



## **ADMISSIONS POLICY**

Berkhampstead Day Nurseries welcomes children from the age of 3 months to 4 years and 11 months and is open Monday - Friday from 8am - 6pm, all year-round. We currently support the Government's Early Years Funding Schemes.

### **The Entry Procedure**

Berkhampstead Day Nurseries will ask for your child to attend a 'settling in session' to ensure both you and your child will be happy at the Nursery. All 'settling-in' sessions are free and individually tailored to the needs of your child. You'll get a warm welcome from the staff and a big smile from the other children. We are very flexible and will ensure that you and your child are happy. If your child has attended another setting, we will contact them to discuss the child's development and any safeguarding concerns they may have.

### **Registration**

Berkhampstead Day Nurseries asks for a deposit upon registration to hold a place for your child to join the Nursery. A £50 non-refundable deposit and the sum of a month's fees which are refundable as follows: 1 day - £200, 1.5 days - £300, 2 days - £400, 2.5 days - £500, 3 days - £600, 3.5 days - £700, 4 days - £800, 4.5 days - £900, 5 days - £1000.

With the deposit, 50% is refundable when your child joins the Nursery; the other 50% is refundable when your child leaves the Nursery. You are required to pay £50 registration fee which is non-refundable.

New starters are required to provide 8 weeks' notice to delay their start date or reduce your booking. Existing parents are asked for 4 weeks' notice to make a change to their booking, or 8 weeks' notice if the child receives funding.

### **Birth Certificate**

A copy of your child's birth certificate will be required by the Nursery when completing the online registration link. A medical form for your child must also be completed prior to joining the Nursery.

### **Special Needs**

We do not discriminate in any way regarding entry. We welcome children with special educational needs, providing that the Nursery can offer them the support that they require. We welcome children with physical disabilities provided that our site is suitable for them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Nursery.

Policy reviewed – January 2025

Policy to be next reviewed – January 2026 Day Nursery Manager

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she joins the Day Nursery.

### **Sibling Policy**

Most siblings join us at the Nursery. However, admission is not automatic, and it is recommended that the sibling is registered as soon as possible in order to ensure a place is available. Second and third siblings at the Nursery are entitled to 5% discount of the fee. This is calculated net of any other discount already applied.

### **Religious Beliefs**

Although Berkhamstead Day Nurseries have Christian roots, we do not select for entry on the basis of religious belief.

### **Equal Treatment**

Berkhamstead Day Nurseries aim is to encourage applications from parents with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Berkhamstead Day Nurseries are committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background.

### **Contractual Terms and Conditions**

Copies will be made available to parents as part of the admissions process.

### **Entry into Berkhamstead School**

Berkhamstead School is an outstanding co-educational independent school for pupils from ages 3 to 11. Children may transfer from both Day Nurseries to the School Kindergarten from the age of 3 years old. Following Kindergarten there is a two-form entry from Reception to Year 6 (no more than 18 in a class in Reception). Deciding on the right school for your child is one of the most important decisions you will ever have to make. Visiting the school will not only help you understand how Berkhamstead delivers education, but it will also help you in your journey to identify the most suitable school; we believe that a personal visit is invaluable. They hold several Open Days, which give a general introduction to the school. Details are published on our website. The school is also very happy to welcome prospective parents and their children at other times. Please contact the school admissions on 01242 523263 or email : [admissions@berkhampsteadschool.co.uk](mailto:admissions@berkhampsteadschool.co.uk) to arrange a visit.

Entry from the Day Nurseries to the School Kindergarten or Reception is not automatic or guaranteed, so please contact the school for a visit.

### **Complaints**

We hope that you and your child do not have any complaints about our admissions process; copies of the Day Nurseries complaints procedure can be sent to you on request. It is also on the Day Nurseries website.