



Roundabout Nursery and After school club Admission Policy

Roundabout Nursery and After School Club welcome all children and families from all backgrounds and abilities.

We care for children aged from 3 months to 5 years and provide an after school club during term time. School holiday care is available for children up to the age of 8 years.

The Carousel Room located in the Children's Centre can allocate 9 places for children up to the age of 2 years and the Roundabout Room, also in the Children's Centre, can allocate up to 20 places for children up to the age of 3 years.

The Pre school nursery can allocate up to 36 places at any one time.

Booking and fees

Parents and Carers can book a nursery or after school club place. All applications are placed in a waiting list book and are offered to Parents/Carer's according to availability.

One week's fee is required as a deposit to guarantee a place at the nursery and is fully refunded when the child leaves. However, if any fees are outstanding the deposit is withheld until fees are paid in full.

A child may be offered a place above another child in the waiting list book if a child has been referred to the nursery by an outside agency.

Nursery fees are payable at the end of each month. Fees are still payable in absence due to sickness. All year children are entitled to 4 weeks holiday at half fees. If a child is absent for 2 weeks without explanation, or fees remain unpaid for 2 weeks we reserve the right to offer the place to another child on the waiting list.

After school club fees are payable half termly in advance.

Open door policy

Parents and Carer's are welcome to visit the nursery at anytime during the nursery day. However we do recommend that Parents and Carer's avoid lunch time between 12pm and 1pm as this sometimes unsettles the children already attending the nursery.

Statement of intent

It is our intention to make our provision accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the provision through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the provision is widely advertised in places accessible to all sections of the community.
- We ensure that information about our provision is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We describe our provision and its practices in terms which make it clear that it welcomes Fathers and Mothers, other relations and other Carer's, including Childminders.
- We describe our provision and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We aim to provide an inclusive provision.
- We consult with families about the opening times of the provision to avoid excluding anyone.

Written November 2012 by Helen Matchett

Reviewed March 2014