



Admissions Policy

- 1 The nursery will draw up a list of the names of children whose parents wish them to attend the nursery, together with preferred start dates and number of sessions required per week.
- 2 Child numbers will be strictly regulated so that the maximum legally permitted is not exceeded.
- 3 Prior to the child's attendance at the nursery, the parents or carers must complete and sign a registration form and 'Partnership with Parents' agreement. These provide the nursery with the following vital information:
 - Name, home address and date of birth of each child
 - Starting date and number of sessions required
 - Arrangements for payment of fees
 - Name, address and telephone number of parents or carers
 - Emergency contact numbers
 - Names of people authorised to collect the child
 - Special dietary requirements
 - Name, address and telephone number of child's doctor
 - Illness and inoculation details
 - Details of any allergies
 - Parental consent on emergency procedures
- 4 Parents or carers will also be asked to provide the nursery with any further information which they feel will enable us to take the best possible care of their child/children, in the form of an 'All About Me' form. This should include particular likes/dislikes, bottle feeding habits, sleeping patterns toileting requirements etc.