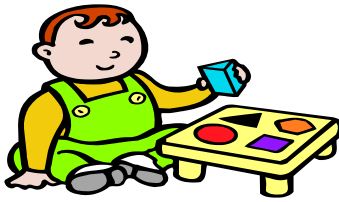


Stepping Stones Creche/Nursery



NEW ADMISSION POLICY

UPON ENQUIRY:-

1. Given a leaflet containing information/if interested after reading leaflet record information in enquiry book and passed to relevant unit, inform enquirer about registration fee:
2. A viewing appointment is made, for approximately 15 minutes accompanied by child. We show the parents around the unit and our Policies & Procedures are explained; if interested following viewing:-
3. Pay a registration fee.
4. Given information pack and enrolment form (not to be given until registration fee received).
5. An initial one hour session is suggested, with the time being extended as the child settles.
6. File set up and child starts. NB; we must receive the completed file prior to the child starting.
7. Days and times confirmed.