



### **Admissions Policy**

First Steps Day Nursery operates a 'waiting list' with a list of the names of children whose parents/carers wish for them to attend nursery, together with preferred starting dates and number of sessions required per week.

Pupil numbers will be strictly regulated so that the maximum legally permitted is not exceeded.

Prior to a child's attendance at the nursery the parents/carers must complete a registration form. The registration form provides the nursery with the following vital information.

Children will also have settling in sessions as an introduction before starting at nursery.

- Name, home address and date of birth of each child.
- Starting date and number of sessions required per week.
- Name, address and telephone numbers of parents/carers.
- Emergency contact information and telephone numbers.
- Special dietary requirements.
- Arrangements for the collection of the child.
- Details of any allergies.
- Parental consent on emergency procedures.

Parents/carers will also be asked to provide the nursery with any additional information that will enable us to take the best care of their child.

