any time. Parents will be contacted near their start date to inform of availability of sessions and where applicable arrange pre-visits and a time for the parents to complete registration forms and other necessary paper work.

Deposits

The nursery requires a £100 **non-refundable** deposit to secure a place. There is a £30 admin cost which is also **non-refundable**.

Children who are only using the Government Funding for 15hrs or 30hrs will not be charged the £100 deposit. Children who are using the Government Funded and additional hours will be charged the £100 deposit.

We require at least 4 weeks written notice if your child is leaving Tree Tops.

Registration Form

Children will be registered when the registration form has been completed.

Information will include:

- Family name
- Date of registration
- Date of birth
- Address
- Names of parents/carers
- Access Information
- Telephone numbers of parents/carers
- Emergency Numbers
- E-mail address
- Day care requirements
- Health and dietary details
- Health Visitor

Parents will also be asked to complete “Permission forms” for their child/children.

Additional Information

Tree Tops takes pride in working closely with parents to ensure home routines are followed for children closely within our setting. We may ask you to complete forms which support us in understanding your child’s home environment and routines. These may vary depending on the needs of the child.

If your child attends more than one setting, we may ask for their details to ensure care is informed and consistent, and that we are able to plan and assess learning objectives alongside other childcare professionals supporting your child.