



# **Hardmoor Nursery & Early Years Centre Admissions Policy**

Policy Statement and Guidelines  
September 2024

## ***Mission Statement:***

*To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.*

## **Admissions Policy and Procedures**

### **Procedures**

- An enquiry form is available on the [www.hardmoor.co.uk](http://www.hardmoor.co.uk) website for parents/carers to complete. Alternatively, parents/carers can telephone Hardmoor Reception in person to complete the enquiry form. On receipt of the enquiry form an appointment for a Nursery tour will be made.
- Once parents/carers have decided they would like to place their child at Hardmoor they will be given or sent either a Day Care Application Pack or a sessional pack depending on requirements.
- On return of the completed application form parents/carers will be notified. A confirmation letter will be sent. In order to secure the place parents/carers will need to come into the Centre to pay a two weeks' fee (before any applicable funding) per child and to sign a Day Care contract. The deposit is refundable on giving the required notice to terminate the contract).
- Registration paperwork will then be given to the parents which must be completed and returned.
- If the requested days or sessions are not available, the child's name will be put on a waiting list and/or alternative days or sessions will be offered.
- Prior to children starting parents will be invited to attend taster sessions with their child to help settle them in.
- During the taster sessions parents will be required to complete some further forms to provide relevant information about their child which will assist the Day Care staff in providing the best possible care for the child.
- Depending on a child's needs during the settling in period a parent or family member will be required to be available or 'on call' for a number of sessions.

*This policy and procedure was agreed by the Governing Body at Hardmoor Early Years Centre - xxxx  
Date to be reviewed - xxxxx*