



ADMISSIONS POLICY

Monkey Puzzle Day Nursery is registered for 59 children between the ages of 3 months and 5 years.

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

OFFERED SPACES AND WAITING LIST

- Once a place has been offered and accepted by the parents/guardians, application form completed, deposit and registration fees paid, your child's place is secure for the sessions applied for.
- Please note that once you have secured your space you may not amend these sessions i.e. reduce sessions prior to your start date. All children must attend their originally offered sessions for at least 3 months before any request to reduce sessions can be considered. If you wish to increase your sessions please liaise with the Nursery Manager will check availability for you.
- Any requests to reduce or swap sessions will be considered on a case by case basis. Parents are strongly advised to liaise with the Nursery Manager prior to making any final decisions as to the days they choose to retain or cancel as some sessions are not available for children attending minimum part-time sessions. This is to ensure that we fully maximise the resources deployed at the nursery throughout the week. Monkey Puzzle Day Nursery Cambridge reserves the right to make the final decision on the days that can be offered in case of reduction of sessions.



- The nursery is normally full and no spaces available in most rooms therefore we operate a waiting list. We offer places by giving priority to people that have been on the waiting list the longest and if they meet the like-for-like requirements of sessions that have become available

We at Monkey Puzzle Day Nursery operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

At Monkey Puzzle Day Nursery Cambridge we currently provide funded sessions for children (three and four year olds) subject to availability. These places will be allocated on a first-come, first-served basis and can be booked a term in advance.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded sessions we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes.