1. Here at Stebbing Green Day Nursery it is our policy for the Manager, Deputy Manager or a Senior member of the team to show any prospective parents and children around the Nursery. We prefer an appointment to have been made at a mutually convenient time for both parties to enable us to avoid double booking, our particularly busy periods (parent collection/drop off) and children’s rest and mealtimes. We will ensure that the existence of the nursery is widely known in all local communities by advertising the nursery online, in local schools and community areas in places where all sections of the community can see them. We will endeavour to translate texts where necessary.
2. When we are showing a parent around, staff are encouraged to explain the activities that are taking place in their own rooms. Staff will also explain how the key person works in partnership alongside the parent to plan individually for their child based upon their needs and interests. We will describe the nursery and its practices in terms which make it clear that it welcomes Both fathers and mothers, other relations and carers including childminders, and people from all cultural, ethnic, religious and social groups, with or without disabilities.
3. A Registration and terms of business form will need to be completed and signed by the parent before we accept admission along with a registration fee to secure the booking. We offer settling in sessions for all prospective children, but details of contact numbers, allergies or medical needs must be obtained before being left by the parent/guardian for the first time.
4. Upon admission the parent can stay to see the child settled, however there are occasions where it may be advisable to leave as the majority of children do settle once left. To reassure a parent we welcome telephone calls to check on how their child is throughout the day, and will post regular updates using our Famly app.
5. The Nursery carries out a progress check for each child between the ages of 2 and 3 years of age. The checks will be written in a short summary which will review each child’s progress, their strengths and other areas where the child’s progress is less than expected. The written summary will be discussed with parents/carers who will be advised to share information with relevant professionals such as health visitors and teachers.
6. We will make our Equal opportunities policy and local offer widely known, never discriminating against any child, parent or carer on the grounds of sex, race, religion, colour or creed, disability, pregnancy, marriage or civil partnership.
7. We accept Funding from the Local Education Department at Essex county council, as well as childcare vouchers from voucher providers.
8. We try to be flexible about attendance patterns to accommodate the needs of individual children and families. Sessions may be changed or adjusted with prior written notice of at least one month. We allow, where there is availability, for parents to book their children into extra ad-hoc sessions when required.
9. Vacancies are filled on a first come first served basis from the waiting list for each age group, Provided that a registration form and registration fee has been received from the parent/carer.

**Required paperwork and costings for registering a child:**

* Completed registration form including emergency treatment consent, emergency contact information.
* Administration Fee £50
* 50% of the Monthly fee ( this will then be deducted from the 1st invoice)
* Any health, medical or allergy plans
* Any additional needs information

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| |  |  | | --- | --- | | This policy was adopted by Stebbing Green Day Nursery | Date: 8/4/2019 | | To be reviewed: September 2020 | Signed: Terri Barnett |   Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]* |
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