

## Little Colliers Nursery

### Admissions Policy



#### The aims of our nursery are:-

- To provide childcare for children aged from 2 to 5 years.
- To provide a necessary service to the local community.
- To provide the necessary facilities for the daily care, recreation and education of children.
- For the Management to work with parents/carers to meet the needs of all children within the setting.
- To provide quality childcare through qualified and experienced staff.
- To provide a warm and caring environment.

#### Our admissions policy is based on the following guidelines:-

- Priority will be given by initial date of enquiry, place availability and whether any siblings already attend.
- Places will only be guaranteed once a deposit has been received.
- Unattended regular/booked sessions will still have to be paid for. However days that we state we are closed, e.g. Bank Holidays and Christmas Holidays, will not be charged for.
- One off places will only be granted if there is a place available. A booking form must be signed for any additional sessions.
- One month's notice is required if a parent/carer wishes to terminate their child's place.
- Parents/carers will be required to complete a registration form giving details of their child.
- Parents/carers will also be required to sign the terms and conditions contract.

At Little Colliers any child will be considered on an individual basis and we will not discriminate in any way.

#### Fees

- Fees are to be paid 1 month in advance.
- Fees are paid monthly.
- Each child has two weeks holiday per year (pro rata to start date) where you are charged ½ your daily fees. A holiday request form must be submitted to the management team.
- The Holiday year runs from January to December.

Little Colliers Management Team  
May 2017

