

## First Steps (Bath)

### Day Care Admissions Policy and Procedure

#### Policy statement

First Steps aims to provide a fair system for prioritising places. Therefore, we allocate places on a first come first served basis, taking occupancy into consideration. However, if places are limited, we prioritise families as follows:

- Vulnerable children living within the local area of First Steps Centres whose place has been funded by the local authority
- Children of First Steps staff, where the place is needed for their working hours
- Siblings of children currently attending
- Other children who live within the First Steps local area.
- Other children who live outside the First Steps area of working families

Children attend on a part or full-time basis, with agreed hours of attendance.

A copy of the full birth certificate is required. A deposit of two weeks fees is payable on completion of the registration form. . This deposit is refunded when the child leaves First Steps, less any fees which may be outstanding.

All children follow our settling-in procedure which consists of one or two visits to the nursery, The parent/carer is very welcome to continue to visit with their child and build up their attendance after this date, should they wish.

#### Procedure

- Complete initial enquiry form with parent and check to see if they receive 2- or 3-year-old EYE or any other funding.
- offer and arrange show round.
- Complete admissions with parent, take deposit and birth certificate. Allocate sessions and start date.
- Email welcoming to First Steps and set up on First Steps Nursery Management Software
- Month before the start date book settling in sessions in agreement with key person, send an email welcoming to First Steps, set up on Nursery Management Software and inform finance of new starter.

Policy revised and updated by Senior Managers, July 2014

Approved by the Board of Trustees

Reviewed and updated by SMT May 2016

Reviewed by SMT May 2017

Reviewed by Trustees May 2018

Reviewed by SMT April 2019

Reviewed by SMT April 2020

Reviewed by SMT April 2021

Reviewed by SMT April 2022

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Reviewed by SMT April 2024

Reviewed by SMT April 2025

