

# **Beechwood Childcare Limited**

## **Admissions Policy**

1. Children are admitted to the nursery, school clubs and/or holiday club upon application from their parents or carers if they have reached the appropriate age for the setting. If a vacancy exists a place will be offered immediately, if not their name will be entered on the waiting list until such time as a vacancy arises.
2. Parents are encouraged to visit the nursery or club with their child before the child is due to start in order that they both become familiar with the routine and staff. This is particularly relevant to nursery children where it is quite likely to be the first time that the child is to be left for any length of time without their parents. Parents can stay with their child until they are confident about leaving them in our care.
3. We welcome applications from parents of any child, including those with special educational needs. Parents should discuss any such needs with the school club manager, nursery manager or deputy as appropriate in order that a suitable programme can be worked out for each individual.
4. To register a child for nursery a non-returnable fee of £20 is payable. Once a place has been offered and accepted, a deposit representing 4 week's fees is payable (nursery only not applicable to fully funded places) This is deducted from the last month's fees but is not returnable if a place is subsequently cancelled. No offer of a place is made until receipt of the completed registration form and registration fee.
5. At some times of the year it may be necessary to operate a waiting list. Names are placed on this list in order of the date of application. Places are offered strictly in rotation as and when a vacancy arises.
6. Being a member of the nursery or Beechwood school club does not necessarily guarantee a place at a school club or holiday club, although every attempt will be made to make parents aware of the options open to their child as they reach school age and as each holiday period approaches. Please note that attendance at a nursery attached to a local education authority school does not guarantee a place at that school.
7. Beechwood retain the right to withdraw or refuse admission to any child who is disruptive, unsuitable or suffering from any illness which could endanger the other children.
8. If any queries arise regarding admission, they should be referred to the nursery officer in charge or deputy or in the case of the school and holiday clubs the specific club supervisor or the school clubs manager.