

Admissions policy

Here at Birchwood Private Day Nursery any child will be admitted irrespective of race, sex or religion.

Special educational needs will also be considered on an individual basis as long as the setting feels that we can meet the child's individual needs and have the right tools to help develop the child's learning.

Any visitors to the setting are asked to provide photo I.D to gain access into the setting.

The procedure will normally be as follows:

A visit will take place with the parents or carers of the child/children at the setting to view the nursery and to discuss any information, to meet the staff and to get a feeling of the environment.

A discussion of the day to day running of the nursery showing them routines, equipment, the EYFS Curriculum and answering any questions that they may have.

Completion of an enrolment form, giving details of the child and parents/guardian details which would include address, phone numbers, doctor's details ect.

A deposit of £50.00 is required to secure the child's place if the booking is for more than a month away. The deposit will be returned when the child leaves the nursery or can be deducted from the first week's fees.

All new children's fees must be paid in advance to the setting.

Date: 2015

Reviewed: 2016