



Child Placement and Admissions Policy

This policy represents the agreed principles for Child placement throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

If requests for admission exceed the number of places available you will be placed on a waiting list if a suitable place is not immediately available. During your time on the waiting list you will be contacted from time to time to determine whether you are still interested in a place and also to give you some indication of when a place is likely to become available. However, you are also encouraged to contact the Nursery Management email jitbatricky@hotmail.com or call **07757280616** to ascertain the latest position regarding availability. It is essential to the efficient running of the nursery and to other prospective parents/carers that you notify the nursery immediately should you make alternative childcare arrangements and no longer require a place.

Once the nursery is aware that a place is going to become available, the parents/carers at the top of the list with a child of the correct age for the vacancy will be offered that place. On most occasions the place is accepted, when the place has been accepted a non- refundable deposit of **£20** must be paid for fee paying places (this does not apply to HCC 2, 3 and 4 Year old funded places) to secure the child's place but in instances where the place is not taken up and secured, it is offered to the next parent/carer on the list with a child of the appropriate age for the vacancy.

Information about 2 year old, 3 and 4 year old funding can be found at;
<http://www.hertfordshire.gov.uk/services/edlearn/css/parents/>

Places are offered on the following basis:

A place will only be offered, and a child will only start once a Registration form has been fully completed and relevant documentation has been seen and recorded by a member of staff.

- i. Priority is given to Children who are looked after by the state (CLA).

- ii. Priority is given to parents/carers with children who are on a CAF or TAF.

Parents/carers who take up part-time places are required to provide precise information of the days when they wish to bring their child to the nursery.

Once a child has been allocated a place on an agreed basis, it is expected that parents/carers will adhere to these arrangements. Failure to do so may result in termination of the contract.

Termination of Registration

This may occur when:

- i. The child has reached the age limit.
- ii. If, despite best efforts, a child fails to settle, the contract may be terminated with immediate effect at the sole discretion of the Nursery Manager.
- iii. Parents/carers wishing to terminate their registration must give four weeks' notice in writing to the Nursery Manager
- iv. Parents/carers contracts may be terminated if accounts are not cleared in the given time limit. This includes a sibling attending the session with outstanding payments.

This policy was adopted by the managers and staff in April 2017

Signed on behalf of Jack in the Box

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