

Admission Policy

- Puddle Ducks nursery is registered to any child aged between 3 months and 5 years.
- No child shall receive less favourable treatment on grounds of race, colour, ethnic or national origin, religious beliefs or disability.
- Places are allocated on a first come first offer basis, once the registration fee is paid.
- The nursery fees are to be paid within the first week of the month in advance of their child's sessions.
- Nursery sessions cannot be flexible. Changing any sessions, we ask for one months notice in writing.
- Any planned absence (a day off / holiday) please do so in writing, giving two weeks notices. We ask for one months notice in writing if you take your child out of nursery.
- A registration form must be completed and signed before a child attend their first session and registration forms should be regularly updated.
- Before a child starts nursery the child may come and join the nursery for short sessions for a settling in period, this can be arranged with the baseroom supervisor.
- We ask for 24 hours notice for extra early and late sessions for the cost £3.50 and any other late and early starts or finishes which are not booked will be charged at £5.00

Drop off and Collection procedure

Nursery session times are 8.30am - 12.30pm , 1.30pm - 5.30pm, we also offer 8.00am - 8.30am breakfast and 5.30pm - 6.00pm late, any child collected outside these times is charged at £3.00 every half hour.

When dropping off your child during the morning session if it is within 8.30 - 9.00am you will be asked to take your child to their baseroom. If you drop off or collection is during the lunch period at 12.30pm your child will be taken or collected from the main door. At 1.30pm you will be asked to take or collect your child from their baseroom. At the end of the day 5.10 - 5.30pm you will also be able to collect your child/children from their baserooms. If you collect out of these hours we ask you to first phone the nursery and to wait in the entrance area so we can ensure that their nappy is changed, red link book is completed and not to upset nursery routine and other children. Then your child will be brought to you. Parents / carers must give all names of persons authorised to collect their child on their registration form. Parents / carers are asked to give

notice if the collector is different to normal. The nursery will not release any child to an unknown person. A pass word system may be set up with the baseroom supervisor. If staff are unsure of the collector they will be asked to wait in the entrance area until another member of staff can verify the collector.

No child will ever be left unsupervised because a parent / carer are late to collect.

If the nursery staff feel that the parent / carer is in an unfit state to collect (through the affects of drugs or alcohol)

They will refuse to allow the child to go and contact another authorised person.

Failure to Collect Procedure

If a parent / carer fail to collect the nursery manager will phone all contact numbers and if there is still no contact with the parent / carer the nursery manager will contact Social Services.