

# The Lyme Nursery

## Admissions Policy

Parents enquiring of a nursery placement for their child(ren) will receive a detailed account from the Nursery Manager / Person in charge, Marketing Manager of the current provision availability. They will be encouraged to visit the Nursery website or alternatively will be sent a copy of the current prospectus pamphlet, detailing in outline, basic background to the Nursery, general provision and terms, and fees etc.

Prospective customers are openly invited to look around the Nursery and each area Team Leader will show parents their particular provision and attempt to answer appropriate questions. The Nursery Manager or Marketing Manager or representative will conduct the visit, whereupon the administrative or specific areas of concern / questions can be dealt with.

Parents who choose to place their child in the Nursery will receive the 'Nursery placement - New Provision' letter of confirmation which explains initial procedures and requirements.

A package of information and policies will be sent to parents upon completion of their enrolment; i.e. receipt of the completed application form and deposit. Included in this package will be a Nursery portfolio containing the principle documents from the Nursery's Policies Handbook.

Amongst the above information will be an agreement contract for parent(s) to complete detailing the terms and conditions of their agreement with the Nursery regarding the placement of their child(ren).