



# 9 Months Nursery Ltd.

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Registered in England company reg. Number 3920143

## Admissions Policy

### Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community.

### Aim

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

### Methods

In order to achieve this aim, we operate the following admissions procedure:

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community whenever there are vacancies.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter dependent on the language required.
- We arrange our waiting list in date of registration order. In addition, our policy may take into account the following:
  - siblings already attending the setting
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- 9MN is open all the year round with the exception of Public Holidays, planned INSET days (please check Nursery Calendar) and the period between Christmas Eve and New Years Day. Fees are applicable on these days.
- Children will be accepted from the ages of 3 months to 5 years.
- Opening Times are 8am to 6pm Monday – Friday.
- Additional babysitting is available out of nursery hours from 6pm-8.00pm, if notice is given well in advance and staff are available on the required date. This service is available for all parents who use the nursery. 9 months will provide the nursery facilities; however this arrangement will be agreed between the parent and nursery nurse. However, in line with The Children Act, children should not be in nursery care for more than 10 hours per day.
- A deposit of £450 is required upon registration in order to secure a place at the nursery. If 2 siblings are starting at the same time, then the deposit is £600. This deposit is fully refundable upon 1 month's notice of leaving the nursery, only after the child has attended the nursery for a minimum of 6 months. Refunds will not be given if places are not accepted once reserved.
- 9MN Ltd reserves the right to terminate the nursery place upon 1 month's written notice in unexpected circumstances such as children not settling, parents not adhering to policies, disrupting nursery routine etc. This includes situations where a child is happy and settled, but the parents do not work in partnership with the team.
- In order to decrease the number of days a child attends; the nursery requires one full months' notice in writing.
- In the unlikely event that the nursery would have to cease operating, all deposits would be returned in full, regardless of how long the child had been attending.
- Once a place has been reserved, a minimum of 3 months notice is required in order to make any changes to the start date. The start date may only be changed once. If the start date is delayed at shorter notice, 50% of the monthly fees will be payable starting from the initial date or first agreed changed start date.
- All fees are to be paid monthly in advance and should clear the 9 Months account by 5<sup>th</sup> of the month; late payments (those arriving on 6<sup>th</sup> or later) will incur a charge of £5 per day. We reserve the right to exclude children from the nursery until fees have been paid.
- Any parent arriving later than 6pm will be charged £5 up to 6.05pm and £5 for every 5 minutes thereafter. The late book will be signed by the parent as well as the member of staff present. Payment goes directly to the member of staff present. Payment goes directly to the member of staff who stayed behind to care for your child as Practitioners work long days and we respect that they have personal commitments to attend to after their shift ends at 6pm.

We recommend that all parents visit the nursery in person prior to registration of their child. If you are interested in reserving a place, you will be asked to complete a registration form, for which a non-refundable fee of £50 is required. With a wide choice of childcare facilities available to parents today, we are committed to providing places to those who are genuinely interested in 9MN as soon as possible. Therefore, if you would like a place reserved and one is not available immediately, you can place your child's name on a waiting list for a fee of £50 fully refundable on acceptance of the place.

Prior to the start date, we recommend that you agree to a series of settling-in visits, with the relevant keyworker to suit both parties. It is suggested that 6 - 10 visits be completed prior to the official start date. However, we recognise that every child has individual needs; therefore, a personalised settled-in plan can be arranged accordingly. Hourly visits accompanied by parent/carers are complimentary; visits are charged at the discounted rate of £5 per hour and can be arranged during any part of the day, including mealtimes. We have set hours for when parents are allowed to stay, to take into consideration minimal disruption to the children.

This policy was adopted at a meeting of

9 Months Nursery Ltd

Held on 09<sup>th</sup> May 2008

Signed on behalf of the Management Committee/Proprietor

Tasneem Ramji

This policy was reviewed on 06<sup>th</sup> January 2021

6<sup>th</sup> September 2022