Cressex Day Nursery
Admissions Policy

At Cressex Day nursery we aim to ensure that all parents, carers and staff have access to the nursery through fair and clear communication procedures

The Cressex Day Nursery is registered as a full Daycare provider with OFSTED for children up to the age of 8 years – Registration Number EY422624

The nursery is open 51 weeks of the year and closed for statutory bank holidays and for a week between Christmas and New Year. We follow the stretch offer of 11 hours of funding a week over the 51 weeks a year.

Children can attend the setting for the following sessions:
Full day sessions 8am – 6pm,
Morning sessions 8-1pm which includes breakfast, snack and lunch or
Afternoon sessions 1-6pm which includes a light tea.
Stand-alone Funded Entitlement sessions run 8-1.30pm or 12.30pm- 6pm and these are taken over two sessions per week, 51 weeks a year.

The Funding streams that are offered at Cressex Day Nursery are:
9 months- 2years Working Parent Entitlement
2 year Working Parent Entitlement
2 year Funding for parents claiming some additional government support
3 and 4 year old Universal entitlement
3 and 4 year old Working Parent Entitlement

Criteria considered when deciding whether a child can be offered a place at Cressex Day Nursery are as followed:

- Availability of spaces taking into account the staff/ child ratios, the age of the child and the registration requirements.
- When the application is received (extra weight is given to those who have been on the waiting list longest).
- Our ability to provide the facilities for the welfare of the child.
- The effect on the existing children and staff of the admission of that child.
- A child wanting a fulltime place will usually have preference over one requiring part time only.
- Any extenuating circumstances affecting the child's welfare or his/her family.

- Those children who are siblings of those already with us, or where there is proven existing connection.

- Registration is confirmed with a completed registration form and a transfer of £100 to secure the nursery book. The registration fee is not required for stand alone funded entitlement sessions.

The conditions once a place has been offered at Cressex Day Nursery are as follows:

- Parents / carers may defer their start date by a month without paying a fee, after a month, 50% of the normal fee will be billed as a retainer fee as per the Registration Form. Parents / carers who do not take up a place at the agreed time or fail to pay the fees may have their place withdrawn.
- Cressex Day Nursery reserves the right to withdraw a child's place in the event of inappropriate parental / carer behaviour.
- Upon settling in parents must complete the new starter pack and this should be returned to the nursery office prior to the 4th settling in session. Parents who fail to do so will have to remain on site until such documentation is completed.

We never have, and have no intention in the future of, discriminating against any child on the grounds of sex, race, religion, colour or creed. The Equality Act 2010 lays down a legal obligation on us to consider those designated disabled or disadvantaged, using as far as possible the same criteria as for all other children. We will in their case however carry out an addition review of their individual circumstances and requirements, then assess our ability at The Cressex Day Nursery to meet those needs. This is necessary to fulfil our prime objective, a standard of care that ensures the welfare of **all** the children, all the time.