

ADMISSIONS POLICY AND PROCEDURE

Statement

The nursery operates three distinct waiting lists; subsidised Loughborough Students' Union members (students), subsidised members of Loughborough University staff and the general public.

Places will initially be offered in order of application. Very often, not all the sessions required would become available at once; in such a case, those sessions vacant will be offered initially, to those from the top of the waiting list until someone accepts the places available. Once a child is attending the Nursery he/she has priority for other sessions as they become available. For university staff and the general public priority will be given to those requiring places for which we have good availability eg afternoons or full days.

Admissions procedure

1. On an initial enquiry parents are supplied with a prospectus, place allocation form and current price list.
2. A visit is arranged for a senior member of the nursery staff to show parents around the nursery, to discuss policies and any points raised and to answer any questions. Parents are encouraged to bring the children along with them.

An important feature of this visit is a discussion on how a child can best be settled into the nursery. As part of the induction programme we offer a couple of visits; one where the child is accompanied by the parent, the second where the child is left for a short time. The registration fee covers the cost of these visits and then depending on how the child settles, the parent can book further sessions and gradually increase the amount of time their child spends in the nursery.

3. When a place becomes available parents are sent the following:
 - A letter informing them of the sessions available, the start date and requesting the £40.00 registration fee. A second returnable page asks parents to tick the sessions they wish to book; confirms the start date and has a section for parents to sign that they have read and agree to the 'Terms & Conditions' and 'Selected Policies'.
 - Terms and Conditions & Selected Policies to keep for reference (Appendix 3 & 4)
4. The registration fee payment is made and the visits arranged.
5. For the first visit to the nursery parents are encouraged to spend most of the time in the group room with their child. This enables them to meet the staff who will be caring for their child; helps their child settle in and become familiar with the people who will be caring for them, and gives the opportunity to see how the daily routine within the room works. The visit also gives parents the opportunity pass on any specific information and to help the carers to get to know their child. During this visit parents are given:-
 - A nursery bag

- A child's personal details form to be completed and returned.
- A 'Welcome to Campus Nursery' booklet
- A 'Welcome to the room' information sheet
- A cream/teething gel letter to complete, if applicable,
- A door code 'Declaration form'
- A blank 'teddy bear'/poem for parents to complete informing staff about their child which will be used to start off their 'Learning Journey' at nursery.

Depending how the child settles, the second visit is for the child to spend a short time in the nursery without their parent.