



**Liskeard Child Development Centre
Sunshine Room**

24. Admissions

The Liskeard Child Development Centre is registered for up to 12 children between the ages of 3 and 5 years old.

Children are allocated a placement at any of the Child Development Centre's in Cornwall through the County Allocation Panel. The panel meets half termly and follows the criteria as stated in the County Child Development Protocol.

The County Allocation panel operates an inclusion and equality policy and ensure that all children that meet the CDC criteria have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending the CDC nursery the Teacher in Charge will meet with parents to complete the 'All About Me' registration form. This form provides 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, sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Internal use only

This policy was adopted on	
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	