

# Admissions

## Nemo's Nursery & Pre-School

### Admissions and settling

#### **Allocation of places**

All sessions at Nemo's Nursery are subject to availability due to the increasing popularity of the nursery.

When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery. If a space is not immediately available, then the child will be placed on the waiting list. Spaces are offered to those at the top of the waiting list first or who's age is appropriate for the space available.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the EYFS.

Parents/carers are asked to contact Nemo's to arrange to visit our nursery at a convenient time. This may be out of normal nursery hours if restrictions are in force.

If a place is required, a registration form and booking conditions are read, completed, and signed and a registration fee deposit is paid. If we are able to offer a place, parents/carers will receive a confirmation letter from the nursery.

If we are unable to place the child, the child's name will be added to our waiting list and as a place becomes available at Nemo's nursery, it will be offered to the child who is first on the waiting list or who's age is appropriate for the space available.

Describe the nursery and its practices in terms which make it clear that all parents, carers, extended family, and others close to a child are without discrimination and made to feel welcome at the nursery.

Be flexible about attendance where possible so as to accommodate the needs of the individual children and families within the framework of our sessions.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. At the same time they read and sign our privacy agreement that is in line with GDPR.

#### **Drop Off and Collection Times**

The nursery front door is our main entrance and exit point. Our intercom system allows staff to observe those who wish to enter the nursery via a camera. Visitors are requested to stand in view of the camera so staff can clearly identify them.

Parents/carers are also requested not to allow other adults into the building, as it may compromise the security of the nursery. Both front doors should also be shut securely once entering and exiting the building, in addition to this the front gate should remain closed.

When allowing other family or friends to collect your child please provide them your child's security password and inform your key worker of the person/s who are collecting. Entry may be withheld if a staff member feels that proper evidence has not been given, or shown. A staff member may also intervene if a child displays an unusual behaviour i.e. unwillingness or excessive resistance, towards the individual who is collecting that child.

The nursery opens at 8:30am, entry into the building before then will not be permitted. Likewise children starting an afternoon session will not be given entry before 1pm.

The nursery closes at 5:30pm, if wishing to speak to staff about a particular subject, parents are advised to come before 5:30pm to allow adequate time for discussion with a member of staff.

Late charges will be applied if a parent/carer has been unable to collect their child after a specific time, this fee increases dependant of the eventual time of collection. If a parent/carer is unable to collect their child before 5:30pm, a call should be made to the nursery to make staff aware, and if possible give them an approximate time of collection. A minimum of two staff will stay with that child until they have been collected.

## **Settling Into the Nursery**

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help, and friendship and to share with their parents afterwards the new learning experiences enjoyed in the nursery. We also want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership in the following ways:

We have flexible admission procedures, if appropriate, to meet the needs of the individual family and child. We also encourage parents to separate from their children for brief periods at first, gradually building up to longer absences. During the first settling session, parents are able to stay for a short while to cover all the information that staff will need for a successful settle.

We reassure parents whose children seem to be taking longer than expected to settle into the nursery. In this case staff will endeavour to gain a better understanding of the child's interests and favourite activities so that they are able to offer a fun and stimulating environment when first coming into the setting.

Our parent portal gives parents lots of information regarding their child's day including activities, meals, sleeps and nappy changes.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedures aim to help parents and children feel comfortable in the nursery,

to ensure that children can benefit from what the nursery has to offer, and feel confident that their parents will return at the end of the day.

Charges will still apply whenever children are unable to attend due to illness during the settling sessions. We are happy to rearrange new settling dates and times when the child is ready to start the sessions again.