

Favours Day Nursery Ltd Policy and Procedure

Admissions

At Favours Day Nursery we care for children between the ages of 3 months and 7 years.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

Places are offered on a first-come first-served basis while being mindful of making best use of our occupancy and staffing levels within the nursery. A nursery place can be booked no more than 9 months in advance to ensure maximum efficiency.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a registration form. This form provides the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providers eligible to provide government funded places for early education

At Favours Day Nursery we currently provide a limited number of government funded places for children; this is subject to availability. These places will be allocated on a first-come, first-served basis and can be booked a term in advance. Please note for the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child's birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

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A. Cooke

Written with guidance from the National Day Nurseries Association