

## **WOLDINGHAM NURSERY CLASS**

### **ADMISSIONS POLICY.**

Any child is welcome at Woldingham Nursery Class for any session that they require, providing there is a vacancy for the required session/s.

A completed application form and a £30 registration fee is required in order to hold a place open for a child. (This does not apply to children in receipt of Early Years Funding) During the half term prior to the child joining the Nursery, a member of the staff at Woldingham Nursery Class will contact the parent/carer to arrange a suitable time for that child and parent/carer to come for their introductory settling-in sessions.

The parent/carer must complete and sign the registration form which provides the Nursery with the following details:-

Name, home address and date of birth of the child.

Name, telephone numbers and email address of parents/carers.

Emergency contact numbers.

Who has legal responsibility and legal contact for the child.

Child's doctors name, address and telephone number.

Special Diets.

Illness and Inoculation details.

Parental consent on outings and action in the event of emergencies.

Permission to assess and observe the children regularly.

Permission to take the children's photographs to be used within the Nursery and to use for assessments.

Parents/Carers will be also asked to provide the Nursery with any further information which they feel would enable us to take the best care of their children, and they will be issued with an "Registration and All About Me Booklet" to complete for this information.

Security arrangements for collection of children.

A description, or a valid agreed password is to be given to the staff together with the details recorded in the collection book in order for children to be collected by anyone other than the nominated parent/s or carer. Entry can be forbidden to parents, if the parents have separated and we have a copy of the court order issued to the family along with a written letter to the Nursery to confirm these details.

### **Waiting Lists.**

If Woldingham Nursery Class cannot offer a child a place for the sessions required, the child's name is added to the waiting list. If a place becomes available, the Nursery will contact the parent/carer to offer the child a place.

The waiting list is reviewed regularly.