



## ADMISSIONS POLICY

The purpose of this policy is to set our clear, transparent and fair admission procedure. The Admission policy supports the policy for equal opportunities, racial equality and special education needs and disabilities (SEND).

We are open from 8.00 am to 6.00 pm throughout the year, this provides a flexible service, which combines high educational standards, solid social grounding, professional childcare and hours to suit the needs of working parents. We are closed for one week at Easter, two weeks in the Summer and one week at Christmas.

Children may attend on either a full time basis or for two or more full sessions. We ask that children attend at least two sessions per week so that they settle in and to encourage social and educational development. Once in the Lower Nursery it is beneficial for children to attend at least three sessions a week and by the age of 3 they will benefit educationally from attending every day, but must attend for at least 4 sessions.

Children often attend for the whole day but our daily timetable is designed so that a child can attend for a shorter day without missing any part of the educational curriculum

Some children attend both morning and afternoon, so we divide up the timetable in the way that best matches their energies and makes the most of their educational development. As children are fresher in the mornings, this is when the majority of the educational programme is covered. During the afternoons we undertake creative work and less structured activities.

Nappies, wipes, juice, milk and food are all included in our fees. We have our own chef who cooks nutritious, healthy food for the children each day. Our menus are constantly reviewed and updated ensuring we provide a balanced diet for your child. We work very closely with any parents whose child may have special dietary needs or food allergies.

We recognise that parents are united by a desire for quality, which although easy to aspire to, is hard to achieve and harder still to achieve consistently. All our staff in the Nursery and Toddler Units are either fully qualified or working towards a recognised childcare qualification. We keep our staff up to date and well motivated by regular 'in-house training' sessions and sending them on relevant courses. All our staff hold a recognised 'Pediatric First Aid' qualification which we up date when necessary.

We accept children throughout the year, not just at the beginning of each term.

Once your application is accepted, we will confirm your place in writing, this ensures you can be confident that the place will be allocated for your child as long as it is required.

If you wish to withdraw your child from Deepdene, you are required to give one term's notice in writing, at the beginning of the term. Failure to do this will result in paying a term's fees.