



## **Golden Owls Day Nursery**

### **Admissions Policy**

A child will be eligible for admission to Golden Owls Day Nursery from their 2<sup>nd</sup> Birthday. Admission will be subject to a complete application being made and places available.

Golden Owls Day Nursery has 28 places. We operate two rooms, Snowies for our 2 year olds (12 places) and Barnies for our 3 and 4 year olds (16 places).

When the Nursery is over-subscribed, we will consider applications in accordance with the following criteria set out in priority order;

1. Nursery Staff children have priority on sessions throughout the year.
2. Children already attending the setting have second option on sessions throughout the year.
3. Full time applications (limited places, 4 per age group).
4. We operate our waiting list on a first come first served basis based on the availability of sessions requested within each age group.

### **Application process**

Please complete and sign your application form (enclosed) along with your non-refundable registration fee, payable by bank transfer to bank account number 69842168, Sort Code 30-99-80 with your child's name as the reference. The registration fee is not required when you apply for a FEET funded place (for 2 year olds) unless you are applying for additional fee paying sessions.

We will add your application to our waiting list and send you an acknowledgement e-mail within 10 working days. Please contact us if you do not receive an acknowledgement. We will contact you via email to let you know if we have any places available near to your requested start date. If you are applying months/years ahead of when your child is due to start we will be in touch nearer the time, but as a guide for children starting in September we endeavour to let you know what places are available to you by the end of the preceding April.

When we have made you an offer of a place at Golden Owls Day Nursery we will email you written confirmation for you to sign and return along with your deposit. We require a deposit of £50 for five or less sessions per week and £100 for six or more sessions a week to guarantee a place for your child. The deposit required will be displayed on your confirmation letter and payment is due within 14 days of the confirmation being sent. Your deposit will either be taken off your final invoice or returned in full when your child leaves us on their leaving date. If your child leaves any earlier than your planned leaving date (without the required 8 weeks' notice) or you do not take up your confirmed place at Golden Owls Day Nursery, your deposit will not be returned.

Once we have received your signed confirmation and deposit we will then send you some more information about settling-in sessions, where you will be required to complete some additional information regarding permissions, emergency contacts, invoicing and funding forms where

appropriate. If we do not hear from you we will attempt to contact you but if we do not hear back by the deadline set we will offer out the vacancy to the next child on the waiting list.

**Date Written: September 2021 by A. Thornton & C. Clark**

**Review date: September 2024**