



BROOK HOUSE NURSERY Ltd

ADMISSIONS AND SETTLING IN POLICY

ADMISSIONS

Brook House Nursery is registered to offer full day care places for 38 children; 14 in the baby room unit, 8 in the toddler room and 16 in the preschool room.

Waiting list

Nursery places are subject to availability. If there are no places available, parents will be given the opportunity to join the waiting list. When a place becomes available within a suitable age group, parents of a child on the waiting list will be contacted and offered a place. We will update you regularly about the availability.

Nursery spaces are allocated from the waiting list.

The following criteria will be considered when allocating any spaces that are or become available after staff/child ratios and registration requirements have been taken into account:

1. Existing children requiring more days.
2. Siblings of existing children.
3. Children requiring full time care*.
4. Children requiring part time care**

*** Please note that if you would like to reduce the number of days, you need to provide us with one month written notice (e.g. email). This applies to the existing children as well as the children who are due to start, counting from their first day at the nursery.**

If you would like to leave the nursery you need to provide us with two months written notice (e.g. email).

****Please note that if you request two or three days per week only, one of those days has to be Monday or Friday.**

***** If your child attends two days a week only and one of those days is Monday, we will try to give time back for the May and August Bank holidays. This depends on availability.**

SETTLING IN

Brook House Nursery has an established settling in programme, which we have found usually helps to smooth a child's introduction to the Nursery life. Before your child is due to start we ask you both to visit and spend some time in the Nursery. We then negotiate with you to start leaving your child for short periods of time. Initially your child would be left for less than hour.

The next day you would leave your child for approximately an hour.

We increase the length of time of the visits as the week progresses, and as your child becomes more settled we incorporate lunch. The message that we are jointly trying to give to your child is that you will return and that the Nursery is fun!

Children are welcome to bring in their usual 'comforter' toys/blanket for as long as they feel they need them.

Brook House has an 'open door' policy, and parents are welcome to drop in at any time to see their child. Parents are also welcome to telephone or email at any time during the day.

Policy review date	Name and signature

