

Tulips Day Nursery

Policy for Admissions – General

POLICY FOR ADMISSIONS – GENERAL

Aims

- ◆ To give children and parents as much information as possible about The Tulips Day Nursery Ltd and the care and education we provide.
- ◆ To make each child's start happy and successful.
- ◆ To begin a lasting partnership with parents.

Procedures

Children are admitted in as and when there are vacancies to a maximum of 20 children per session.

Parents are asked to telephone to make an appointment to visit the Manager in order to discuss their child's admission to the nursery, and to look round (with or without their child) before the child is admitted. No child is admitted until personal contact has been made.

Parents with a child already at a nursery in the area are asked to discuss the possible transfer with the Manager of that nursery. We do not recommend parents should remove their children from a local nursery without good reason.

A copy of the Nursery Prospectus is given to parents, who are asked to complete a Registration form for their child before admission. The child is provided with a Welcome Pack. If the child is in his/her term after having already turned 3 years of age. An NEG form will be given to the parent to complete – with a copy being sent to the NEG team (SCC) and a copy being retained by the nursery.

Once the child has been admitted, parents are asked to keep in close contact with the child's named Key Worker, to ensure that their child's transition to the Tulips Day Nursery goes smoothly.

On entry, the named Key Worker will assess the child, to gauge the levels at which the child is working and to diagnose whether extra support or reference to the SENCO is necessary.

Further Information

Useful Documents and Resources

DfES	Organisation of Nursery Places (Circular 9/99)
DfES	Nursery Admissions (Circular – regular updated)