

Admission and Induction Arrangements

In order to secure a place for your child at the Centre you need to obtain an application form from the Centre Office, which is beside the entrance lobby.

To help you make up your mind about whether you think your child will be happy with us, you are welcome to come and have a look around with your child, before filling in the form.

The form also requires you to produce your child's birth certificate, to check their age and proof of your home address, the child's personal and family details and emergency contacts.

When a place has been allocated to your child in the nursery, we will contact you in the term before your child is due to start, to arrange a home visit. Once the term begins you can decide, in consultation with staff, how many sessions you would like your child to attend for the first few weeks. For the 0 to 3 unit you will be offered a home visit and several induction sessions, to ensure your child is settled in.

You will also be asked to give us any relevant information relating to your child's dietary needs and any special medical conditions we should know about.

Once your child is attending the Centre it is very important that we have your up to date contact details, in case we need to get in touch with you during the day.

Please inform us immediately of any changes to your contact details.

We will seek your permission to take your child on outings and when using their photo in our publicity in the press or on our website, We will keep you up to date with events through regular newsletters and notices in the entrance lobby.