



ADMISSIONS AND SETTLING IN POLICY

It is our aim to ensure that we are accessible to all children and families from all sectors of our community. In order to achieve our aim we operate the following admissions policy to

- Ensure that the nursery is widely advertised in places to all sectors
- Ensure information is accessible in written and spoken form and where appropriate in different languages
- Operate on a first come basis. To join the waiting list for a place you must complete the necessary forms which are dated on receipt and indicates your place on the waiting list for admissions. For this reason we recommend that you register at the earliest opportunity. The manager will offer places based on the current space availability for the required age and stage of the child.
- Treat all individuals equally regardless of gender, specific needs, disabilities, religion, ethnicity or competence in spoken English.
- Monitor the gender and ethnic background of all children joining, to ensure that no accidental discrimination takes place.
- Openly share all our policies in place with families
- Offer flexibility of attendance patterns to accommodate the needs of all children and families.

We offer various attendance patterns Monday to Friday, closing on bank holidays and from 25th December to 1st January.

For children from the age of 3 months, to the age of 5 years.

Day care

Day care from 7.30am to 6.30pm

Part time care from 1pm to 5pm, with an option to extend to 6.30pm

Prior to commencement

1. We will invite parents/carers and their child to visit us, enabling everyone to become familiar with the environment. Here your child's key person will introduce you to the routines and provide relevant information for your first days with us, deciding together the settling in routine that will best support your child, this will often differ from one family to another. Photos of the nursery and key people will be given to each child, easing the transition of settling-in to their new environment.
2. Parents/carers will fully complete the registration pack, which asks for the following details:
Enrolment form

Reviewed by:

date:

Consent forms

Care plan

Payment details

About me

Working in partnership

Other contracts that apply

Along with payment of the required administration fee and deposit.

3. We understand that starting in nursery can be daunting for everyone, so with this in mind, we want to do all we can to make the process as stress free and enjoyable as possible for families and their children. We therefore, prior to your first day, will endeavour, on your agreement, to arrange a visit to the family home to ensure all care plans are fully up to date and begin to support your child's first days with us, ensuring a happy and confident transition to our nursery.
4. In line with our Inclusion policy, where a child has additional needs, we will first of all carry out a risk assessment and hold a Working in Partnership meeting with parents/carers to discuss fully. 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 nursery.

Crèche places

Crèche is available from 9am to 12pm; these places are open solely to Odyssey members, who must remain within the grounds of Odyssey at all times. A booking must be for a minimum of 1 hour and a maximum 2.5 hours.

Prior booking, with full payment, only.

Places can be booked up to two weeks in advance and allocated on a first come basis. A waiting list will be held if a requested session is fully booked.

All payments are non refundable if cancelled less than 24 hours notice

Prior to commencement

- Firstly all relevant forms must be completed fully, agreeing to terms and conditions and providing children's information.
- Carers, such as grandparents, childminders, must have written consent from the child's parent/guardian before their child can attend the crèche
- One free session will be attended prior to commencement, for duration of up to one hour to support each child's settling and well-being.

Reviewed by:

date: