

## **Admissions Policy**

Moorwell Miracles Children's Nursery's places are allocated on a first come first served basis and are subject to availability.

The Nursery Manager will endeavor to meet the needs of every prospective parent and child.

Once a child has been allocated a place the parent/ carer must complete and return the Nursery's Registration Form before the child starts nursery. The Registration Form includes all the information needed by the nursery so we can give the child the best care possible. It includes important information including emergency contacts and permissions such as administering Calpol and allergies. The Terms and Conditions of the nursery are also attached.

These forms will need to be filled in and sent back to the nursery as soon as possible before your child's start date to enable your child's records to be put on to file.

We also need to see an original copy of the child's birth certificate so that we can confirm that we have the child's correct date of birth for safeguarding reasons etc.

Management may ask for a £20.00 deposit to secure your child's place. The amount paid for your deposit is then deducted from your first month's bill when you start nursery. It is non-refundable should you decide not to use the place.