

**Admissions**

**Policy statement**

It is our intention for Meadow Brook Playcare to be inclusive and accessible to children and families from all areas of the local and wider community. We operate an Inclusion, Equality and Diversity Policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion, belief or sexual orientation of parents. We are flexible about attendance patterns to accommodate the needs of individual children and families. When an enquiry is made all details are added to our waiting list and a showround visit offered. Visits by parents /carers and children are welcome and encouraged prior to booking a place.

**Waiting list:**

The number of children attending nursery is regulated to ensure that correct staff: child ratios are maintained. If there is a space on the required sessions in the room most appropriate to the child’s age and development then a place will be offered immediately, otherwise the child will be placed on a waiting list.

When managing the waiting list, siblings and length of time on the waiting list is considered.

The waiting list is also used as a ‘pre-booking’ – where many parents in this area will ask to have a space some time in advance (for example, the Parent/carer will contact us when the child is 2.5 years. To reserve a space for the term after their 3rd birthday when they are eligible for funding).

**Registration:**

Once a parent/carer has agreed to attend our setting, a non-refundable registration fee of £25 is due to the nursery at time of registration (Unless already registered within the nursery or using only the government free allocation). An invoice will be issued for the registration amount and only when money is received will the child have their place confirmed.

An induction session and settling visits must be completed before a child can start nursery. At the induction, you will meet the Nursery Manager or Deputy Manager and your child’s Key Person and Room Supervisor. They will talk to you about the nursery your child’s individual needs, routine and likes/dislikes. Parents/carers must complete and sign our contract and parental consent forms. Settling visits will then be booked for you and your child to have some ‘stay and plays’ to support transition before their first session.

Invoices are prepared monthly but parents / carers can pay weekly if this is more convenient.

**Early Education Funding - Universal 570 hours and the additional 570 hours**

We are registered with the local authority to accept government funding. This is for every child the academic term after their 3rd birthday and for some children the term after their 2nd birthday. 2-year-old funding is based on an eligibility criteria.

Children are entitled to 570 hours per year Free Early Education.

This is usually advertised at 15 hours per week for 38 weeks per year. You can also ‘Stretch’ your funding by taking 11.5 hours per week over 50 weeks per year. (This means that you will receive a supplementary 5 hours per year Free childcare from Meadow Brook Playcare).

The additional 570 hours funding entitlement will be offered to all eligible parents on a first come first served basis – places may be limited.

It is the parents’ responsibility to check their eligibility with HMRC.

Please note all funding is deducted at the beginning of your attending week.

**Further admissions procedures/actions:**

* We ensure that Meadow Brook is widely advertised in places accessible to all areas of the community.
* We ensure that information about Meadow Brook is accessible and provided in written and spoken form. Where possible we endeavour to provide materials to support families with EAL (English as an additional language) and other communication needs.
* We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
* We describe Meadow Brook and its practices in terms that make it clear that it welcomes both, fathers and mothers, other relations and carers.
* We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
* We describe how our practices enable children and/or parents with disabilities to take part in the life of Meadow Brook.
* We make our Valuing Diversity and Promoting Equality Policy widely known.
* We consult with families about the opening times of Meadow Brook to ensure we accommodate a broad range of families’ needs.

Signed on behalf of Meadow Brook Playcare

Name of signatory……………………………………………………………………..

Signature……………………………………..

Role of signatory……………………………………………………………………

**Conditions of Admission**

1. A non-refundable registration fee of £25.00 is due to the nursery at time of registration (Unless already registered within the nursery or using only the government free allocation)
2. A minimum of one month’s written notice, with signed acknowledgement from a member of nursery management, must be given when your child is leaving the nursery, via letter or email.
3. You agree to adhere to the policies and procedures in place at Meadow Brook Playcare and all items stated in this registration form.
4. You are aware that Meadow Brook`s opening hours are 8am-6pm Monday to Friday, with the exception of bank holidays. We are open for 50 weeks of the year closing for 1 week at Christmas and New Year and 1 week at Easter.
5. You acknowledge that Full fees are payable for sickness, holidays and any other absences that occur, excluding the weeks where we closed.
6. Our Invoices are sent out on the 1st of the month and must be paid by the last day of that month, by cash, cheque or direct debit. Where a payment hasn’t been made by the 1st of the following month, a £10 charge will be incurred and added to the following month’s invoice
7. Any extra sessions that you require will be added to the following month’s invoice.
8. Continued non-payment of fees may result in us requesting that you remove your child from nursery.
9. Fees are reviewed annually by the Manager and Committee, we reserve the right to alter these with one months’ notice.
10. You understand that Meadow Brook Playcare are obliged to report any instances where we believe a child is being neglected or abused to the relevant authorities.
11. Meadow Brook Playcare specifically request that your child does not bring their own toys to nursery/ preschool. If they do bring toys in, Meadow Brook Playcare accept no responsibility for loss or damage to these items.
12. You confirm that the information that you have provided is accurate and true. You understand and agree to the terms and conditions set out in this document and authorise Meadow Brook Playcare to claim free entitlement funding on behalf of your child.
13. You agree that the information that you have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child’s eligibility and enable the provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.