



## **ADMISSION/FEES/LATENESS POLICY**

Playtime Day Nursery is a family run nursery providing personalised care and education for children aged 3 months to 5 years. The nursery is accessible to all, regardless of child's race, gender, culture, religion, disability, home address or job locations of parents/careers.

The nursery is open 52 weeks per year (excluding bank holidays) and is open Monday to Friday from 7.00am- 6.00pm. Offering flexible sessions as well as term time only places.

**All children are included and admitted according to availability of spaces. (Although 'looked after' children and children with special educational needs will take priority according to the need.)**

If there are no places available at the time of application; child's name will be added to our waiting list on request. Children and families with an identified need will be given priority.

To deliver consistent care for the child a minimum of 2 sessions must be taken up.

Once a place has been allocated an enrolment form must be completed. A 'Terms and Conditions' form must also be signed and kept on file and a copy given to parent.

Our Settling In policy form will also be explained to parent by the manager/key person. To ensure parents feel confident and relaxed about leaving their child, we offer 'settling in visits' to enable them to get to know us and give opportunities to develop good relationships with the key person who will be the child's 'special person' at nursery. This benefits the child as they have one person focusing on their individual needs and supporting them emotionally.

Parents will also be given our Parent Information File which will give further information on our setting and the Early Years Foundation Stage.

If two or more children attend the nursery a 10% discount will be applied to the fees of the older child. If the child is in receipt of Early Education Funding, the discount will be applied to non-funded hours.

A 10% discount is also deducted off the fees for parents who work for NHS/Police/Fire Service/Army and the Moor Lane Centre (proof must be shown to management to get the discount).

A 50% discount for staff children that attend.



A 20% discount for staff family members that attend.

Parents/carers wishing to negotiate any alteration to the standard fees should do so with the manager.

If fees are not paid on time the nursery may notify the parent/carer in writing and request payment at the earliest possible opportunity. The nursery reserves the right to refuse request for extra hours/sessions or days until outstanding fees are paid.

Parents/carers are encouraged to speak to the manager if they have a query about their fees or if for any reason they are likely to have difficulty paying on time.

### **Early Education funding-**

Early Education ("2-15") funding some two-year-olds will be entitled to free early education and childcare. The nursery manager will be happy to provide you with further information on the eligibility criteria.

All Children become eligible for Early Education funding the term after their third birthday. All children become eligible for 15 universal hours for 38 weeks of the year, the term after the child's third birthday. Your child may be entitled to an additional 15 extended hours for 38 weeks of the year providing you meet the eligibility criteria. To check eligibility this can be checked at [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator).

Please note that any additional hours will incur an additional cost and sessions over mealtimes may incur an additional cost.

Parents taking any additional hours on top of their funded hours will be charged at the hourly rate. Parents who take their 15 hours over a mealtime will incur the cost of the meal

### **Universal (15) hours**

All children that are 3-4 years old the term after their third birthday are entitled to 15 universal hours of Early Education Funding (EEF) the Terms are Jan (after the Christmas break) April (after Easter) and September.

### **Extended 15 hours aka 30 hours (families have to meet an entitlement criteria)**

15 hours will be allocated to children where parents meet the eligibility criteria.



Eligibility criteria can be accessed at [www.kingston.gov](http://www.kingston.gov) or [www.gov.uk](http://www.gov.uk)

Parents will need to confirm your eligibility for the extended entitlement on the HMRC online system. Parents will be provided with an eligibility code (child's unique 11-digit number) that will need to be recorded by the nursery along with proof of national insurance number. You will need to reconfirm your eligibility every 3 months via the online system to continue to access the extended entitlement.

Parents will be given a parent declaration form to fill out so the nursery can apply for the funding (the same form for both funding's entitlements). You will also be signing to give consent for us to validate the code with the local Authority by using the LA's online portal. You will also be given a new Terms & Conditions see below.

If parents no longer meet the eligibility criteria your child will not immediately lose their place for the extended entitlement as there is a grace/notice period. (Please see below table the grace/notice period begins on the first day you no longer meet eligibility). If after the grace/notice period you still do not meet the eligibility criteria your child will no longer be able to access the extended entitlement. Your child will still be able to receive the universal 15 hours. (Please speak to the manager or deputy for information on the models we offer).

If parents return to eligibility during the grace/notice period they will need to confirm with the manager/deputy that the place is still available.

**\*If you continue to access your place after the grace/notice period final date then you will be responsible for all additional hours and services that you access above your 15 hour universal entitlement.**

Date parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

**Any more info on the extended hours (aka 30 hours) or you can go to <https://www.childcarechoices.gov.uk>**



All intended notices of withdrawal of a child from nursery must be in writing and handed to the manager/deputy.

Funded hours can be used flexible across the week to suit working parents and can be spread over 52 weeks of the year (extended offer). Please speak to the manger or deputy to discuss our models of delivery and costs for additional hours and services.

If you decided to access our Fully funded model 8.30am- 11.30 am (15 hours) and 12.30 pm -3.30pm (15 hours) Monday –Friday please note Funded only places have an attendance pattern of term time only over 38 weeks per year, your child may not attend during the school holidays. You will receive a letter detailing the term dates.

\*If you are taken both the universal and extended hours (aka “30” hours) spread over the whole year it is actually only 22 hours a week.

Your funding entitlement can also be split across more than one setting. Please notify the manager or deputy if this is the case. This enables us to work with the other provision/s that your child attends to ensure good transitions and continuity of care, learning and development.

### **LATENESS POLICY-**

It is beneficial if possible, for parents/careers to arrive to collect their child/children no later than 5.55pm as this enables the staff to give you detailed feedback about your child’s day at nursery.

In the event of an unavoidable delay, we ask that you telephone the Nursery to let them know that you are going to be late and the length of your delay. We operate a late pick-up charge scheme: A charge of £10.00 for the first 15 minutes, with an additional £10.00 for every 15 minutes thereafter. This charge helps to cover the additional staffing costs incurred. The nursery obviously has an obligation to stay with any uncollected child at the end of the day, until child is collected. If your child is not collected on time, our legal requirements staff: ratio will be infringed as two members of staff must remain at the nursery until the last child has been collected. A record on the register will be kept of all children who are late being picked up this will note the date and the time at which the child was collected.