



Admissions Policy

The admissions policy of hdc (Humpty Dumpty Childcare) has no intention of discriminating against any child on the grounds of race, colour, nationality, ethnic or national origins, disability, or gender. We will take into account their individual circumstances and the ability of the settings to provide the best possible environment for the child and the necessary standard of care.

The following will be considered:

- Availability of spaces. This will depend on the staff: child ratios, the age of the child and the registration requirements and welfare requirements.
- The registration of the child will depend on assessment, after discussion with parents/carers, of our ability to provide suitable facilities for the welfare of the child.
- The children who are siblings of those already registered will have priority.
- We will consider any extenuating circumstances affecting the child's welfare or that of his or her family.
- When the online application is received an opportunity to join the waiting list will be offered. This does not constitute a guaranteed place.
- When an offer of a place is made, written acceptance is required with the registration fee. A copy of the birth certificate is also required.
- If a place is not immediately available on the date that the application is received, parents/carers will be offered to place their child's name on our waiting list.
- We will discuss free entitlement places, if relevant during the admissions process.

Once a place has been offered at hdc the following conditions apply:

- The online registration form is required along with the registration fee and deposit payment
- Should parents/carers not take up a place at the agreed time, they may have their place withdrawn.
- Humpty Dumpty Childcare reserves the right to withdraw a child's place in the event of inappropriate parental/carer behaviour.
- All parents/carers must adhere to all Humpty Dumpty Childcare's terms and conditions and the setting's policies and procedures.
- We will need to take a copy of the child's birth certificate on admission for our records.

Key Person

Each child is allocated a key person who aims to build a close relationship both with child and parent. When your child starts at the nursery, they will have a named key worker who will be responsible for settling your child in and recording all information relevant to the progress of your child. The nursery will supply a 'home link' book in which information

can be shared between the key person and you the parent/carer should you wish to have one of these. hdc also records children's progress, observations and daily routines (e.g. sleep, meals) through an on-line data base which has restricted access. Parents/carers will be invited to access information regarding their child through Family.

Should a parent/carer wish to appeal an admission decision, write to:

Managing Director, hdc, Cottage 2, Follaton House, Plymouth Road, Totnes, TQ9 5NE