

## 5. 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 (detailed in the code of practice) 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 **24** funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the free nursery education 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)

### **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. 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.

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

5% discount for siblings \* (excluding Early Education Funding) 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.

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 £7.50 per hour for any additional hours on top of their free entitlement.**

8.00am – 6.00pm snack & tea included £61 & lunch £1.50

8.00am – 1.00pm mid-morning snack included £35 & lunch £1.50

1.00pm – 6.00pm tea included £35

9am-3pm mid-morning snack included £42 & lunch £1.50.

Full week 8am-6pm £275 snack, lunch & tea included.

Hourly rate for extra hour for nursery children £7.50

9.00am-12.00pm £22 snack included (session for pre-school children only)

9.00am-1.00pm £28 snack included & lunch £1.50 (session for pre-school children only)

12.00pm-1.00pm £9 (including lunch)

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

Milk is provided in the morning and afternoon session. Fresh water is available in the room all the time for children to help themselves. **Lunch cost is voluntary if parents choose not to pay, they need to provide healthy lunch (Nut free and egg free) (for 3-4years funded children)**

There will be a charge for enhancements that will include all the additional activities and consumables. Consumables (For Funded children only) - £8 for more than 5 hours session and £4 for less than 5 hours session. 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. This is voluntary. It also contributes towards the services we must buy in; tapestry and parenta software.

**Early Education Funding\*\***

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) \*. 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 a 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:
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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

The Funded Early Learning for 2-year-olds entitles eligible 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 number of hours that can be taken in a week is 15 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) Parents/carers can now check their eligibility by using <http://www.northamptonshire.gov.uk> [Online Eligibility Checker \(OEC\)](#)

**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 NCC to be processed and cannot be altered until the following term.**

The Declaration Form needs to include the details of the Early Years Provider your child (ren) will be attending for their funded childcare. If your child (ren) will be attending two separate Early Years Providers, the completion of this form with both sets of details will be required to ensure that funding is split fairly between them.

Your child can attend a maximum of two Early Years Providers in a single day and if your child attends more than one we will split the funding fairly between the settings.

The Early Years Provider you may have chosen to have a minimum notice period they require from you for ending your early years funded place. You will need to decide whether to use your funded hours to cover this or to pay them directly for the notice period.

Parents understand that if they allow their child to start to access childcare at this Early Years Provider but then withdraw them before the headcount date, parents will become liable to pay for all services accessed up to the date of withdrawal.

Parents understand that if they move childcare providers, they must take a copy of this parental declaration to the new childcare provider as evidence of previously claimed funded hours.

Parents need to see a copy of the childcare provider's current pricing policy and accept the details contained therein.

Parents agree to notify the childcare provider of their child's absence and the reason will be recorded in the register.

A year starts from the time the first claim is made and is not reset at the start of the academic year. If we are notified by NCC that a child has exceeded their funded entitlement the overpayment being deducted from the nursery by NCC, it will be passed onto the parent to pay.

All of the above terms and conditions apply to all funding blocks in which the family accesses the Funded Childcare and Education for 2 year olds, the Funded Entitlement for 3 and 4 year olds and the 30 hours extended entitlement. \*\*

**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>June 2023</i>	<i>Rita Bhargava</i>	<i>April 2024</i>