



## Admissions Procedures

If you wish to apply for a place please call to make an appointment with the Nursery Manager.

St Mary's Nursery	St Saviour's Nursery
Nursery Manager: Emma Cowie  Brooke Road Walthamstow E17 9HJ  02085211066  Emma.cowie@llng.org	Nursery Manager: Dawn Hodge  Verulam Avenue Walthamstow E17 8ER  02085200612  Dawn.hodge@llng.org

- Once you have made contact with us you may be offered a tour of the Nursery and given an application pack. The pack contains:
  - **Application Form**
  - **Admissions Policy**
  - **Price List**
  
- If you wish to apply please complete the application form and send it to the Nursery email or hand it in directly to the Nursery Manager. No request will be taken over the phone.
  
- On receipt of an application form the Manager, we will check availability and then email you to confirm if there is a place available. If there is a place available it will be reserved for you. You will usually hear from us within a week. Please check your emails regularly as you will be given 48 hours to respond. Please ensure you have also checked your junk email as we cannot be held responsible for emails that have been missed.
  
- If we do not hear back from you after one further email notification the place will be reopened. We will inform you that the place is no longer reserved for you.
  
- If you confirm you would like to take the place you will be sent an offer letter. If you have not received an offer letter that means you have not been reserved a place in the Nursery.
  
- The offer letter states that you have one week to pay the non-refundable holding fee. If you do not pay the holding fee within this timeframe the place will be reopened.

- Once you have received an offer letter and paid your non-refundable holding fee your place at our Nursery is guaranteed. The holding fee is non-refundable if you decide to withdraw from the Nursery place.
- A member of senior staff will contact you approximately 4 weeks before your child's start date to organise an individual admission plan for your child. You will also be invited into the Nursery for a stay and play session where you will complete our Nursery starter pack. Parents can come for stay and plays once they have a place. If you are concerned about how they may settle in, you can arrange with the manager to start stay and play sessions before the 4 week mark.
- We strongly advise parents come to the nursery for at least 3 stay and plays the week before their child settles in.
- The week of your start date – is the week your child will transition. This is a fee of £180 as we will provide a member of staff to work one to one with your little one. During the week, your child's hours will slowly build up. You will need to be on hand to pick them up if they are disressed. As you know, each child is unique, and if they need to continue to transition into the setting the week after, you will pay and attend your regular booked hours. You will again need to be on hand to come and collect your child if they are disressed. We will not keep children in the nursery who are not settled in at an acceptable level. A senior member of staff will keep in touch with your to discuss the settling in process. Therefore, we recommend you do not plan on going back to work in your child's second week.
- If there is no space available in our Nursery, you can ask to be added to our waiting list. You will receive an email to confirm this.
- If you decide to increase your hours once your child has started at the Nursery, we cannot guarantee that we will have those hours available. You will need to complete a new application form and although every effort will be made to accommodate you, we cannot guarantee that we will be able to provide you with the newly requested hours. Your original days will, of course, be secure but you may have to go onto the waiting list for the new days you are asking for.
- Reducing days means that you are withdrawing your place. This means your booking is cancelled. You will need to re-apply. If there are people ahead of you on the waiting list, you may lose all of your days. It is important you understand this strict policy before agreeing to a place.
- We are keen to build upon the links between St Mary's and St Saviour's Nurseries. Therefore, if your first choice Nursery is full, we will look to see if we can offer you a place at our sister provision.