**Admissions Policy**

We believe that the relationship between Steps Ahead Nursery Ltd (Steps Ahead) and the family starts from the first enquiry. We aim to provide a high standard of childcare in a fun, safe and stimulating environment. Steps Ahead provides care for children between the ages of 3 months and 5 years.

Steps Ahead has facilities for approximately 100 children from the ages of 3 months to 5 years (exact numbers depend on the age range attending the nursery)

**Staff to Child Ratio**

Children under two years old: 1 Adult to 3 Children

Children two years old: 1 Adult to 4 Children

Children aged three or over: 1 Adult to 8 Children

**Admissions List**

We try to ensure that the admission of children to Steps Ahead is fair to all applicants. It takes into account the length of time a child has been registered, availability of places available within the individual rooms, any siblings already attending the nursery, the requirements of those children already attending who wish to have additional sessions and any additional needs of the child. Steps Ahead is non-discriminatory and abides by its Equal Opportunities Policy.

After an initial enquiry is made, we will provide the parents/s/ carer with a copy of the Nursery’s brochure upon request. Parents can then arrange to visit and have a guided tour of the nursery by a senior member of staff. This allows them to have an opportunity to see nursery life, the facilities that the nursery has to offer and to meet the staff. The visit will include an informal chat to discuss the child’s needs and routines (according to age). The child may also have an opportunity of a short period of play in the room appropriate to their age with the parent or carer present.

Children will not be put onto the Admissions List until a complete application form and registration fee (if appropriate) has been received. The form must include the child’s date of birth and be signed and dated by the parent/s. Bookings for unborn children will be accepted onto the admissions list with an ‘expected due’ date. When the nursery receives a completed form back, they will confirm in writing to the parent, the start date that can be offered.

Steps Ahead does not discriminate against admitting any child on the grounds of sex, race, religion, creed or disability however Steps Ahead have the right to allow more time prior to a child starting to ensure additional support can be obtained prior to the child’s start date. This is to allocate time to write an accurate My Support Plan to be used a tool to create a clear picture of the child’s needs and what support will be needed to effectively transition child into a mainstream setting. This will help the team reach a decision to apply for inclusion support funding if specialist equipment and lower staff to child ratios need to be available from the start. Inclusion Support Funding has to be applied for a term prior to child starting.

In the event of Steps Ahead being unable to offer the required place a waiting list will be compiled. Parents will be advised of the likely length of the waiting list. When a place becomes available the Duty Manager will contact the parent/s to advise them and to enquire if they still wish to take it up.

**Admissions**

Approximately a month prior to the proposed starting date the nursery will contact parents and confirm that they still wish to take up a place for their child and confirm the start date and required sessions. When a place is offered, parents can arrange a pre-admission visit *(see Settling In and Transition Policy).*

Parents will be made aware of, and invited to read the comprehensive list of the Nursery’s Policies and procedures, copies of which are kept in the Reception area. The main nursery policies are now available in a digital form on the nursery website [www.stepsahead.co.uk](http://www.stepsahead.co.uk).

Prior to a child starting at the nursery the parents or carers must complete and sign the registration form and all other required forms supplied in the **Parent Information Pack.** No child will be accepted into the care of Steps Ahead until the completed forms are signed and returned.

**This provides the nursery with the following vital information:**

* Name, home address and date of birth of each child.
* Person responsible for the payment of fees.
* Starting date and number of sessions per week required.
* Name, address and home telephone numbers of parents or carers.
* Place of work, address and telephone number.
* Mobiles telephone numbers.
* Names and signatures of persons authorised by the parents to collect their child from nursery e.g. child minder or grandparent.
* Details of any person who is not authorised to collect the child.
* Name, address and telephone number of the child’s doctor.
* Illness and medical history details.
* Details of any allergies.
* Special diets.
* Other person/ setting involved with the care of the child.
* A baseline assessment completed by the parents and an All About Me form additional background information to help key workers and staff in units to care for your child.

**Parental Consents Including:**

* Medical and emergency permissions.
* Developmental record keeping/sharing authorization.
* Daytime sleeping arrangements.
* Taking photos consent forms.
* Online Learning profile
* Agreement to the nursery’s sick policy.

Parents or carers will also be asked to provide the nursery with any further information, which they feel, will help us to take the best care of their children. This should include particular likes and dislikes in food, bottle, feeding habits, etc.

Parents are asked to ensure that they advise us of any change of personal details, home addresses, contact telephone numbers and anything else which may affect their child whilst at nursery including serious changes in child’s health and medical needs.

# Data Protection Act

Information, which you provide us about yourself and your child, will be held on password protected computers or manual record in a locked filing system, which you have a right to see and check if you so wish (see data protection policy).