

## **ADMISSIONS POLICY**

CNTC aims to ensure the provision of quality childcare while providing flexibility for parents, balanced with the effective running of the nurseries. We aim to ensure that in the admission of children all individuals are given equal concern and treatment.

Applications for nursery places will be considered on the following basis.

Priority will be given to parents requiring full time and full day places.

A minimum of 4 sessions per week (half a day = 1 session) must be booked in line with good childcare practice and to enable effective planning within the nurseries.

Where possible, within the above criteria, priority will be given to siblings of children already attending the nursery.

Initial contracts will be signed for a three-month period.

### **Nursery Sessions are offered as follows:**

Full day places are from	8.00 am to 6.00 pm
Part time places are	8.00 am – 1.00 pm
	1.00 pm - 6.00 pm

CNTC acknowledges that parents' needs may change. Consideration will be given to a reduction in sessions subject to the changes being compatible with the efficient running of the nurseries. If agreement is given to a reduction in sessions, one calendar month's notice must be given in writing. Full fees will be charged for the notice period. A reduction to less than 4 sessions per week will not be considered.

Refunds cannot be given for non-attendance, family holidays, sickness or other reasons, as our staffing costs are incurred whether your child attends or not.

Additional sessions may be agreed according to availability of spaces and in consultation with the Nursery Co-ordinator.

Once a place has been offered and accepted the agreed start date must stand. In exceptional circumstances, the Head may agree to extend the start date by a maximum of 2 weeks. If a place is to be kept open after this period full fees will have to be charged.

Flexibility in days and sessions applied for may increase the possibility of a place being offered.

**Reviewed December 2017**

