

ADMISSIONS POLICY

Bowden House Day Nursery is registered for 35 children:

7 children between the ages 6mth and 24 months.

13 children between the ages of 24 months – 3 years.

15 children between the ages of 3 – 5 years.

We will offer full time places based on a 10 hour day, or part time places morning or afternoon sessions. The setting will open Monday – Friday exclusive of bank holidays 51 weeks a year.

Hours of operation will be between 8am and 6pm encompassing full day care needs. There is also the option to book the Early Birds Club, one weeks notice is required and children will be able to attend the setting from 7.30am for an additional charge, maximum no of places is 10 at any session.

It will be the responsibility of Mrs. C J Humphreys, Mrs. J M Fairbrother to carry out the admissions procedures. Children will only be offered a place in the nursery when the following matters have been addressed:

- 1. Places can be reserved for children prior to 6mths of age on completion of a registration form and receipt of registration fee.**
- 2. Places will be allocated in respect of staff/child ratio.**
- 3. Children will be eligible to attend nursery at 6mths of age.**
- 4. Once the children begin school they will no longer be eligible for admission.**
- 5. Priority will be given to children who have siblings within the setting.**
- 6. On admission to the setting individual child development records will be completed between one of the management team and parents. These will be confidential and kept in a locked cabinet.**
- 7. Your child's birth certificate will need to be shown to the nursery manager on admission. This is to ensure that the correct name and date of birth are recorded on your child's records. We must also clarify who the legal parents/ carers are for the child. If this is not detailed on the birth certificate then please bring along legal documentation to prove guardianship of the child. This is to comply with Safeguarding of Children requirements.**
- 8. A minimum number of sessions is required per week, this may comprise of two half day sessions or one full day.**

We never have discriminated, and have no intention in the future of discriminating, against any child on the grounds of sex, religion, colour or creed.