

Once Upon A Time Nursery
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Admissions Policy

Wales: NMS
1.2, 2.1, 2.2, 5.1, 16.1 - 16.3, A12, A13

At **Once Upon a Time Nursery** we can care for up to 32 children at any one time, between the ages of 3 months and 12 years.

The above is in accordance with the legal space requirements from statutory guidance e.g. National Minimum Standards, and is the overriding policy in respect of admissions.

We do not currently operate a waiting list and spaces are given on a first come first served basis however: A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. Priority will be given to children who already have siblings at the nursery.

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 sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

At **Once Upon a Time Nursery** we currently provide funded places with Flying Start and under the Childcare Offer for Wales for children aged 3-4 years old for 48 weeks of the year, subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance.

Flying Start eligibility is based on your postcode and can be arranged via your health visitor.

All funded sessions provided are in line with Welsh Government guidance. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We do reserve the right to limit and/or have specific funded sessions according to our business requirements.

We offer up to three settling in sessions of 1.5 hours each before your child's start date in order to help them settle into nursery life.