



## **Admissions Policy**

Magic Years Nursery is an inclusive nursery and all children are welcome. Parents/carers who want their child to attend the nursery can view the nursery without appointment to have a guided tour by one of the senior staff. This will be an informative tour where we can discuss nursery practice and your child's individual needs. The hours and days that you require will also be discussed for availability.

Before a child starts at Magic Years Nursery, parents/carers will need to complete an admission form and provide proof of identity (child's original birth certificate or passport). Parents also will be asked to provide proof of identity and address. Also included in the admissions pack is a parent's policies and nursery life information, All About Me Form which outlines each child's likes/dislikes. Your child will not be able to start without this documentation being completed. Staff will offer any help and support to any parent who may need a little help in completing the admission form.

The admission pack outlines our terms and conditions for the nursery, relevant information about your child, such as developmental milestones, along with emergency contact details, health care requirements, etc. This needs to be completed before your child starts nursery so that staff can prepare for your child's individual needs. Nursery staff should be notified immediately of any change of details.

Every new child starting Magic Years Nursery will have a session where you will meet the members of staff who will be working closely with your child. This is an informal conversation about your child's development, the basics of nursery life, an opportunity for you to ask any question and if needed Health care/allergies plans discussed. We will also arrange settling in sessions for your child, which will aid their transition in to nursery.

In these session's, parents/carers will be given the opportunity to read through nursery policies regarding behaviour, admissions, outings, etc, or if required, have them read and explained to them but also to slowly leave your child to see how they are without you in the care of the nursery staff.

We aim to work in partnership with all parents and carers to ensure your child's care is paramount. The more your child sees you at ease in nursery with staff, the easier it will be for them to settle. We value communication with parents as this is essential to enhance your child's care and development. This can vary from brief conversation in the morning when you drop or collection your child, letters to parents.

On completion of your admission form, you should notify the nursery of who will collect your child each day. If there is anybody who is not permitted to collect your child, then parents need to inform management in writing. We use a password system to ensure the safety of your child. You choose a password memorable to yourself on admission to use to collect your child. This password should only be shared with other people when they need to pick up your child. A copy of all passwords will be stored in the office and will be checked

before we allow your child to leave the setting with an unfamiliar face. This will ensure that an authorised person only collects your child.

All children are allocated a key person, and you will be notified of this when you attend your first settling in session.