

ADMISSIONS POLICY

Issue Number	Reason for Issue	Issued by	Date
1	New document	K Cox	13-06-06
2	Update of numbers and NEF statement	K Cox	22-11-06
3	Addition of registration section	S Cox	1-2-07
4	Revision to existing document	V Dawe	30-07-08
5	Revision to existing document	V Dawe	20-10-08
6	Revision to existing document	CJ Silverlock	06-10-09
7	Revision to existing document	Cj Silverlock	08-03-10
8	Update on debt management	CJ Silverlock A Wolke	03-06-10
9	Revision to existing document	CJ Silverlock	31-07-13
10	Revision to existing document	A Wolke M Lightfoot	16-11-13
11	Revision to existing document	S Church	24-02-15
12	Revision to existing document	M Lightfoot	28-01-16
13	Revision to cover FE 30hours	S Cox	01-07-17

Free Entitlement

Both the universal 15 hour and 30 hour Free Entitlement (FE) will be offered predominantly as stretched over 51 weeks. The stretched offer is equivalent to 11 or 22 hours per week. Some term time only sessions will be offered depending on parental preference and session availability. Stretched sessions are offered in 5 and 10 hour blocks to fit in with nursery opening times. The 'spare' one or two hours of FE may be carried over to other sessions or may be "banked" with the nursery and taken as another complete half or full day session. Parent must inform the nursery before the term starts if they wish to 'bank' the spare hours per week. Alternatively the 'spare' hours may be taken with another provider.

Standalone FE sessions are offered subject to availability. Preference may be given to parents/carers taking additional services.

Session times available for Free Entitlement:

- Full days 08:00 to 18:00 (10 hours)
- Half days 08:00 to 13:00 and 13:00 to 18:00 (5 hours)

The 15 hour Entitlement must be taken over a minimum of two days. There are no special restrictions on what days FE sessions are available. FE sessions will be offered to fit in with availability and operational considerations.

Free entitlement sessions cover basic childcare only and so exclude snacks and meals, consumables (nappies, pull-ups, wipes, sun cream etc), classes and outings. Parents may provide these themselves where applicable. Staff reserve the right to refuse a child entry into nursery if their parent does not provide the basic consumables.

A voluntary Quality Package is available to parents/carers which provides:

- Breakfast
- Snacks (am and pm)
- Lunch and Tea
- Classes and Outings
- Increased staff ratios
- All consumables

Prices for the Quality Package are shown on the Nursery website.

The nursery only offers either:

1. Standard Full Fee paying sessions
2. Standalone FE sessions
3. FE sessions in conjunction with the Quality Package

General Admissions Factors

Matters taken into account in deciding which child can be offered a place in the nursery are:

- 1 Availability of spaces taking into account the staff/child ratios, the age of the child, registration and business requirements
- 2 When the application is received (extra weight is given to those who have been on the waiting list longest)
- 3 The nursery's ability to provide suitable facilities for the welfare of the child
- 4 Extenuating circumstances affecting the child's welfare or his/her family
- 5 Children who are siblings of those already with us
- 6 Free Entitlement (standalone) places are available subject to availability and preference may be given to parents taking up other services

We do not discriminate against any child, or their family/carers, on the grounds of gender, sexuality, disability, race, religion, colour or creed.

Registration and Welcome process

The admission process is initiated through viewing of the nursery and formally recorded through the Registration and Welcome process:

- Initial contact with parents is usually through telephone call to arrange viewing.
- At the first viewing parents are shown the whole setting with the focus of the visit being the appropriate unit for the prospective child. At the end of the viewing an enquiry form will be completed.
- Key information is shared on fees, times, staffing, policies, daily routine and the EYFS Framework:
- At the end of the nursery viewing parents are given a Childcare Agreement Form, which records the key information on their child with consent for:
 - Emergency medical advice or treatment including administration of calpol
 - Permission to hold personal information on the computer
 - Photographs
 - Outings
 - Permission to share information with other professional
 - Use of child's own provided sun cream or a named brand supplied by the setting
- We will consider how we can support parents to complete the form who may have English as an additional language, are visually impaired or have literacy difficulties.
- If we have not heard anything after a month, the Manager will contact the carers of the prospective child via email to find out if they still want a nursery space.
- On receipt of a signed Childcare Agreement Form, a £30 registration fee and a refundable deposit the child's space at the nursery is reserved and a confirmation letter is sent to the parent/carer.
- If the child is taking an FE only space the refundable deposit only is required.
- Any child in receipt of the 2 year old FE must provide the 5 digit code given to them by the council upon confirmation of receipt of funding before starting at Sunshine

- If the child is coming from another setting then a member of the management team will make contact with the previous setting and use a transitions communication form to document the conversation which will then be placed in the child's file
- If a parent has left the previous setting owing fees then the nursery may take the decision not to accept the child until their fees are cleared with the previous setting
- One month before the child's start date the unit supervisor will make contact with the parent/carer to arrange the settling in process which is detailed in the nursery's settling in policy

Invoicing Process

- Childcare accounts are payable monthly in advance for a calendar month
- Invoices will be issued around the 18rd of each month for the following month
- Accounts can be paid by cash, cheque, card payment, vouchers or by standing order
- All accounts must be settled by the 1st of each month
- If fees are outstanding after the 5th of the month a charge of £20 will be made to the account unless a prior arrangement has been made with the nursery manager
- Please be aware that if your fees are outstanding after the 5th of the month we reserve the right to withdraw childcare until your account is up to date

Debt Management

- If a parent/carer is struggling with their nursery fees they must inform the nursery manager who will then assist them to draw up a payment plan which will be signed by the parent. A copy of this plan will be given to the parent and another will be placed in the child's file
- If the plan is not adhered to then childcare would be immediately withdrawn and will only be reinstated if the account is settled within one month. If the account is not settled then your child's place will be permanently withdrawn and your deposit will be with held
- If you leave Sunshine without settling your account your deposit will be deducted from your fees and you will be sent an invoice for the remaining amount. This amount will be expected to be settled within 7 working days
- If after the 7 days your account is still in arrears further action will taken to recover the debt of which you will be informed about in writing