

ADMISSIONS POLICY

The Admissions Policy is in place to ensure both parents and team members understand the process for the allocation of places within the nursery.

Liberty Kids, intention to make our setting accessible and welcoming to all children and families from all sections of the local community and beyond.

Liberty Kids offer full and part time childcare provision and will where possible, accommodate parental requests for additional sessions and one off placements. Liberty Kids aim to respond to the needs of both parent and child and will be as flexible and as responsive as possible.

Liberty Kids is registered to care for children by (SCSWIS) Care Inspectorate.

Liberty Kids Aims:

To ensure that all sections of the community have access to the setting through open, fair and clearly communicated procedures.

To ensure this we will:

- Include all children from surrounding communities
- Include children in public care for whom Liberty Kids is the most appropriate local nursery.
- Include children with disabilities/additional needs or serious medical condition with supported medical information from their doctor or hospital.
- Aim to keep a place vacant, to accommodate an emergency admission.
- Ensure our existence is known to all sections of the local community.
- Have a waiting list on a "first come, first served" basis.
- Make sure information about our service is accessible, in written and spoken form, and in more than one language where possible.
- Places will be offered on availability basis, reflecting the sessions required and the age of the child.
- If we are unable to meet a Parent/Carer request for the sessions required alternative sessions will be offered if available.
- If the alternatives offered are not suitable, you will be given the option of joining the waiting list.
- The waiting list is reviewed on regular basis and places will be allocated as soon as a suitable vacancy arises.
- Children who have a sibling already attending Liberty Kids will be given priority.
- A small number of places will be allocated to the children of team members. This is subject to a maximum number and also availability.
- Liberty Kids is an Equal Opportunities provider which is reflected in our Admissions Policy.
- Retainers are payable for all Parent's/Carer joining Liberty Kids, safeguarding the finances of the nursery. Retainers amounts vary depending upon sessional type and number booked.
- Children admitted will be required to purchase and wear the Liberty Kids uniform once attending the Discovers Preschool.