

Once Upon A Time Nursery
56 Railway Terrace
Llanelli
Carms
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Admissions Policy

It is our intention to make Once Upon A Time Day Nursery accessible to children from birth to 12 years and we welcome families from all sections of the local community. The nursery will operate in the medium of English but will be teaching Welsh as part of our daily routine.

We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures.

In order to achieve this aim we operate the following admissions policy. We ensure that the existence of the nursery is widely advertised in places accessible to all sections of the community. Using a public notice board, open days, leaflet drop, and by having a nursery website.

Everyone is made to feel welcome within the nursery and staff are all aware of our admissions policy. Staff all read, sign and date the admissions policy to confirm they understand it and are willing to implement it within their daily work.

We arrange our waiting list by taking into account the following:

The length of time the child has been on the waiting list

Siblings already attending the nursery

The sessions a child requires

The vicinity of the home to the nursery.

We describe our nursery and its practices in terms which make it clear that we welcome fathers, mothers, other relations and carers including child minders ensuring we offer an open door policy to all. Access to the nursery by

another carer other than the main carer must be permitted by the main carer in advance by written or verbal form to the manager and a password must be allocated for them to use. Without this password and permission from the main carer they will not be allowed access to the child.

We make our Equal Opportunities Policy widely known, copies are accessible to everyone during their induction with us, on a daily basis in our policies folder (which is in the main hallway and on our website). We do not discriminate against a child with disability or refuse any child or parent/carer access to our nursery because of a disability. We welcome the diversity of family life and work with all families.

