

### Admissions Policy

Springboard Nursery Willerby is registered to offer full day care places for **123** children.

Springboard Nursery Hull is registered to offer full day care places for **96** children.

Springboard Nursery Anlaby is registered to offer full day care places for **98** children.

The following criteria will be considered when allocating any spaces that are or become available after staff/ child ratios and registration requirements have been considered.

- A child requiring full-time day care for five days a week will be given preference over a child requiring three or four days a week.
- A child requiring part-time day care over a minimum of three days will then be considered and places will be offered to the child who requires the most part-time sessions.
- The child's position on the waiting list after the number of full or part-time sessions has been looked into will then be considered. The waiting list will also be used should two children require the same day care and the place will be offered to the child highest on the list.
- Preference is given to siblings of children already at the nursery.

Springboard Nursery acknowledges the need to be flexible to meet the needs of parents and families. We will try to be as flexible as possible whilst also acknowledging the needs of the nursery.

Parents/carers can change their sessions if possible, however, the Nursery Manager will need this in writing and a month's notice required to implement the changes alongside a change of session fee of £5.00.

Additional sessions can be booked and paid for by cash, bank transfer or cheque. Additional hours/ sessions need to be booked with the Manager or Deputy-Manager of the setting.

A £50.00 registration fee is required to book and secure your child's place. This payment can be made by cash, bank transfer or cheque.

A Nursery registration form needs to be completed by the parent/carer and a start date is required. The senior team will discuss the 'open door' policy and the 'settling in' procedure with the parent/ carers.

Once the fee and relevant documents including the terms and conditions have been signed then the child's place is secure.

Springboard Nursery Willerby can take:

Babies	<b>33</b>
Toddlers	<b>40</b>
Pre-School	<b>50</b>

Springboard Nursery Hull can take:

Babies	<b>21</b>
Toddlers	<b>32</b>
Pre-School	<b>43</b>

Springboard Nursery Anlaby can take:

Babies	<b>21</b>
Toddlers	<b>22</b>
Pre-School	<b>55</b>

## Springboard Nursery, Policies and Procedures



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This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email. Date: 01.09.2022