**PLANNING FOR YOUR NURSERY**

**In your Prospectus/Nursery pack for new Families**

* Include a step by step guide (pages 32-36 in nursery booklet) on how to apply to your setting
* Include information on extended (30) hours (Template communication letter has been emailed to all schools)
* School fulltime or sessional policy.

**Information collecting:**

Develop a document collecting all of the information you need in one place

**Parent details**

* Make a note of parent details (address/phone number etc.)
* Parents do not have to give you this information. Make it clear that this not affect placement.
* Collect details in a document/form where GDPR policy is clearly detailed explaining **why** you are collecting information, for what purpose, how long you will keep the information and if it will be passed on to anyone.

**Part-time/Full-time**

* What type of place do they want?

**30 Hours Eligibility**

* Are both parents in employment/meet extended (30) hours criteria? Have criteria outlined in pack. State that it is not the school or the council who determine eligibility – it is the government. If they do not apply they will not receive it.
* If they are not eligible for 30 hours, would they be willing to pay for the extra hours to make up a full time place? Before you do this, make sure you have calculated how much each place costs. This should include premises, utilities, overheads, staffing costs etc.

**January/April/September Start**

* Ask if parents want a place in the term following child’s third birthday or September start.

**SAMs (Schools admission module)**

* SAM will provide information of all families that have applied to your setting and a percentage how many of those are first choice (it will not tell you which families are first choice).
* SAM will also provide contact details of all parents that have applied. You can contact any of these families, asking them to visit your setting.

**WEBSITE**

Ensure key points relating to your setting are clearly detailed, including:

* Information relating on extended (30) hours provision & eligibility
* Fulltime/part time policy
* Do you offer wrap around care
* A timetable of a typical day at nursery (start time, lunch, finish)
* Step by Step guide on how to apply.