

**The Teddy bears inn day nursery is registered for 39 children under 5 years old.**

The statement above is taken from the registration document.

We will only offer places to children when we can offer the correct staff to child ratio, which is as follows.....

1 adult to every 3 children under 2 years old

1 adult to every 4 children between the age of 2 and 3 years old

1 adult to every 8 children between the age of 3 and 8 years old

If a practitioner, working with the children, has an early years professional status then the ratio for that practitioner, and other staff with a full level 3 early years educator qualification, will change to:

1 adult to every 13 children between the age of 3 and 8 years old

Staff will also be provided to cover lunch breaks, cook, and plan holiday cover where necessary.

We will operate a waiting list once childcare places are full.

Temporary spaces will be offered to parents where possible, however the parents must be made aware when the place will end. Bearing this in mind they will be asked to sign a temporary contract, which will state the duration of the childcare space. If a long-term space arises during this time it will be offered to them and a new contract will be given.

Children who have a sibling already attending The Teddy Bears Inn Day Nursery will be given preference to a space if possible.

We will not take a child if we feel we cannot offer the correct care or facilities for the welfare of the child.

Full time places will usually be given preference over a part time space .

The nursery will consider extenuating family circumstances before offering a place.

**We have never discriminated, and never will discriminate against in the future against any child on grounds of sex, race, religion, colour or creed.**

Prior to a child attending nursery, parents/carers must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents/carers, doctor's contact details, health visitor contact details, allergies, parental consent, vaccinations etc.

All settings registered to accept government funding (detailed in the code of conduct) must offer free places to two to five year olds for the sessions specified by the local authority. At The teddy bears inn day nursery we currently provide free funded places, available for children subject to availability. These places will be allocated on a first come first serve basis and can be booked a term in advance. Please note for admissions for nursery education funded sessions we have a termly intake, beginning the term following your child's second/third birthday.

All funded sessions are now inline with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes.