

Nursery Admissions Policy

There are no specific criteria for applying for a part-time funded nursery place (15 hours per week) at Heathbrook. The Early Years team will assess all applications, and contact you if/when we have a place for your child. We do, however, ask that all families attend at least two nursery transition sessions with their child. These take place during the term before your child is due to start, and are an important part of the settling in process. If you do not attend these without adequate reason, we may withdraw your child's place at our nursery.

15 funded hours

Your 15 funded hours can be used for 5 mornings per week, 5 afternoons per week, or for a block of 2.5 days. Please discuss your requirements with us.

30 funded hours

If you are eligible for 30 funded hours, then your child may attend our nursery for 5 full days (8:55am-3.15pm, term-time only). If you require longer days, then please enquire at the office about breakfast and after school clubs.

Cost of additional hours

We also offer a fee-paying 'additional hours' option, for families who are eligible for 15 funded hours who would like to extend their child's hours to full time. Please ask to see our Heathbrook Nursery Fee Structure document for further information. Additional hours and flexibility of days offered are subject to availability.

Extended day

Please speak to a member of our admin team in the main office if you are interested in breakfast or after school clubs, as this is run separately from nursery admissions.

Early intervention commitment

Please refer to our Early Intervention Commitment document for an overview of how we work with parents and other professionals to best meet the needs of your child.

Toilet training

Our provision and staffing ratios are designed for age 3+. This means that there are no nappy changing facilities at our nursery. Therefore we ask that all children are toilet trained before they begin with us. This means that children need to come into nursery in pants rather than nappies/pull ups, and need to be able to use the toilet independently with reminders from staff. If your child is struggling with this, then please contact us or our Children's Centre for support. In the instance where a child has a medical need and requires an intimate care plan, please discuss this with us as early on in the application process as possible. This will ensure we can make arrangements to meet your child's needs or investigate the needs further and arrange appropriate support.

Policy Adopted by Governors: September 2018

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