

Registration of children

Little paws nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

We aim to

- provide a secure environment in which all our children can flourish and in which all contributions are valued;
- include and value the contribution of all families to our understanding of equality and diversity;
- provide positive non-stereotyping information about different ethnic groups and people with disabilities;
- improve our knowledge and understanding of issues of equality and diversity; and make inclusion a thread which runs through all of the activities of the nursery.

Children and their parents are encouraged to visit the nursery before they enrol to ensure they are confident with the building and areas we use when caring for their children.

Home visits

Little paws nursery encourages home visits to be made before the child starts to support the children in their transition into nursery, we feel if they see we have been invited into their own homes they have the confidence that their parents see us as nice people and when they come into nursery they see some familiar faces.

Registration

All parents and carers are required to complete a registration form before their child may start at nursery. These registration forms include individual information regarding the child such as dates of birth, allergies, medical conditions, SEN support, languages spoken at home and asks parent's permission to apply plasters, have emergency treatment, have photographs taken etc. This information will be kept confidential within the nursery.

Because we work closely with Portsmouth childrens centres we include sure start registration forms within our registration packs, this is to we can include parents in the toothbrush exchange for example.

When a child has been registered with us parents / carers will receive an information pack with contact details and information on how we as a nursery will run and what we expect from parents and children.

Fees

There is no registration fee but all nursery fees are to be paid monthly in advance either by cash or bank transfer, details to be sought from the manager.

If fees are not paid this could jeopardise the child's place within the nursery and parents / carers who find themselves falling behind with their child's fees should speak to the manager as soon as possible.

Waiting list

Children may only be enrolled once they are 2 years old and when there is sufficient ratio's being upheld. Children will be added to our waiting list if there is no vacancy when parents apply, with parents contact details taken and a phone call made to offer a place as soon as possible.

Signed.....manager/owner

Dated September 2016

Reviewed September 2017