



Admissions Policy

1. Puss 'n' Boots Day Nursery admits children from the age of 3 months to school entry age.
2. All nursery places are allocated on circumstance basis following spaces that we have available in the Nursery in line with varying requirements. If two or more people require the same sessions, we work on a first-come first-served basis and in accordance with the Equal Opportunity Policy. Priority is given to children whose parents already have children within the nursery.
3. There is a waiting list for the Nursery, and applications are dated on receipt. On confirmation of a place, parents are required to pay a deposit of £225-00. £150-00 will be deducted off the first month's fees upon starting the Nursery. Parents' sign a declaration that they are aware a space is being held and that should they wish to cancel the space, the deposit will be held if notice is not given.
4. All spaces offered to children will be confirmed in writing
5. Registration fee is payable to confirm a space given.
6. A space is always guaranteed for a baby to progress to the 2-5's unit even if it means holding a space for a period of time.
7. Pupil numbers will be strictly regulated so that the maximum legally permitted is not exceeded.
8. Prior to a child's attendance at the nursery the parents or carers must complete a registration, enrolment form and Nursery Parent Agreement.
9. Parents are updated and kept informed of changes to the waiting list when they are waiting.
10. All parents are asked to fill out and complete a 'starter pack' which is given to parents on the child's first settle.
11. Parents are added to the e-mail list so they can be contacted about newsletters etc
12. Tapestry account is set up and activation information is sent to parents/guardians for their child.