



## Admissions Policy

Enchanted Day Nursery and Holiday Club welcomes all children and families from all areas of the community. We offer childcare for children aged 6 weeks to 4 years in our nursery, as well as a holiday club for children aged 4 - 11 years.

We ensure that the nursery is widely known in the local area, by advertising our contact information including information about us and the services we offer which can be viewed by the public, as well as the local community.

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 uses 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 in receipt of other local authority support.
4. Children who have siblings who are already attending our provision.
5. Children whose parents live within the local 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 if required to do so, in this case places are offered on an availability basis.

We promote inclusive practice following our Inclusion and Equality policy, ensuring 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.



We offer a minimum of one full day or two sessions per week, as we consider this offers some consistency for the child and within their best interest. There may be extenuating circumstances when we may waiver these restrictions, at the discretion of the nursery directors.

We reserve the right to terminate a child's place, at the discretion of both directors. In the event of this parents will be informed of the decision in writing detailing reasons to why the place has been terminated.

We have a clear pricing structure which is available on our website and given to parents upon enquiry and request. Parents receive a letter upon each enquiry with a breakdown of fees to meet their requirements, with details of what is included within each session.

We offer inclusive childcare which includes; all meals and snacks, nappies, wipes, sun-cream, sunhats, waterproof overalls and spare clothing provided within all fee costs.

We ensure all information is shared with new and existing parents on a regular basis, including any fee increases, session times and changes to opening and closing hours along with any closure dates. Any fee increases or changes to monthly fee costs, we notify parents in writing.

We discuss with new parent's necessary information and offer a settling in process to ensure good information sharing before the start date. Along with the registration we also provide free settling in sessions for all children prior to their starting date with us at Enchanted. We gather lots of information with parents using our "all about me" documentation. Following effective information sharing we may also enquire about any information concerning any previous learning, likes and dislikes as well as any special care requirements or adjustments we need to make considering each individual child.

We ensure we provide all service users with the information they require, offering an open-door policy. Parents are also informed of this during the registration process.

Nursery places are secured by completing a registration form together with parents, along with paying a £50.00 non-refundable registration fee. This registration fee covers the settling in periods for your child at the nursery, as well as confirming and holding the nursery place until the agreed starting date. If a place is not available for a child, then either the registration fee will not be accepted, or it will be refunded.



Parents are required to provide an original copy of their child's birth certificate to be recorded on the registration form.

We do NOT charge a registration fee for children taking up a government funded place, either 2, 3& 4 -year-old funding for both 15 and 30-hours funding.

During the registration process parents have an opportunity to share information about their child's needs, including emergency contact and security information to safeguard all children. Registration forms are filed in a locked filing cabinet adhering to GDPR and ensuring all information remains confidential. Parents are informed upon registration that in the event of any safeguarding concerns, we will follow correct safeguarding procedures, furthermore this is a time where we may not approach parents at the first instance. We welcome all mothers, fathers, extended family members & carers from all cultural, ethnic, religious or social groups. We follow inclusive practice within the nursery.

Parents are issued terms and conditions during registration. We advise parents that they can view nursery policies and procedures upon request. At times we may share policies and procedures using our online App, as well as keeping parents up to date with termly newsletters and array of information such as closure dates, special occasions, parents evenings, nursery events and information about children's learning and development progress.

We regularly keep parents updated and invite parents to leave feedback to help us make continuous improvements to the service we provide.

We invoice parents monthly on 1<sup>st</sup> of each month. Fees are payable in advance. We offer a 10-day grace period, before issuing late payment charges, which we try to avoid where possible and work together with parents to settle any outstanding fees. We send a polite reminder to parents after 10 days, unless there has been a pre-agreed payment plan confirmed by directors (Adele or Carly).

There is a one-month (4 weeks) notice period to terminate your child's nursery place. This is confirmed in initial letters and during registration process. We ask that this is given in writing on either letter or email format.

For all new children joining us, fees are to be paid by their start date. All invoices and payments are recorded and available to view on our Family App.

Information about us is accessible from a range of sources including; Our company website, Facebook, Family Information Service and Local Family Hubs.



We welcome children with all additional needs and disabilities and cater for their individual needs. There may be constraints of the setting which we may need to consider, these constraints may arise through the inability to provide extra staffing levels to ensure the safety and well-being of the child. There may be some restrictions however, we acknowledge the legislation with regards to the Disability Discrimination Act and Equality Act (2010) and therefore we will make all reasonable adjustments where necessary to ensure that we include children with Special Educational Needs or Disabilities (SEND). We will have open discussions with parents to how we can meet such a child's needs within our setting, working in the best interest of the child and family.

We ensure we can make reasonable adjustments where necessary and carry out risk assessments and information to ensure we provide the best possible care for all children and consider the individual needs of each child. Individual risk assessments may be created and shared with parents or other professionals.

We are fully DDA compliant and have a working passenger lift which we can use to safely transport children/parents/carers and visitors from ground floor to the 1<sup>st</sup> floor.

We will endeavour wherever possible to be flexible about attendance patterns in order to accommodate the needs of individual families and children. We do our utmost to offer flexible sessions and aim to work together with parents, especially with working families to meet their requirements.

At Enchanted Day Nursery and Holiday Club we currently provide both 15 and 30 hour 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 term 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 2<sup>nd</sup> or 3<sup>rd</sup> birthday. The term starting dates are September, January and April.

All funded sessions are in line with the flexible arrangement, as specified by the Government. We try and be as flexible as possible with sessions we offer.

When you register your child for their funded place, we will discuss your needs, 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 company requirements.



We offer 2, 3&4-year old government funding entitlement, both 15 or 30 hours per week. This is offered term time only (38 weeks per year) or stretched over 51 weeks of the year depending on parent's needs or preferences.

When registering a funding place, we go through the options with you to agree on attendance patterns and sessions allocated to meet your requirements. Parents are also informed that if they need to make any changes to sessions, they can do at any time depending upon our availability and eligibility criteria. Funding forms are completed with parents each term, to conform hours allocated using funding and to document any changes to sessions or funding entitlement. Parents agree to funding terms and conditions.

Parents will be notified if spaces become limited, including information about the availability we have to offer. We may use a waiting list if necessary.

The 3&4-year government funded places have a funding supplement applied to cover the cost for meals and additional extras such as extra-curricular activities. Parents are given fee costs based upon sessions and attendance. Parents are given the option to provide meals and essential extras from home including nappies, wipes to incur no additional costs.

We offer an optional fee to contribute towards additional extracurricular activities, resources, equipment and nursery events, this is an optional charge which is payable monthly. Parents are informed of these options in writing and can choose which option they would prefer depending on their preference. Funding supplements are charged on funded days only.

Parents are informed and agree to any additional costs for childcare by signing a Childcare Agreement, with details of any additional costs, along with the funded hours allocated. This is also provided on a letter format to ensure parents are given all the relevant information relating to fee costs and sessions. This information is made clear to all parents accessing 3&4-year-old funded sessions. We also request any children who are eligible the following term to complete funding questionnaire choosing preferences and conforming if eligible for 30 hours funding (for example).

There is no cost applied for 2-year funded places, as they are fully inclusive of all meals and snacks and additional extras. This aims to support those families who are most vulnerable and accessing 2-year-old funding provision.

If we reach full capacity, we may operate a waiting list. This aims to offer places on a first come first served basis.