



Sawston Childcare Limited

ADMISSIONS PROCEDURE AND PAYMENT TERMS

The charitable company Sawston Childcare Ltd was established to operate Sawston Nursery, the purpose of which is to:

- Provide quality childcare for the children of residents of the villages of Sawston and Pampisford, and for children whose parents work in Sawston.
- If space is still available, places for the children of residents from the surrounding villages of South Cambridgeshire and adjacent counties.

The primary objective of Sawston Childcare is the care and education of children from the age of 3 months until they are eligible to start school by the provision of a Day Nursery. Prospective parents will have the opportunity to make an appointment to visit the nursery.

Sawston Nursery's admission policy will not discriminate against any child on the grounds of gender, gender reassignment, race, disability, sexual orientation, religion or belief.

Process of filling places

Sawston Nursery offers the following sessions:

Full-time	8.00am - 6.00pm to include all meals
Mornings	8.00am - 1.00pm to include snack and lunch
Afternoons	1.30pm - 6.00pm to include tea

All hours within each session have to be paid for regardless of when the child arrives at or leaves nursery.

The place offered to each child will be at the discretion of the Head of Nursery or the Deputy Head in their absence.

Sawston Nursery will require 4 weeks written notification of any changes or amendments to place requirements. Changes cannot be guaranteed, but every effort will be made to accommodate the changes.

We operate a waiting list for all rooms in the nursery. We aim to have a maximum waiting list for 24 children in Yellow Room. This room can take 12 babies full time or equivalent. All other rooms have a waiting list of 6 places. Once the waiting list has reached its maximum, the list will close, but will re-open if the nursery is informed that a place is no longer required.

A non-returnable fee of £50 should accompany the registration form for the child to be placed on the waiting list. Written or email confirmation will be sent to acknowledge the child's place on the waiting list.

The priority with regard to allocating places is considered in order of the following:



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1. Children who are currently in the nursery who wish to change their days.
2. The date the application is received.
3. If the situation arises that two children have been registered onto the waiting list on the same date, siblings would be given priority, followed by any family who are Sawston or Pampisford residents.

Please note that children are classed as siblings if the family has another child attending the Nursery on or after the new child's start date.

Sawston Nursery operates at almost full capacity in the pre-school rooms. Until these children leave to go to primary school we are unable to move the younger children through the nursery. This has the effect of reducing admissions for babies to the month of September. Parents can choose to delay the start of their child, or have a phased start but the place must be paid for from September. When a place for Yellow Room is offered, parents can choose which week to start within September according to their place on the waiting list. If the available slots in the preferred week have already been taken then another week will have to be chosen.

The process of securing a place when offered

Parents are asked to pay a deposit of two weeks' fees. The amount of the deposit will be offset against the child's last month's fees when he/she leaves Sawston Nursery, provided that one month's notice has been given. Confirmation of a place will be given in writing following written acceptance and completion of contract.

Fee structure

Sawston Childcare is a Registered Charity and fees are set at a level sufficient to cover the operating costs of the nursery. Any income generated over and above expenditure will be used to further enhance the service provided by the Nursery, as agreed between the Directors and the Head of Nursery.

Fees reflect the costs involved in the different staff ratios for the different age groups as laid down by Ofsted. Current fee rates are on display in the Nursery. From September 2017 there will be two charge bands, 0-2 years of age and 2-5 years of age.

In the event of two or more siblings attending the nursery, a 10% sibling discount is given to the eldest eligible child. However, once the eldest child becomes eligible to receive funded hours from the Government, the discount will cease.

Fees are paid on a monthly basis. Payment should be made by 15th of the month, whether or not you have received an invoice. We recognise that parents may be in receipt of childcare vouchers or other workplace benefits which may not come through by 15th of the month. Please make the Head of Nursery aware of any difficulties in paying the fees by the 15th. If payment has not been



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received by 1st of the following month, we reserve the right to exclude a child for any session other than funded hours provided by the Government, until such time as the fees are paid.

The full rate will be charged for weeks containing a Bank Holiday, for all part-time sessions that fall on a Bank Holiday and for the week at Christmas when the Nursery is closed. There is no reduction of fees when children are on holiday or away sick. The full rate still applies. Payment is required via a direct credit payment or standing order (ask for account payment details), alternatively, cheques should be made payable to Sawston Childcare Limited.

Funded hours

Sawston Nursery is registered to offer the 15 hour entitlement for the most disadvantaged two-year-olds, provided space is available. These places are requested by the appropriate child welfare organisations.

Nursery also provides access to the universal entitlement of funded hours, for parents of three and four year olds as well as the extended entitlement of funded hours for the working parents of three and four year olds. These funded hours are commonly referred to as 15 hours and 30 hours entitlement respectively.

The universal entitlement is based solely on the age of the child and any child attending Sawston Nursery on the three specified 'head count' days during the year and whose birthday falls within the required date range, is entitled to the government funded hours. The additional hours need to be applied for. This is the responsibility of each parent. These hours are available the term after a child's third birthday and the term following receipt of their eligibility code from HMRC whichever is the later.

Sawston Nursery is open for 51 weeks of the year and therefore the funded hours are spread over this period. The Directors will review annually the number of funded hours a full time child is able to access in then nursery. For current hours available, see the funded hours document. The funded hours for other patterns of attendance will be worked out on a pro-rata basis. The charges will then be annualised, rounding of the amounts is to be expected in order to reach practical figures. Any fees for a part month will be calculated on the days in the month attended.

Additional extra sessions

From time to time, there will be additional extra sessions available (non-permanent). If a parent requests one of these sessions there is a booking form to fill in which needs to be signed by the parent before a session can be allocated. Cancelling these sessions less than 48 hours before the booked session will result in a charge being raised for the session.