



Little Angels Day Nursery & Pre-Prep School



Admissions Policy

Admissions and Charges

We have the facilities to care for children ages four months to five years. There is a registration fee to register your child at Little Angels and to be placed on the waiting list. This is to cover administration charges and is non-refundable. Once a child is on our waiting list as soon as a place becomes available, parents are informed and a start date is agreed. Upon acceptance of a nursery place we require one month's fees that we hold as a refundable deposit. The deposit is refunded if at least three months' notice, to finish at the end of a calendar month is given that a place is not required or when the child is attending at least two months notice to finish at the end of a calendar month is given for the termination of the place. Fees are as laid out in the current brochure.

We require children to attend for a minimum of three sessions per week (a session is made up of a morning or afternoon slot) to ensure consistency for each child's education and care.

We operate an inclusion and equality policy and ensure that children have access to nursery places and irrespective of gender, race, and religion or if a child has SEND.

Admissions Procedure

We recommend that parents come for a visit to view the nursery and meet the staff team. We request that parents arrange for an appointment to be made so they can meet with Caroline Thompson (Director) who will show each parent around the nursery and discuss any questions or concerns they may have.

On admission to nursery we require the following information on each child.

- Child's Full Name
- Date of Birth

- Name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with.
- Emergency contact details for parents and/or carers.
- An alternative emergency contact
- Details of Doctor.
- Medical History of child
- Any known allergies

Policy 1

Non Payment of Fees

We require that all fees be paid by standing order on the 25th of the preceding month. Please note: There is no reduction in fees for absence due to holidays or sickness. Non-payment of fees will result in fees being deducted from the deposit and may also result in the termination of your child's place at the nursery.

Attendance

Where possible all children should attend school regularly and arrive punctually.

Early Years is not compulsory but regular and consistent attendance is an important part of the experience for the child. If your child is unable to attend we ask you to call and let us know on the first day of absence. We are required to monitor and promote children's attendance.

Created by staff team 2000

Reviewed January 2019

Next Review date January 2020