Admissions Policy

Olive Tree Day Nursery is a private day nursery which is open 51 weeks of the year. Although it is set within a rural area, it is accessible to all, regardless of job location or address. Children can join our Nursery from birth, and can stay with us up until the term they are 5 years old (by legal requirement). We are registered for children up to the age of 12. Olive Tree Day Nursery is in line with anti-discriminatory practice, equal opportunities and is inclusive to all. Olive Tree Day Nursery can provide wheelchair access and is situated on the ground floor. Olive Tree Day Nursery can take a maximum of 17 children in the main building with additional capacity using our purpose-built cabin. Consequently, we are restricted to these numbers under Government regulations, but will do all that is practicable to meet your demands. In addition, we require your child to attend a minimum of 2 sessions per week (a session is made up of a morning, 4 hour session or afternoon 4 hour session) to deliver consistency for your child's education and care. Fee paying children with a sibling attending the same sessions may receive a 10% discount. Olive Tree require 4 weeks’ notice of any holidays parents wish to take, where they will receive a 50% reduction in childcare costs for a maximum of 2 weeks, e.g. if your child attended nursery twice a week your child would receive up to 4 days at 50% reduction. Olive Tree takes payment 1 month in advance of childcare and asks for 1 month’s written notice of cancellation of their nursery place, even if they do not attend. We ask that you adhere to your child’s allotted times due to safeguarding reasons, you will incur an additional charge if you arrive early to drop off or late to collect your child. The fee is currently £10 per 15 minutes. If pre-arranged this fee will not apply or if it is due to unforeseen circumstances and you are unable to get in touch to let us know you will be late to collect, however this will not apply if it happens on a regular basis. We do not open on bank holidays. Funded 2, 3 and 4 year olds receive 15 hours (universal)childcare or 30 hours (extended) hours paid for, however must pay for meals and any extra hours above the 15/30 funded hours. Your child will come home dirty from messy play/eating etc. so please don’t send them in their best clothes. We do sell nursery t shirts for your children to wear so that they do not ruin their clothes.

Admissions Procedure

Firstly, as per the settling-in policy, we recommend that you come for a visit, see the Nursery in action and meet the staff. We kindly request that you arrange for an appointment time so that our Manager, or Deputy can give you their undivided attention whilst they show you around the building and discuss any questions or concerns you may have. If you decide you would like your child to attend, stay for a session (1 hour) and acquaint yourself with the building and how the nursery operates. It will be a good opportunity for you to chat informally with staff so that you can get to know each other better, and build up a sense of trust and mutual respect. We will need your enrolment forms filled in and returned, please, so that we have accurate and up-to-date records of your child.

Requirements for your child's first day:

* Nappies/wipes and creams to be applied
* Food for the day unless paying for nursery to provide
* Bottle/formula for babies
* Spare change of clothes (labelled)
* Sun cream, sunhats, hats, gloves etc.

The Nursery will provide:

* Beakers and cups
* Plates
* Cutlery
* Spare clothes (if needed)
* Cots
* Bedding
* Milk/water for snack (am and pm)

January 2020