

Admissions policy

Enrolment And Admissions Procedure Show rounds for prospective parents / carers are currently by appointment only. Our enrolment pack includes our contract and all other relevant paperwork that needs to be fully completed. You will need to provide all of the children's details (name, address and date of birth) and parent / carer details (name, address and contact phone numbers). Also authorised persons list for people who will collect children from the nursery. As well as this information any allergies and or medical conditions must be listed then an Individual Health Care Plan will be written together with the parent / carer and if required any medical professionals, this is to ensure continuity of care. Permission boxes are also optional for signing for example – nappy cream, photographs. We also require a copy of your child's full birth certificate on entry.

Settling In All children enrolling are invited to attend for at least one session prior to starting nursery to meet their key person, the staff and other children. Parents / carers are involved in the "settling-in" period. This can vary considerably for different children. Initially parents / carers may be asked to stay with their child for a short time building up gradually to separation. Tracking and an initial assessment will begin to be completed whilst settling in with the key person and parent / carer.

Early Years Funding Entitlement We have a number of 2, 3 and 4-year-old funded spaces available. We provide universal 15 hour places and also 30 hour places for those who qualify. Funded places are free and you have an option to pay for your child's snack times, lunch times & dinner times whilst attending the nursery.

We are happy to provide stretched funding over 51 weeks of the year rather than 38.

We try to be as flexible as possible to accommodate how parent / carer take their funded hours dependant on available space. We can provide sessions or full days dependant on your need.

Extra hours can be taken on top of Early Years Funding Entitlement and payments will have to be made for the extra sessions.

Nursery Sessions We operate on two sessions a day. Morning sessions start at 8am and finish at 1pm. The afternoon session starts at 1pm and finishes at 6pm. Extra hours on top of sessions and shift patterns are available at the Nursery Managers / Deputies discretion

Children may attend full time or less but it is a recommendation that they attend at least 2 sessions to ensure continuity. We aim to be as flexible as we can to accommodate parents/ carers.

Change of Sessions Any change to sessions must be agreed by the Nursery Manager / Deputy and a change of session form filled out and signed.

Nursery Fees A non-refundable deposit of £50 is payable before children start Eversley Nursery School to secure a place for your child. All fees are payable on the child's first session of the week. Monthly payments must be in advance. A £5.00 late charge will be made if there are any arrears on accounts at the end of each week. A contract must be signed by parents / carers in agreement with our terms and conditions.

Vaccinations Is your child up to date with their vaccinations? Children receiving out of home care, including at nursery and playgroup, have more opportunities to come into contact with infections, so it is especially important to make sure they have had the vaccinations due. It is never too late to have your child immunised. If they have missed one you don't have to start the course from the beginning again. Contact your local Health Visitor or doctor for advice.

**This policy was revised & updated on the 15th August 2022
Eversley Nursery School**