



## **Admissions Policy**

Loughborough Nursery offers places to children ages 6 weeks – 5 years. The Nursery is open between the hours of 7:30am and 6:00pm, Monday to Friday, 51 weeks of the year excluding bank holidays. We offer a selection of sessions to try and meet the needs of all families. At Loughborough Nursery it is our aim to ensure that the Nursery is accessible to all children and their families.

Loughborough Nursery does not discriminate against any child with regards to their family setting or background nor do we discriminate against a child's sex, race, colour, religion, age or disability.

### **Enquiries**

Upon enquiry, an information pack will be given to prospective parents and an introductory visit will be arranged. On this visit parents will be informed on all aspects of the Nursery, and will answer any questions parents may have.

### **Registration**

When booking a child into Nursery you will be asked to complete a registration form. A deposit of £75.00 is required and is only refundable when the child leaves Nursery providing 4 weeks notice is given and all outstanding fees have been cleared. Once the registration form has been returned with the deposit and the terms and conditions have been read and signed, a place will be reserved for the child. All information upon registration will be stored in a secure place on the premises.

### **Settling in Sessions**

Once the registration procedure has been completed, settling in sessions will be available prior to a child's start date. At the first session the child and their parent/guardian will attend. This is when any additional paper work will be completed and copies of the relevant policies will be given to parents/guardians. There is no limit to how many settling in sessions a child can have as this will depend upon the child as an individual. However, all children will need to complete at least two settling sessions (one with a parent/guardian and one without) before starting at Loughborough Nursery.

### **Waiting list**

Places at Loughborough Nursery are subject to availability. If there are no places available, parents will be given the opportunity to join the waiting list. When a place becomes available within a suitable age group, parents of a child at the top of the waiting list will be contacted and offered a place. Priority will be given to those who require a full time place.



This policy was created by: Miss C Brindley

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