

## ADMISSIONS POLICY

The CMN nurseries operate in an atmosphere, which reflects the Equal Opportunities Policy. Parents/guardians are expected to be similarly committed, to this policy as well as other CMN policies, particularly those of Confidentiality, Behaviour Management and Sickness.

- The CMN nurseries cater for children between the ages of 3 months to 5 years and can offer full time or part time places.
- When offering places to those on the waiting list we have to ensure that we stay within the required adult/ child ratios as laid down by the Welfare Requirements
- Siblings shall be given priority if their older brother or sister is already attending the nursery.
- CMN welcomes fathers and mothers, other relations, other carers and people from all cultural, ethnic, religious and social groups, with or without disabilities.
- We make our equal opportunities policy widely known.
- Once accepted, the child has the right to stay at the nursery until starting big school.
- **Full fees are payable during temporary absences, e.g. family holidays, sickness, public and bank holidays.**
- The period of notice required for withdrawal of a child is 3 full months. The period of notice for reduction in hours, e.g. full time to part time, is at least a month in writing.
- A refundable deposit is required in advance of commencing nursery. A deposit of £500 is payable for all places (full time and part-time). The deposit is refunded after all fees due are paid and a full three month's written notice is provided. A registration fee of £50 (non-refundable) will also be required to put your child's name on the waiting list.
- A child will have to leave the nursery if:
  - The parent does not comply with the parent Contract.
  - Failure to pay the required nursery fees as agreed.
- If a parent breaches the Contract then they may be given a time scale for departure at the discretion of the Nursery Manager. Please note that if this is the case the care of the child will not be affected in any way.
- We will continue to consult parents to ensure that the nursery is meeting their needs.
- Please check individual nurseries policy for funded places.