



Sunshine, Sunbeams and Footsteps Nurseries



Admissions Policy

This policy has been formulated to ensure that all parents are treated fairly whilst maintaining the sustainability of the nursery for the future. Over the past few years with the increase in flexible working that benefits so many families, we have seen a shift in nursery occupancy from full time to part time. Most parents take advantage of the availability of flexible working opportunities to extend the weekend by either one or 2 days and this has led to the nursery being under occupied by around 30% on a Monday and a Friday. Whilst we do take advantage of these lower numbers to offer our own staff flexible working, the nursery has a large cost base we either need to raise fees significantly or ensure as close to full occupancy as is practicable.

All places are given for a specific number of days. If you wish to change the number of days that your child does we cannot automatically accommodate this even if you are reducing the number of days to ones that you already have, for example; if your child currently attends on 5 days and you wish them to attend on 3 days Tuesday, Wednesday and Thursday, we may refuse your request because we are unlikely to find another family who wish to attend on Monday and Friday.

The general guidance for consecutive days is as follows:

We will usually be able to accommodate full time places.

We will usually be able to accommodate 4 day per week places.

We will usually be able to accommodate 3 day per week places if they are either Monday, Tuesday, and Wednesday or Wednesday, Thursday and Friday. We will normally refuse requests for Tuesday, Wednesday, Thursday Places.

We will usually be able to accommodate 2 day per week places if they are Monday and Tuesday or Thursday and Friday. Other 2 day per week places will be dependent on availability.

One day per week places will be entirely dependent on availability but they will normally be restricted to Mondays and Fridays.

Places for any number of non consecutive days will be discussed on an individual basis but will normally be more likely to be available if they include either Monday, Friday or both and exclude Wednesdays.

New Parents must pay a £100 deposit. The deposit will only be returned if a full calendar months notice is given for termination of a place after your child has started. As we reserve a place from when the deposit is paid and may be unable to offer a reserved place to another family if you later withdraw your application your deposit will be forfeited.

Revised: January 2014

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