

PARENT/CARER POLICY **ADMISSION & WAITING LIST PROCEDURE**

All parents/guardians are welcomed into the nursery. Enquiries made either by phone or in person will be handled by a senior member of staff who will provide a full information about the nursery and the fee structure.

Parents are welcome to visit the nursery and meet all staff; we offer an open door policy so that parents can come in at any time within nursery hours and have a tour of the nursery. The senior member of staff will be happy to answer any questions you may have.

After visiting the nursery, if a place is required, a booking form must be completed and the registration fee paid (as this secures your child's place). If no immediate place is available details will be placed upon the waiting list. The application date is recorded and it is our aim to allocate places in date order, although existing parents may get preference.

If you decide to book a place, then we will arrange settling in sessions which are set out in our settling in policy.