

## Admissions/ Pricing Policy

At **Rothersthorpe nursery ltd** we care for **55** children between the ages of 3 months and eleven years of age.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery will use the following admission criteria which is applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan or , or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

We operate an inclusion and equality policy and ensure that all children 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 nursery, parents must complete and sign a contract and registration form. These forms provide 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, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

### **Providers eligible to provide government funded places for early education**

All settings registered to accept government funding must offer funded places for **\*two/\*three** to five year olds for early learning sessions specified by the local authority. At **Rothersthorpe nursery ltd** we currently provide **32** government funded places for children; this is subject to availability. These places will be allocated on a first come, first served basis and can be booked a month in advance. Please note for the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child's **\*second/\*third** birthday. ( we can take admission before your child's **\*second/\*third** birthday but all sessions will be paid by the parents)

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your

wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

### **Nursery place reservation:**

To reserve a place for your child, you will need to complete the registration forms and return it to the nursery with a non-refundable registration fee of £50 to cover the administration cost **We can only reserve a place for a child for 4 weeks if the child's start date is after four weeks, we will require advance payment of 4 weeks of monthly fees which will then be adjusted against first month's invoice ( for all children). If the child doesn't start the nursery on the agreed start date then this monthly fee will become non-refundable. (Registration fee is not applicable for families accessing the funded sessions entitlement only, but parents need to provide recent utility bill and child's birth certificate and sign funding form before they can start)**, and we have confirmed to you [in writing/email] that your application for a place has been successful. There is a non-refundable registration fee of £30 for the out of school club and holiday club to cover the administration cost.

Parents/cares will be offered a place if a suitable vacancy is available. If a place is required at a future date, the child's name will be added to the waiting list and when a vacancy occurs, it will be offered to the first child on the list to whom it is applicable. Minimum requirement two sessions am or pm or full day.

### **Fees/Invoices/termination:**

5% discount for siblings \* (excluding Early Education Funding, lunch and consumables) doing the same amount of hours at the same time, reduction in either sibling's hours will reduce the discount accordingly. Fees must be paid for a month in advance; you can pay by BACS system directly into the nursery account. All sessions booked must be paid for, even if your child is absent due to holiday or sickness. All extra sessions booked should be paid in advance and not to be changed with initial sessions. Fees not paid by the due date will incur a penalty of £15.00. Lateness will be charged at £10.00 within the first five minutes, and then £10.00 for every 10 minutes. This will be a management decision, as any eventuality can occur, this charge will be added to the following months invoice. One month's written notice or payment in lieu of notice is required of you if you wish to withdraw your child from nursery or reduce any sessions. We welcome 'employees' voucher scheme. If you wish to set up childcare voucher payment you will need our Ofsted registration number which is EY314576.

If you wish to pay fees with cash please make sure you receive a receipt completed by a member of management. In extreme weather conditions nursery may be closed, no fees will be refunded but alternative sessions will be offered according to availability, please listen to local radio for closure or email nursery to confirm. Bank charges for any cheque not honoured by the bank will be recovered from the parents/carers and a discretionary penalty may be imposed. Nursery will be closed on all UK Bank holidays and will close at 4pm on Christmas Eve. Days and sessions, which fall within periods of closure, are not transferable. If the nursery is forced to close for reasons beyond the nursery's control or if it is, in our reasonable opinion, necessary or in the interests of the Child to do so, we may close the nursery even though our

business interruption insurance will not cover us for the closure. In these circumstances, we will charge a retainer of [25%] of your regular monthly fee to enable the nursery to hold your child's place and cover unavoidable ongoing overheads during this time. For example, we may close because of severe weather conditions, outbreak of flu, swine flu, COVID-19, any epidemic or pandemic or other illnesses etc. Nursery fees are reviewed annually to ensure we are providing a high-quality affordable service for all our families.

**Opening times/sessions/Fees:**

**\*Children getting early years funding will be charged £8.00 per hour for any additional hours on top of their funded hours.**

- 8 - 1pm - £36 plus lunch £2.00
- 1 - 6pm – £36
- 8 - 6pm - £65 plus lunch £2.00
- 9 - 3pm - £44 plus lunch £2.00
- 9 - 3.30pm- £47.50 plus lunch £2.00
- 8 - 3pm - £51 plus lunch £2.00
- 9 - 12pm - £22
- 9 - 1pm - £29 plus lunch £2.00
- Hourly rate for extra hours for all children - £8.00

8.00am – 9.00am breakfast club (breakfast included) £5.50

3.30pm – 6.00pm out of school club (tea included) £15.00

9.00am – 5.00pm holiday club (school holidays only, meals included) £35.

8.00am-6.00pm holiday club (school holidays only, meals included) £42

Snack will be provided at 9.30am and light tea at 3pm. Milk is provided in the morning and afternoon session. Fresh water is available in the room all the time for children to help themselves.

There will be a charge for enhancements that will include all the additional activities and consumables. Consumables (For Funded children only) –

\*3 to 4 year old funding Consumables £5.00 a day for session's up to 5 hours and £10 a day for session's over 5 hour's per day (works out to £1 for each hour)

\* 2 to 3 year old funding consumables £3.00 a day for session's up to 5 hours and £6 a day for session's over 5 hour's per day (works out to .60pence for each hour)

Our consumables include but are not limited to: all

craft supplies, including paint, glue, paper, embellishments, messy play resources, disposable gloves, disposable nappy liners, tissues and toilet paper, hand cleaner, antibacterial gel, snack, and tea etc. It also contributes towards the services we must buy in; tapestry and parenta software.

**Early Education Funding\*3 and 4 year olds:**

The funding entitlement for 3 and 4 year olds is 570 hours per year (11 hours per week for 51 weeks or 15 hours per week term time only for)\*. From September 2017 for eligible parents, children will get extended funding on top of universal which in total of 22 hours per week

for 51 weeks or 30 hours for 38 weeks term time only\*. This will be for eligible parents only use this link to sign up and check your eligibility: <https://childcare-support.tax.service.gov.uk/>

**\*As we are 51 week nursery we request parents to do minimum 2 sessions (10 hours) per week in holidays for children claiming funding term time only. This is not a condition to get a place for funded hours.**

• For your child to be eligible for the funding please refer to table below

A child born between:	Will be eligible for a funded place for 6 terms from:
1 <sup>st</sup> April to 31 <sup>st</sup> August (inclusive)	The start of the Autumn Term following their 3 <sup>rd</sup> Birthday until statutory school age
1 <sup>st</sup> September to 31 <sup>st</sup> December (inclusive)	The start of the Spring Term following their 3 <sup>rd</sup> Birthday until statutory school age
1 <sup>st</sup> January to 31 <sup>st</sup> March (inclusive)	The start of the Summer Term following their 3 <sup>rd</sup> Birthday until statutory school age

**Early Education Funding for under 3 year olds\*\*:**

Starting from April 2024, existing childcare support will be expanded in phases. So by September 2025, most working families with children under the age of 5 will be entitled to 30 or 22 hours of childcare support per week.

The changes are being introduced gradually to make sure that providers can meet the needs of more families. This means that:

**Rothersthorpe nursery will only be offering 11 hours of childcare over 51 weeks to under 3 years old children between the hours of 1pm-6pm.**

\*2 years old who are eligible the Disadvantaged entitlement are entitled to a maximum 570 hours a year.

Parents/carers can now check their eligibility by using <http://www.northamptonshire.gov.uk> **Online Eligibility Checker (OEC)**

- From April 2024, 2 -years -old those eligible to working entitlement funding are entitled to a maximum 570 hours a year (from April 2024)

- From September 2024, 9-month-old those eligible to working entitlement funding are entitled to a maximum 570 hours a year.

From **September 2025**, eligible working parents of children under the age of 5 will be entitled to 22 hours of childcare a week.

Funded Early Education and Childcare is split across 3 funding blocks, Spring, Summer, and Autumn. Funding blocks are not school terms, children begin the funding block **after** each individual child’s 2nd or 3rd birthday, on the following basis:

- A maximum of two Early Years Providers in one day

For more information, please visit our website: [Funding information for childcare providers](#)

The Funded Early Learning for 2 year olds entitles children to 570 hours a year of Funded Early Learning. The 570 hours will be split by the Authority into three funding blocks. The maximum amount of hours that can be taken in a week is 11 hours. The Funded Early Learning place can start from the funding block following your child's 2nd Birthday. The funding blocks are;

1st January to 31st March (Spring Block)

1st April to 31st August (Summer Block)

1st September to 31st December (Autumn Block)

**When a child is eligible to receive the funded entitlement, the parent will need to complete a parental contract form. Once completed, the data is sent to WNC to be processed and cannot be altered until the following term.**

- I accept and understand the following points: I am NOT able to change my child's funded place during the funding block without giving the Early Education and Childcare Provider full notice as detailed in their Admissions Policy up to a maximum of 4 weeks. I understand that if I do, the funding available for my new Early Education and Childcare Provider may be affected.
- I am unable to claim more than the maximum hours available for each funding block and this has been explained to me by my Early Education and Childcare Provider.
- I understand that if my child who may be either 9 months or 2-year-old receiving working entitlements, is no longer eligible after the grace period I will not be eligible for funded working entitlements and therefore would need to pay for you childcare cost directly to the provider.
- If my eligibility for 3- and 4-year-old 30 hours extended entitlements, funded place ends, I will continue to receive funding for the 'grace period' at this Early Education and Childcare Provider only. After which I will only be entitled to Universal funded entitlement.
- I should not be charged for the funded hours in advance or be expected to pay any top up fees for my child's funded place.
- I have seen, agreed and signed a contract with my Early Education and Childcare Provider that details any additional costs I may be charged.
- I agree that the information I have provided will be shared with Early Education and Childcare Team, other local authorities if required, Early Education and Childcare Providers and the Department for Education who will access information from other government departments to confirm my child's eligibility and enable the named Early Education and Childcare Provider to claim funding.

- I agree that this Parent/Carer Contract must be signed at the beginning of each Funding Block to confirm the information correct. If the information has changed a new Parent/Carer Contract must be completed and signed by my Early Education and Childcare Provider.

I confirm that my child will use the hours I have signed for on this Parent/Carer Contract. I understand that I am only able to claim a maximum of 30 days absence in my child's funded year and I will inform my Early Education and Childcare Provider of any absence.

**If you have any questions about these terms and conditions, please contact us within 24 hours via an email.**

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>2<sup>nd</sup> March 2024</i>	<i>Rita Bhargava</i>	<i>1<sup>st</sup> March 2025</i>