

# Admissions Policy

1. The Green Umbrella Nursery and Pre-School admits children from birth to school entry age.
2. All nursery places are allocated on a first come first served basis and in accordance with the Equal Opportunity Policy.
3. There is a waiting list for the nursery, when spaces become available they will be offered to the next child on the waiting list in the age group of the space that is available.
4. On confirmation of a place, parents are required to pay a £100 deposit.
5. Places will not be secured until the deposit has been paid, if deposits are not received within 2 days of the space being offered available places will be offered to the next child on the waiting list. This deposit is non refundable in the event of cancellation of the space.
6. Preference is given to parents who already have a child in the Nursery. A 5% discount will be offered to any siblings booking into the nursery, this discount will be provided on the lowest value of the two or more bookings and will cease when only one child remains at nursery.
7. Child numbers will be strictly regulated so that the maximum legally permitted is not exceeded.
8. Prior to a child's attendance at nursery parents/carers will receive a prospectus and are required to complete a Registration Form along with other documents collated in the Registration Pack. Parents must also provide a copy of their child's birth certificate when returning the completed registration pack.
9. Parents/carers are made aware of the Operational Plan, Policies and Procedures during the induction process.
10. Settling in sessions are arranged, the child must attend the settling in sessions before starting.

**Other related documents:** **Equal Opportunities Policy (Pg 38)**  
**Settling In Policy (Pg 110)**  
**Registration Pack**  
**Key Worker and New Child Induction**

**All policy documents are subject to regular review**  
**This policy was reviewed: October 2012**