



Orchard House Admission Policy.

At Orchard House we care for children between the ages of 3 months and 5 years.

The numbers and ages of the children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available.

We provide full and part time spaces for all children but currently do not offer half day sessions. We work on a first come basis and have now opened a waiting list for perspective parents.

Parents can pay a £50 retainer to be placed on the waiting and the 8 weeks prior to the child starting the setting must pay a week in hand deposit, this is then refundable when the child leaves the setting.

Prior to a child attending the nursery, parents must complete a registration form. Then settling in sessions are arranged where the parents will complete a settling in record, contact and consent, pick up permission form and the legal contract for the setting.

These forms provide the setting with personal details relating to the child such as name, date of birth, address, emergency contact details, dietary requirements and details of other agencies involved including health visitor and doctor's information.

We offer placements for twos and 15hr/30hr funding for all children the term after their 2nd/ 3rd birthday. These spaces are subject to availability.

Parents must complete a parent declaration for the nursery to include children onto the Early Years Hub and access the funding.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or the sexual orientation of their parents.

23rd April 2024