



Admissions Policy

“Our promise to parents is that every individual child in our care will enjoy a unique, stimulating and education-led nursery years' experience that will prove to be a key influence on their learning, development and vital confidence building, ahead of primary school.”

Poulton St Chad's Nursery is open to children from the age of 2 years to 5 years.

The manager will offer places based on the availability of sessions for the child's age range/stage of development. There are several sessions available during the day. The minimum number of sessions we offer is 2 per week.

Prior to commencing a place we invite parents / carers to visit the setting to meet the team and discuss their child's individual requirements.

In line with our Inclusion Policy, where a child has additional needs we will first of all carry out a risk assessment and then hold a Working in Partnership meeting with parents/carers to discuss the outcome. Where a place is agreed then any specialist equipment, medication, training or support staff must be in place before the child can start at the setting.

Parents/carers are required to fully complete the enrolment form which can be found on our website www.stchadsnursery.co.uk. If you do not have access this a hard copy can be provided.

Settling in

To ensure your child settles in we advise a minimum of two stay and play sessions.

At the first stay and play sessions we will

- Complete an “All About Me” booklet. This is information regarding your child. This will allow us to quickly gain an understanding of your child's personality, likes and dislikes and develop routines which allow them to undertake the experiences, activities, opportunities and games which they find most fun or stimulating.
- The “All About Me” booklet will be completed with your child's initial key worker. This team member will be the child's initial key worker until the child has settled in and provide the support to both the child and the parent / carer during this settling in period. If the child forms a stronger bond with another team member, then we may change the child's key worker at that point.
- We may ask you to complete a care plan if your child has allergies or a medical condition
- We ask you to sign up to our Code of Conduct for Parents / Carers policy
- Provide a copy of your child's birth certificate
- Provide a copy of the two year old funding letter from Lancashire County Council, if appropriate.
- Sign up to the Funding Parental Agreement, if appropriate.



Poulton St Chad's Nursery



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- [Sign up to our Terms and Conditions](#)

At the second stay and play session we advise you to leave your child with us for an hour to see how they settle. Some children are not happy with this initially so we will provide as many stay and play sessions until they are comfortable to be left.

Information

Information for parents/carers about the care and education offered in nurseries along with policies and procedures are available on our website and in the nursery (on noticeboards or parent communication books).