

## **1.3 Admissions Policy**

Wonderland Day Nursery is registered for 124 children between the ages of 3 months and 5 years. We operate an inclusion and equality policy and ensure that all children and families have access to nursery places and services irrespective of their gender, race, disability, religion or belief or the sexual orientation of parents but subject to our availability.

**Before we offer a nursery place, we'll consider the following:**

- The availability of places from the required start date and throughout the child's expected time at nursery.
- We will give priority to new children who have siblings already with us.
- Children applying for full time places will have a priority over those requiring part time places.
- Available places will be offered to children on a first come first served basis.
- Children on the waiting list the longest will be offered any available and suitable places as they become free.
- For children with special educational needs or disabilities we will discuss with parents what reasonable adjustments may be required for us to meet the child's individual needs. Please see our entry online in the Hertfordshire Directory or our website for further information about our local offer.

### **Registering your child**

Prior to a child joining Wonderland Day Nursery parents must complete and sign a registration form which includes our terms and conditions. Our new starter forms provide the nursery with personal details relating to the child for example, their name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, contact details for parents, doctor and health visitor contact details, child's allergies, parental consent etc. Parents must also provide us with the child's NHS number and copy of the child's birth certificate or passport as evidence of their date of birth.