



## Admissions Procedure Policy

A prospectus is available to parents on request and can be either collected from the setting or posted out to prospective parents. This booklet contains information on the setting, photographs and contact details.

We actively encourage parents to visit the setting while sessions are in progress so they can see how we operate and the interaction between the staff and the children. We request that parents make an appointment for these visits so that they do not have an impact on the running of the setting.

We request that parents complete an application form and then they are either placed on a waiting list or offered a place if there are vacancies in the setting. We do not charge for being on the waiting list; however, we request that parents keep us informed if they take up a place at another setting and no longer wish to remain on our list.

Before admission we will require parents/carers to complete a comprehensive pack of documentation. This provides the setting with permission for events such as outings and the taking of photographs and detailed information on their child enabling us to provide continuity of care where possible, as well as meeting the child's individual needs.

On admission, it is our policy to offer two two-hour sessions free of charge to assist with the settling in of the child into the setting. These sessions are only available once payment of one month's fees in advance has been received and need to be pre-arranged with the allocated key worker to ensure they are available to provide the additional support the child may require.

See our [settling in policy](#) for more details.

All children are welcomed to attend our sessions and we make no discrimination. Children and families are all valued, regardless of their ethnicity, culture, religion, disability, sex, social and economic background, etc. We demonstrate a commitment to working with parents to provide an environment that is suitable for their child's individual needs, this includes supporting children in developing independent toileting, and we will not exclude children using nappies.