

## **Policy on Admissions**

1. The number of children received in each appropriate age range will never exceed either the Ofsted floor space or staffing requirement.
2. Prior to a child's attendance at the nursery the parents or carers must complete and sign a Care Agreement.
3. Prior to a child's attendance at the nursery the parents or carers must complete and sign a Child Information Request Form. This form will record personal details concerning the child, parent, who has parental rights, emergency contact details, collection details, dietary requirements, medical details/history, other relevant information and permission for the nursery to seek emergency medical assistance. This form will be regularly reviewed to ensure all statutory information about the child is held by the nursery. No child will be allowed to enter the setting unattended until this form has been returned.
4. Parents or carers will also be asked to provide the nursery with any further information which they feel will enable us to take the best care of their children. This should include particular likes and dislikes in food, bottle feeding habits, dummy use, etc. Daytime sleep patterns should also be written down together with any ways, which seem successful in getting the child to sleep if there are difficulties.

**This policy was reviewed and amended on 4<sup>th</sup> October 2020.**