

ADMISSIONS/REGISTRATION & BOOKING IN POLICY

Brambles Childcare Centre is registered for 65 children under 8 years: not more than 52 may be in the early years age group, and of these, not more than 18 may be under 2 years, not more than 9 may be under 1 at any one time. Our waiting list is generally operated on a first come, first served basis. Once parents have decided to send their child to Brambles, they must complete a registration form and sign the Childcare Agreement form which will be kept on file. Taster sessions will be arranged to promote a smooth transition in our setting.

Upon registration Brambles Childcare Centre will take into account the following before the childcare place is offered:

- ❖ Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.
- ❖ Our ability to provide the facilities for the welfare of the child.
- ❖ The effect on the existing children and staff of the admission of that child.
- ❖ A child requiring a full time place will usually have preference over one requiring part time only.
- ❖ Any extenuating circumstances affecting the child's welfare or his/her family.
- ❖ Those children who are siblings of those already with us, or where there is proven existing connection.

The procedure for the booking in of a child into Brambles is as follows:-

- ❖ The family will be shown around the centre by the Manager/Deputy Manager.
- ❖ The parent/carer will be given relevant information and documentation necessary for registration, and shown the Centre's policies and procedures.
- ❖ Once a decision has been made to place the child onto the waiting list, a **non-refundable** £50.00 deposit will be taken, which will be deducted from your last invoice.
- ❖ The parent/carer must complete a registration form and Childcare Agreement.

This policy was reviewed and amended in January 2013

Read and agreed by _____ (for the staff) Print name _____ Date _____

_____ (committee) Print name _____ Date _____

To be reviewed January 2014