

03 Admissions Policy and Procedure

Sticky Fingers Day Care Nursery is registered for _____ children
_____ Children between the ages of 0 and 2 years
_____ Children between the ages of 2 and 3 years
_____ Children between the ages of 3 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/ren can be offered a place in the nursery are:

- 1 Availability of spaces taking into account the staff / child ratios, the age of the child and the registration requirements.
- 2 When the application form is received (priority is given to those who have been registered on the waiting list the longest).
- 3 The nursery's ability to provide the facilities in the best interests of the welfare of the child.
- 4 A child requiring a full-time place will usually have preference over another requiring a part-time place.
- 5 Extenuating circumstances affecting the child's welfare or his/her family.
- 6 Children who have siblings already attending Sticky Fingers.

We have never discriminated, and have no intention in the future of discriminating, against any child on the grounds of sex, race, religion, colour or creed.

We will try and be as flexible as possible about attendance patterns, so that we can accommodate the needs of individual children and their families.

Waiting List:

At Sticky Fingers we have adopted a waiting list system due to the nature of the demand for spaces at the nursery. We are prompt in letting parents know when a vacancy becomes or is about to become available.

Parents are placed on the waiting list as soon as a completed registration form (which is available in the brochure pack) has been received. Upon receipt we put the date at the top of the form.