



ADMINISTRATIVE POLICY

The aim of Toptotz Day Nursery is to offer early years care and education to children from three months to school age.

Toptotz welcomes every child who is within the required age range, whatever his/her needs, colour, race, religion, social class or family situation.

We welcome the parent/guardian to make an appointment to visit the nursery.

Upon commencement the parent is required to complete a contract which agrees to adhere to the nursery policies which is also signed by the Manager.

We require information about your child's personal needs and details, such as, medical history, allergies, and emergency contact numbers, this data needs to be updated if circumstances change.

Our Nursery is accessible to children from all sections of the local community. In order to accomplish this the Nursery will:-

- Ensure the existence of the group is widely known in all local communities. Notices advertising the group will be displayed in places where all sections of the community can see them, in more than one language when appropriate.

- Describe the group and its practices in terms which make it clear to both fathers and mothers, other relations and other carers, including

people from all cultural, ethnic, religious and social groups, with and without disabilities, are welcome.

- Arrange the order of admissions taking into consideration, date of birth,
if siblings are already attending nursery, where the family live and special needs of the child and their family.
- Keep a place vacant, if financially viable, to accommodate emergency admissions.
- Arrange informal visits to the Nursery for parents/guardians and children, prior to the offer of a place, and give parents/guardians the opportunity to discuss the admission of their children with the Manager or appointed Deputy Manager.
- Monitor the gender and ethnic background of children joining the group to ensure no accidental discrimination is taking place.
- Make the Equal Opportunity Policy widely known.
- Consult with families about the opening times of the Nursery to avoid excluding anyone.
- Be flexible about attendance when possible to accommodate the needs of
individual children and families.
- Encourage parental involvement in the day to day running of the Nursery by use of the suggestion box.