



## **Admissions Policy**

We are a full time, private day nursery, offering flexible quality childcare for children aged 0-5 years. Whilst we try our best to accommodate parent's requirements, the following criteria is used when deciding which child can be offered a place:

- The age of the child
- Registration requirements and who has parental responsibility. Parental responsibility means we do not need consent of the other parent for routine decisions, even if they also have parental responsibility. If its a major decision both parents with responsibility must agree in writing. The only deviance to this is if there is a court order stating this.
- Availability of spaces in the nursery, considering the staff/child ratios, in line with the Early years foundation stage (EYFS) and OFSTED guidelines.
- Priority will be given to children who are booking full time places and those who already have siblings at the Nursery.
- The oldest sibling will receive a 5% discount on their hours that are not funded (any sessions that are booked in that go past their funding). This discount will come off the whole invoice amount.
- Extra weight is given to those who have been on the waiting list longest

Prior to starting you will need to complete a registration pack, which we will then upload to the Family system. You will then be required to sign a contract and read through the policies and permissions, before signing consent. This will provide us with personal details, any medication if needed, allergies, emergency contacts etc.

The nursery offers Free Working Parents Entitlement (up to 30 hours) to children who have reached 9 months up until 3/4 years, which is able to be claimed for the term after they turn 9 months old or the term after their 2<sup>nd</sup> or 3<sup>rd</sup> birthday, based on availability of spaces. The nursery reserves the right to determine when these sessions can be offered based on availability. Funding covers only the core elements of childcare.

For our funded places there is an additional voluntary consumable charge, which covers all meal times and snacks, trips out, parties, extracurricular activities (dance, french/yoga,rugby,football), outdoor play and learning materials such as gardening supplies and natural resources, consumables for themed activities such as extra activities used for seasonal events and special products, science activities, access to Family account, Christmas events, Graduation day, Sports day, Grandparents day and many more. We provide Free Early Education (FEE) places completely free of charge, with no restrictions or conditions applied. Families may choose to access their funded hours over **three full school-day sessions (8:00 AM – 4:00 PM, Monday to Friday)**.



Parents also have the option to purchase additional hours or services if they wish, but this is entirely voluntary and not required in order to access their funded hours.

The nursery must have sight of your child's birth certificate or passport before a claim can be made for Free Early Education Funding.

Funding is non-transferable between nurseries and will stay with us until the next claim date. Claims are made in September, January and April. You may terminate your child's funded place without notice at Pegwell Bay Nursery at any time, however we will not transfer funding.

For 9 months to 4-year funding, your child must be in nursery for the headcount week which is usually the 2nd week of the term. Dates of headcount week can be supplied on request. If your child is ill or on holiday this week you must let the nursery know so that they don't miss their funding slot.

Places are non-movable once booked unless other spaces are available. Once our permanent places are booked any extra spaces above your 30 hours are classed as extra and are charged at the sessional rate.

A Parental Declaration form needs to be filled out at the start of each term in September, January and April. It is a legal requirement for us to ensure that this form is completed in full and on time. If it is not completed, we will no longer be able to claim your child's free funding and you may be liable for fees.

It is very important that your child attends regularly to get the most out of their Early Years Education. If your child fails to attend to long periods without a valid reason the Early Years Education team will be informed, and funding may be withdrawn. You will be required to pay the nursery for any sessions that the government will not fund.

We never have discriminated, and have no intention in the future of discriminating, against a child on the grounds of sex, race, religion, colour or creed. Upon registration, we will obtain your permission in line with safeguarding, we will contact any previous settings for information. This will be recorded in your child's record.

Once your child starts, we ask parents to provide the following for their child whilst at nursery.

- Spare clothes
- All in one wetsuit
- Wellies
- Water bottle

The above should be labelled to save any confusion or lost property.