



## Admissions Procedure

Here at Sunnydale Nursery Ltd, we ensure that our setting is accessible to all children and families in the local community and further afield through a comprehensive and inclusive admissions policy. We strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the company within targeted age groups.

We are a Private Day Nursery setting with 12 places available in the Baby Room, 24 in the Toddler Room, 24 in Pre-School and 16 in the Shack. We are open 51 weeks of the year, 7am – 6pm, excluding Bank Holidays and we close for 1 week at Christmas.

At Sunnydale Nursery Ltd, we ensure that information about our setting is accessible via written, spoken form or online via EY Log. We offer full time, part time and funded hours, depending on availability. We do not operate a waiting list; however we do open and close our registrations at set points throughout the year. Priority is given to our current families as they transition through our setting, then on a first come, first served basis or where children are classed as vulnerable.

### **Admission Procedure**

1. When receiving an enquiry, we will add this to EY Man under the enquiries tab to generate a brochure which will be sent straight to the parent or carers email.
2. We will then book in a show around where a visit time and date will be decided with the parent/carer. EY Man will generate reminders straight to the parents/carers email. On the day of the show around, they will be greeted by a member of the management team or Room Leader who will give them a tour of our setting and outdoor area answering any questions they may have. A show around includes:
  - Meeting staff
  - In depth information about relevant rooms, planning procedures, routine, learning journeys, snack and mealtimes etc
  - A chance to ask questions
  - Tour of whole nursery including outdoors
  - Discuss days and times you require \*subject to availability\*
3. If you decide our Nursery is the right place for you and we have availability within the room your child will be placed, we will send the registration forms via EY Man. Once filled out and the registration fee and deposit paid \*where necessary\*, we will then book in a Home Visit (please refer to our Home Visit policy for in depth detail of how this is carried out and what this entails).  
**Please Note: A Home Visit will only be carried out if the registration form, booking and registration fee has been received.**
4. Once a Home Visit has been carried out and all relevant documentation has been adequately filled and received, we will book in settling in sessions for your child. The amount of sessions booked in will differ for each family, some children need more than others and these can be discussed at the end of the Home Visit.
5. Once the settling in sessions have been completed and both Parents/Carers and the child(ren) are happy, we can book in a start date where your child's days and hours will begin from that day forward. This is usually the day or week after the last settling in session has been carried out. Again, this differs for each family.

This policy was adopted on:	July 2023
This policy was updated on:	July 2024
Date updated version given to staff & parents:	July 2024
Date for review:	July 2025