



ADMISSIONS POLICY

Our aim is to ensure that the nursery is accessible to all sections of our community by widely advertising the nursery in written and spoken form. We will advertise in local media, community centres and some public buildings. We will, where possible, try to provide information in Braille or languages other than English.

We would also request that or offer to:-

- Before attending nursery all parents of the children must complete a registration form. This form must be filled in honestly and accurately because the information on it could be valuable to us at some time or another.
- A deposit is to be paid up front to secure your child's place in advance of a start date. Please speak to Joanne or Lianne regarding this. The deposit is refundable off your last months fees or when your child finishes nursery.
- We always offer settling - in sessions in the two weeks before a child starts at nursery. These sessions are an hour long and we usually offer two per week. Some children may need more or less than this but each child will be reviewed on an individual basis.
- A waiting list for places in the nursery would be arranged on a first come first serve basis. We may also take into account whether other siblings from the family already attend the setting. No more than 29 children can

Sunny Beach Day Nursery

T - 01253 716004 E – info@sunnybeachnursery.co.uk

The Dalmeny Hotel, 19 – 33 South Promenade, Lytham St Annes, Lancashire, FY8 1LX
Sunnydays Childcare Limited Company Registration Number 8219093



attend in any one session with not more than 9 being under 2 at any one time.

- Nursery grants are available for children the term after their third birthday and to all four year olds. We will inform parents if they are eligible
- We will try to be flexible to change sessions for appointments such as dentist or doctors but we do not change sessions to incorporate a holiday.
- The nursery cannot take responsibility for the loss or damage to personal items or clothing that the children bring to the setting. We do ask that you provide spare clothing for your child in the event of accidents or messy play.
- To ensure we keep our waiting list operating efficiently, it is compulsory that if you wish your child to leave the setting, under any circumstances, one months notice is given or the next months fees owing are paid in full. This also includes the permanent reduction of a session or sessions.

Date of policy:-

Signed:-

Review date:-

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