



Tilbury Nursery,
Potters Bar United Reformed Church,
Darkes Lane, Potters Bar,
Hertfordshire EN6 1BZ.

Web: www.tilburynursery.org.uk
Email: info@tilburynursery.org.uk

Manager: Mrs Daniela Drozd
Nursery Mobile: 07854 843125

ADMISSIONS POLICY

ADMISSION TO THE NURSERY

Children may attend from 2 years 4 months until they transfer to Primary School.

Application forms are available from the Nursery Office or on our website and should be returned together with the registration fee of £10. Formal offers of places should be accepted within the time stated on the offer. Failure to respond within the stated time may result in your child's place being offered to another applicant. The Nursery is open to all, but priority is given as stated below - parents claiming priority should detail this on the application form.

Numbers are limited and early application is strongly recommended.

The Nursery is open:

Monday - Thursday 9.00am - 3.00pm

Friday 9.00am - 12.00pm

We try to keep our term dates the same as the State Primary Schools.

Children are not allowed into the Nursery before 9.00am and prompt collection is required to avoid the distress that children feel if they are left behind after all the other children have gone.

Lunch Club is available for an extra hour:

12.00pm - 1.00pm

Children bring their own packed lunch which is eaten in a sociable atmosphere followed by various fun activities.

Our afternoon sessions run from 1.00pm - 3.00pm

Children will be required to attend a minimum of 2 days a week on starting.

The facilities of the Nursery include two halls with a separate modern kitchen, and access to Tilbury Hall, a large garden and a secure outside play area. There are sufficient self-care areas and toilets.

INFORMATION ON NEW STARTERS

Once your child/children have been accepted to attend our Nursery we will invite you to attend our New Parents Meeting which takes place yearly at in the Summer term prior to their start date.

At this Meeting we will request you fill out the following forms and documentation:

All About Me Form

Pre-Entry Questionnaire

Permission Forms

Medical/Allergy Forms

Unfortunately we are unable to allow your child to start Nursery until all these Forms have been submitted so as a staff team we can plan and put any measures in place for the safety and protection of your child/children.

PRIORITY ADMISSION

The decision to offer a place at the Nursery rests with the Management Committee.

The following priorities apply in the event of over -subscription:

1. Looked after children
2. Children of Members of the Church
3. Siblings of past/present pupils
4. Earliest date of application
- 5.

This policy was adopted at a Management Committee meeting of Potters

Bar URC Nursery

Held on	<hr/> 27 th April 2020	(date)
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Date to be reviewed	<hr/>	(date)
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Signed on behalf of the

Management Committee

Name of signatory	<hr/> Mr Frank Palmer
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Role of signatory	<hr/> Chair of Management Committee
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Funded children