



## Sawston Childcare Limited

### ADMISSIONS PROCEDURE AND PAYMENT TERMS

#### Admissions Policy and Procedure

Sawston Nursery can provide for a maximum of 70 children in rooms conforming to the dimensions quoted by EYFS framework.

Sawston Nursery policy is to provide both full childcare and pre-school education for children aged 3 months to 5 years in a friendly, stimulating, home from home environment, where children are encouraged to explore and discover knowledge about the world in which they live.

Prospective parents will have the opportunity to make an appointment to visit the nursery, to be shown around and receive any relevant information, to have any queries answered, and to fill in a registration form to join the waiting list. Sawston Nursery's admission policy will not discriminate against any child on the grounds of sex, ethnic background, religion or culture. Children with disabilities will always be considered for a nursery place, along with all other children.

A non-returnable registration fee of £50 should accompany the application 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.

#### Process of Filling Places

Places that Sawston Nursery offers:

Full-time	8.00am	-	6.00pm
Mornings	8.00am	-	1.00pm
Afternoons	1.30pm-		6.00pm
Pre-school	Flexible hours available		

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

Sawston Nursery will require written notification of any changes or amendments to place requirements.

We operate a waiting list and the priority with regard to allocating places is considered in order of the following:

1. Staff members' children
2. Children who are currently attending the nursery who wish to change their days.
3. The date the application is received. Those who have been on the waiting list the longest will be offered places first.
4. 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 is a Sawston resident.



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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 takes into account:

- a) Sawston Nursery's ability to provide the facilities for the welfare of the child
- b) Sawston Nursery will consider the existing children and staff when considering the admission of that child
- c) Any extenuating circumstances affecting the child's welfare or his/her family

#### The process of securing a place when offered

Parents are asked to pay a refundable 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 one month's notification is given. Confirmation of a place will be given in writing with written acceptance and completion of contract.

#### Fee Structure

Fees shall be arranged so that sufficient income will be generated to at least balance the planned expenditure. 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.

The fees are payable on a monthly basis. Hourly rates will be calculated as required. Rounding of the amounts will be expected in order to reach practical figures.

The amount of monthly fees is calculated as follows:

$$\frac{\text{Weekly Fee} \times 52}{12}$$

For a part month, fees will be calculated as follows:

$$\text{Days in the month attending}$$

For children eligible for the Government Grant, monthly fees will be calculated as follows:

$$\frac{(\text{Weekly Fee} \times 52)}{12} - \frac{3 \text{ Terms' Government Grant}}{11}$$

The above calculation is for children who attend all year round. Children who attend term time only will be invoiced for meals and extra hours on each monthly basis.

If you spread your claim over the full year, you will be eligible for 11.4 hours per week in Nursery Funding.



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For those children attending Pre-School sessions only, the Government Grant will offset up to 15 hours per week for each term of eligibility, i.e. however parents may choose to claim up to 15 hours per week at 2 settings. Charges for lunch and tea are also payable for those attending term time only.

In the event of two or more siblings attending the nursery, a 10% sibling discount is given to the eldest eligible child.

Fees are payable monthly. Payment should be made by the 15th of the month (whether or not you have received an invoice). A late payment charge of £10 may be due in respect of any fees not paid by the due date. A charge may be made, in arrears, for any additional time, over and above that contracted, that a child has been in the Nursery (minimum 1 hour). 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. Cheques should be made payable to Sawston Childcare Limited.

#### Early Years Grant Scheme

The government has instigated an early year's programme that entitles all eligible children to part-time education. This place is currently up to 15 hours a week, for a total of 38 weeks in a year. Eligibility is determined by Cambridgeshire County Council based on birth dates and advised to the Nursery termly. Parents are invited to complete an application form so that the Nursery can claim the Grant payable. Sawston Nursery is also registered to offer funded two's places when approached via the local Children's Centre, provided space is available.

Sawston Childcare Limited is registered with Ofsted and has met the criteria in that it offers outstanding quality education in line with the Early Years Foundation Stage curriculum (which describes what children should know and be able to do by the time they turn five). Ofsted inspect the Nursery on a regular basis.

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 grant. Sawston Childcare submits a claim for any qualifying children to the County Council. The Council sends the government set grant per child, per term, to the nursery, which is offset against fees. Late application or amended application may be made within a set timescale.

It is a consideration of registration that parents receive claimed hours free of charge, even if the nursery's hourly charge is generally more than the grant paid.

Please note, once a child is eligible for Early Years Funding, they will no longer be eligible for sibling discount.



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#### Delay of Start Date

Should there be any reason that the Head of Nursery feels it would be beneficial to the child to delay their start date, this could be due to taking time to settle during their transition time to the Nursery, this can be delayed for up to 2 weeks following discussion with parents.

#### Late Payment and Arrears

Invoices for fees will be passed to parents at the start of each month for that month. Payments should reach Sawston Nursery within 15 days of the date of the invoice. Any late payment may incur an additional charge. Should payment fail to be made within 15 days of the invoice date, the place shall be liable to forfeit. Such decisions may be made by the Head of Nursery (in consultation with the Directors) if necessary.

#### Allocation of places and ad hoc filling of sessions

The Head of Nursery shall ensure that all places are utilised in the best practicable way. This includes the use of places vacated by children on holiday.

Please note that places are offered as and when available following the priority guidelines set above, and that we are unable to reserve or hold sessions for a period of time.