



The Wye Nursery Policies and Procedures

Admission Policy

The Wye Nursery are registered with OFSTED to provide day care for children from birth to 5 years old.

It is our intention to make The Wye Nursery genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of The Wye Nursery is widely known in the local community. To do this, we will place advertising notices in places where all sections of the community can see them.
- Arrange our waiting list in date of application order, however, priority will be given to parents who already have a child in the setting. A parent will be offered a place for their child as soon as a suitable one becomes available and arrangements will be made for a look around the nursery if not already done so, where the admission pack will be given out to the parent/carer for completion.
- Have a maximum number of places available at any one time. These are 6 places in the kite room, 12 in the butterfly room and 16 in the bumble-bee room which equates to 34 altogether.
- The Wye Nursery aims to make provision in the community regardless of domestic background and welcomes input from all relevant carers, in accordance with our **Equal Opportunities Policy** which we ensure is widely known through having copies of our policies available for viewing and publishing them on our website.

Admission Procedure

- Parent/carer makes an enquiry for a childcare place.
- Contact details may be taken to be placed on the waiting list if no spaces are available immediately.
- When a space becomes available, the management will call to advise and arrange a look around the nursery.
- Upon completion of the visit to the nursery and the parent/carer wanting to take up a place at the nursery, the admissions pack is given out for completion and a first complimentary settling in session will be arranged. The completed admission pack should be handed back to the nursery at this first session.
- Further complimentary settling in sessions (at the discretion of the manager) will be arranged until nursery and parent/carer have both agreed that the child is ready to start their planned sessions.