

Admission Policy and Procedure



At Jo Jo's Day Care Nursery Limited we care for 45 children between the ages of three months and eight years.

The Nursery is open Monday - Friday from 8.00 am to 6.00 pm throughout the year, apart from bank holidays and the period between Christmas and the New Year.

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.

Registration for each room is:

Sea Horses	0-2 years	9 children
Pebbles	2-3 years	11/12 children
Sea Shells	3-4 years	25 children
Star Fish	4-8 years	

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.

We monitor the gender and ethnic background of children joining the group to ensure that 'accidental' discriminations do not take place.

Matters such as availability of places, the age of the child and the registration requirements will be taken into account when children are offered a place within the nursery.

In addition our policy may take into account the following:

1. The vicinity of the home to the nursery; and
2. Siblings already attending nursery.

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.

Admissions

If a child has not started nursery by the date indicated on their application form we cannot hold the place or guarantee future availability unless full fees are paid during the interim period. This may also affect your position on the waiting list.

Waiting List

During your time on the waiting list you will be contacted from time to time to determine whether you are still interested in a place and also to give you some indication of when a place is likely to become available. However, you are also encouraged to contact the Nursery (Email contact@jojodaynursery.co.uk , Tel 01227 361377) to ascertain the latest position regarding occupancy. It is essential to the efficient running of the nursery and to other prospective parents/carers that you notify us immediately should your required days or details change. Also if alternative childcare arrangements have been made and you no longer require a place.

To help with initial administration costs a £30.00 non refundable deposit to register and secure a place is required, then a £50.00 refundable deposit as well as the initial payment. Only upon receipt of this will the place be confirmed (subject to availability).

You will receive a FREE Jo Jo's T-shirt and Jumper once your child has started, which is compulsory within the Sea Shells Room (3 and 4 year olds).



Confirmed Start Dates

Please note that by securing a place for your child we have had to turn someone else away. If a parent or carer wishes to make changes of any sort, even if the child has not started yet, we have the right to charge from the original start date stated on the letter confirming your place.

We will never discriminate against any child on the grounds of sex, race, religion, colour or creed. The Disability Discrimination Act 1995 lays down a legal obligation on us to consider those designated disabled or disadvantaged, using as far as possible the same criteria as for all other children.

We will, in their case, however, carry out an additional review of their individual circumstances and requirements, and then assess our ability at the nursery to meet those needs following our special needs policy. This is necessary to fulfil our prime objective, a standard of care that ensures the welfare of all the children, all the time.

We are Inspected by the Office for Standard in Education (OFSTED) and also seek their advice and guidance when necessary.

Prior to a child-attending nursery, parents must complete and sign a contract (Child's Pack) and registration form. These forms provide 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.

Government funded places for early education

Jo Jo's Day Care Nursery Limited offer free places for two/three to five year olds for early learning sessions specified by the local authority (subject to eligibility). These places will be allocated on a first come, first served basis.

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, we will accommodate your wishes.

Date Monitored: 12th October 2022

Name: Jodine Grutzmacher

Signature:

Review Date: October 2023

