

Admissions Policy

Aim:

Our aim at Walton Montessori is to ensure that a wide range of members of the community can access our childcare and education services for their children.

In order to achieve this we do not exclude any child from our setting based on their gender, additional needs, disabilities, background, religion, ethnicity or how well they speak English. The only limitation we have on admissions is the availability of spaces in the nursery.

Policy:

At Walton Montessori we welcome children aged 0- 5 Years, who have a choice of sessions they can attend.

We open 8:00am-6:00pm Monday-Friday and are closed for 2 weeks at Christmas. If your child is ill or on holiday during opening times fees are still payable.

Our sessions are:

8:00 – 13:00

13:00 –18:00

8:00am – 18:00

We allow you to choose your sessions, depending on availability and are able to do a mix of sessions throughout the week. Extra sessions can be requested in advance and will be allocated on a first come first served basis.

We do have a waiting list for some of the more popular times and sessions, children in the nursery will get priority over children who have not currently started at the setting.

In order to register your child at the nursery a registration form must be completed that is sent out following a parent enquiry as part of Walton Montessori information pack, which includes:

- A prospectus
- A registration form
- Fee Sheet
- Parents handbook
- Terms and Conditions

Normally at the initial enquiry an appointment to view the nursery is made with the nursery manager on Tuesdays and Thursdays based on agreement between prospective parents and the manager. On occasions parents wish to receive the information pack and then call for a viewing. Parents contact details will be asked for, so any enquiries can be followed up.

The parent/carers and child if present are shown around the nursery, with a tour the nursery rooms and our outside play area. This meeting is a chance for the parent/carers to discuss any queries or concerns they may have, including any additional needs (Developmental and/or health), allergies, dietary requirements, or any other information about their child, we will then discuss how we can support both the family and the child.

Following the viewing visit parent/carers would decide if they would like to enrol their child. A completed registration form and a non-refundable registration fee of £50 is required. Once the child is registered a confirmation letter will be sent out confirming your child's place either on the waiting list or their start date at the nursery. If your required sessions are not available, we will offer the availability we do have and your child will be placed on the waiting list for the desired days. If you cannot change the sessions needed, your child will be placed on the external waiting list.

A settling in period of 2 visits for 1 hour is offered to all new children starting the nursery initially.

The first of these settling in meetings will be for the parent/carers to complete essential paperwork and permission forms regarding the child.

Subsequent settling in visits will be for the parent and child to feel comfortable in the setting, with the hope on the child's first day separation anxiety is reduced. Your settling in period can be increased at the discretion of the nursery manager. However, further discussions may need to take place if the settling in period needs to be extended on numerous occasions. During your settling in sessions and before your child officially starts you will be asked for £400 refundable deposit. This will be returned to you the month after your child leaves the nursery. As long as your account is clear.

For the child's first 6 weeks in the nursery their abilities, behaviour and interests will be observed. The room leader will keep the parents updated on the child's progress until a time when it becomes obvious who the child likes. After 6 weeks the key person will be confirmed, and a catch-up meeting will be arranged. A six weeks settling report will be generated and a two year check where applicable.

If you decide to leave the nursery, 4 weeks' notice in writing is required. This must also be completed when your child is leaving to go to school.

At Walton Montessori we have a number of policies and procedures that will be highlighted to you and we strongly advise you to read them, they are available on request from the Manager's office.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|----------------------------|---------------------------------|------------------|
| 24/02/2021 | <i>Maria Orji</i> | 7 September 2024 |