

**Little Pandas
Early Learning Centre**

**Policy for
General Admissions**

POLICY FOR GENERAL ADMISSIONS

Aims

- ◆ To give children and parents as much information as possible about Little Pandas ELC and the care and education we provide.
- ◆ To make each child's learning journey a happy and successful one.
- ◆ To begin a lasting partnership with parents.

Procedures

Children are admitted at Little Pandas ELC as and when there are vacancies in each respective age group.

Parents are asked to telephone to make an appointment to visit Little Pandas ELC in order to discuss their child's admission , and to take a tour (with or without their child) before the child is admitted. No child is admitted until personal contact has been made.

Parents with a child already at a local in the area are asked to discuss the possible transfer with the Manager of that nursery. We do not recommend parents should remove their children from a local nursery without good reason.

A copy of the Little Pandas ELC Prospectus is given to parents, who are asked to complete a Registration form for their child before admission. Once the child has been admitted, parents are asked to keep in close contact with the child's named Key Worker, to ensure that their child's transition to the Little Pandas ELC goes smoothly.

On entry, the named Key Worker will assess the child, to gauge the levels at which the child is working.

Preferential places are allocated to siblings of children already attending Little Pandas ELC as well as children living within our catchment area of Jumeriah 1. Once all spaces are allotted names of any new children wishing to take a place at Little Pandas ELC will be added to a waiting list. As and when a place becomes available, families will be notified by telephone and email to proceed with the registration of their child.