

## **Admissions Policy- March 2015**

At Toots we know how important it is for parents to choose the right place for their child and to settle their children so that parents can go to work with confidence. For this reason we encourage families to visit the nursery before applying for a place so that we can speak about the way Toots runs, how we will care for your child and it gives you a chance to ask questions. If you would like to apply for a place a non-refundable admin fee of £20 will be charged.

We offer places according to our waiting list, giving as much notice to prospective parents as possible- generally 2 months. Once a place has been offered we require a £200 deposit to be paid within 7 days or your place will be forfeited. The deposit will be refunded when your child leaves Toots and we require 4 weeks notice of intention to leave. If for any reason your child fails to attend once your place has been booked we will retain your deposit.

Important information:

- 1) Complete your form clearly and accurately.
- 2) If your child suffers with a medical condition or has relevant medical history/social history, we will need to be informed of the details so that we provide good care for your child. This includes details of any other professionals who are working with your child.
- 3) Priority will be given to siblings of children who are currently in the nursery and a £200 deposit will need to be paid per child.
- 4) We work from the waiting list when offering places. If we cannot match your request we will offer whatever alternative days are available and aim to contact you 2 months in advance of your intended start date.
- 5) We accept funded places and children in receipt of the 2 year old Grant- subject to availability.
- 6) Parents must comply with our terms and conditions, policies and procedures; this is conditional when accepting the place.
- 7) We constantly review our waiting list and ask you to update us if your information or requirements change.
- 8) If you no longer need a place please let us know. We will automatically remove names from the waiting list six months after the requested start date unless you advise us otherwise.
- 9) We offer places in good faith according to information received and maintain the right to withdraw the offer of a

place if parental requirements have changed. Please note that if we offer you a fulltime place and you now require less days we will offer the place to the next person requiring fulltime before considering other applications. If you decide to return to work later than the date on your form you will join the waiting list for that month or pay from the initial date if you wish to reserve the place.

**When you are ready to start:** We have a two week settling in period which commences two weeks before your child's official starting date. During this period we aim to familiarise ourselves with your child's personality and routines. We will charge you for the time your child is in the nursery and not for whole days. Full fees commence from your child's first full week and we will bill the first month separately. We advise you to set up your voucher scheme if applicable, before your child starts.