

Smallville Nursery
Admissions and fees policy
September 2023
(Revised April 2024)

Smallville Nursery Admissions Policy 2023

It is our intention to make our nurseries accessible to all children and families in our local communities. We are committed to being as inclusive as possible in regard to our admissions for our nurseries. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to nursery admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

Legal Framework

This policy relates to sections 3.28 and 3.57 of the Early Years Foundation Stage.

Aim

To ensure that Smallville Nurseries are accessible to all sections of the community, we strive to follow open, fair, and clearly communicated procedures. To promote smooth and stress-free transitions to the settings, ensuring both children and parents/carers are happy. We care for children from 2 and 4 years of age and the numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff to child ratios and the facilities available at the nursery. We are registered with Ofsted to provide up to 26 places at any one time. We do not require children to be toilet trained on admission.

Accessibility

Smallville Nurseries aim to ensure its services are accessible to all sections of the community as per the Equal Opportunities Policy. The settings will attempt to communicate their services in locations throughout the community, in more than one language as appropriate.

The nursery strives to provide resources, facilities, and expertise locally to meet the needs of people in the surrounding area.

The nursery advertises through the Childcare Information Service, the local schools, and places accessible to the communities.

Our nursery welcomes both fathers and mothers, other relations, and carers, including childminders.

We describe our nurseries and their practices in terms of how they treat individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in Spoken English.

Our managers take responsibility for meeting with new families ensuring they have the correct literature regarding the nursery and collating information, including a waiting list.

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Opening hours for Snodland

Monday to Friday 07:00-18:00.

We are open for 50 weeks a year (stretched funding over 48 weeks).

Opening hours for West Malling

Monday to Friday 07:00-18:00.

We are open for 50 weeks a year (stretched funding over 48 weeks).

Please note – we only operate until 4pm on Wednesdays, and close at 12:30pm one Friday per month at our West Malling setting. Planned closure dates can be found on our website.

Offering Places

The following priorities for admissions at Smallville Nurseries have been agreed:

1. Birth Order
2. On a first come first serve basis, we endeavour to meet the needs of our Smallville families, but we cannot guarantee any session.
3. Waiting list children will be given a place before existing additional places.

Places will always be confirmed by a member of via email with confirmation of start date and transition sessions.

Settling in

Once a place has been offered, each child is assigned an Early Years Practitioner as a key person. The managers will take responsibility for contacting families and arranging appropriate settling in sessions. A meeting will be arranged to discuss your child's interests and gather more information about your child to help settle your child. You will then be asked to attend a stay and play session so your child can explore the nursery but have the reassurance of their parent being with them. If your child is happy, they can then begin nursery their next contracted day, if they require a longer settling in period this can be arranged. The important part is the child's wellbeing.

The settling process is viewed as an essential part of ensuring children have a positive time at our nurseries and we will be flexible in extending this period and offering families additional support.

Prior to a child attending one of our nurseries, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees, and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent, and vaccinations etc.

Free early education (FEE)

Smallville Nurseries offer free early education funding for eligible 2-year-olds and 3- and 4-year-olds which can be accessed the term after a child's 2nd or 3rd birthday.

Funding for eligible 2 year olds (FF2)

Free for 2 funded children have access to 570 hours of funding per year. This can be stretched for 12 hours per week over 48 weeks or non-stretched for 15 hours per week over 38 weeks.

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Stretched sessions are either 08:30-12:30, 12:30-16:30 or 08:30-16:30.

Non-stretched sessions are either 07:30-12:30, 12:30-17:30 or 07:30-17:30.

Please visit <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds> for more information on eligibility.

Totally Free spaces for 2-year-olds

We offer a limited number of totally free spaces at 570 hours. These spaces are on a first come, first served basis and are subject to availability. Alternative sessions can be offered where possible. At Smallville, our totally free spaces are stretched over 48 weeks, equating to 12 hours per week.

Totally free sessions are either 08:30-12:30, 12:30-16:30 or 08:30-16:30.

FEE for 3- and 4-year-olds

All 3- and 4-year-olds are entitled to the 'Universal' 15 funded hours. Some children may be entitled to an additional 'extended' 15 funded hours. In order to check your eligibility for 30 hours funding, please visit www.gov.uk/apply-30-hours-free-childcare.

Please note, if your child is in receipt of any extended hours, you will be required to re-validate your 30-hour code. See the above website for further details.

At Smallville, our funding is stretched over 48 weeks only, equating to either 12 or 24 hours per week depending on whether you meet the criteria for the 'extended hours'. This funding is available from the term following your child's third birthday. Each child's maximum free entitlement for both the 'universal' and the 'extended' offer will be the same, which is 570 hours or 1140 hours.

For all funded sessions, funding can be used for 4 hours out of the 5-hour session, with one hour per session not covered by Free Early Education. This hour will be £10 per session, Smallville Cultural capital events / classes are included within this hour.

FEE sessions for 3- and 4-year-olds are either 07:30-12:30, 12:30-17:30 or 07:30-17:30.

**Please note – we only operate until 4pm on Wednesdays, and close at 12:30 one Friday per month at our West Malling setting. Planned closure dates can be found on our website.*

Totally Free spaces

We offer a limited number of totally free spaces at either 570 or 1140 hours. These spaces are on a first come, first served basis and are subject to availability. Alternative sessions can be offered where possible.

Totally free sessions are stretched over 48 weeks, and can be used 08:30-12:30, 12:30-16:30 or 08:30-16:30.

To access the funding, you need to complete a free early education form and show your child's original birth certificate or passport to the setting manager. If you need any information on how to claim or if

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you are eligible to apply for the 30 hour funded sessions, please see the nursery manager for more help. More information can be found at: www.childcarechoices.gov.uk

Session times

At Smallville nursery, we accept children from 2 to 4 years.

15 or 30 funded hours available stretched over 48 weeks, which equates to 12/24 hours a week funding. Universal and extended funding is available a term after a child turns 3.

Snodland

Session	Time	Indicate sessions agreed ()					Daily charge
		M	T	W	T	F	
Breakfast Club	07:00 - 7:30						By appointment only
Morning Session Funding Accepted between 07:30-11:30	07:30 – 12:30						£35 £10 charge per funded session (11:30-12:30)
Afternoon Session Funding Accepted between 13:30-17:30	12:30– 17:30						£35 £10 charge per funded session (12:30-13:30)
Full Day Funding Accepted between 07:30-11:30 and 13:30-17:30	07:30 – 17:30						£70 £20 charge per funded session (11:30-13:30)
Evening session	17:30 – 18:00						By appointment only

West Malling

Session	Time	Indicate sessions agreed:					Daily charge
		M	T	W	T	F	
Breakfast Club	07:00 - 07:30						By appointment only
Morning Session Funding Accepted between 07:30-11:30	07:30 – 12:30						£40 £10 charge per funded session (11:30-12:30)
Afternoon Session Funding Accepted between 13:30-17:30	12:30– 17:30*						£40* *Wed £28 £10 charge per funded session (12:30-13:30)
Wednesday Afternoon Session Funding Accepted between 13:30-16:00	*Wed 12:30- 16:00						
Full Day Funding Accepted between 07:30-11:30 and 13:30-17:30	07:30 – 17:30						£80 £20 charge per funded session (11:30-13:30)
Wednesday Full Day Funding Accepted between 7:30-11:30 and 13:30-16:00	07:30 – 16:00						£68 £20 charge per funded session (11:30-13:30)
Evening session	17:30 – 18:00						By appointment only

**Please note – we only operate until 4pm on Wednesdays, and close at 12:30 one Friday per month at our West Malling setting. Planned closure dates can be found on our website.*

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Fees

Fees are invoiced on the 1st day of each month and are due to be paid 10 days after by BACS and card payments. Returned payments from the bank may incur an administration charge equal to any charges the nursery may be charged by the bank. Fees are reviewed annually. In the event of any changes of current rates, you will be advised in writing 1 month in advance.

The initial payment of fees will be determined by the child's commencement date with us and will include all sessions booked from that date, up to, and including the remainder of that particular month.

A refund will not be given where a child is absent from the nursery due to sickness or holiday.

If fees remain outstanding for more than 5 days:

The nursery reserves the right to charge an overdue payment fee of 10% on any outstanding balance.

The nursery may serve 14 days' notice in writing to terminate the contract. Upon termination of this contract, the child's place at the nursery shall cease and the nursery's notice to terminate shall be regarded as a formal demand for all outstanding monies.

Please note, if fees remain outstanding, Smallville reserves the right to refuse childcare for any hours outside of their funding entitlement.

We require a £50 registration fee to put your child's name onto our waiting list. This gives you priority over any available spaces we may have at the time of admission. This is not chargeable for a totally free space.

Types of Sessions & Conditions of Booking

The session types available are set sessions, as detailed above. Set sessions are permanently booked recurring sessions or days requiring one terms notice in writing should this be necessary to change, unless you are accessing a totally free space.

Extra Sessions/Hours

We are happy to offer extra sessions and hours if they are available. Wherever possible, we ask for 72 hours' notice for any changes to a child's booking pattern.

Extra sessions booked but not taken are not refundable or transferable unless agreed by the nursery Manager due to exceptional circumstances.

Extra sessions will be charged at the normal session rate, and additional hours will be charged at £10 an hour.

Cancellation/Termination of Contract

After the child's initial admission to the nursery, parents may terminate this contract by giving one terms notice in writing, to the manager. This period is subject to the termination not being due to non-payment of fees as outlined above. During that one term period, Smallville nurseries will continue to admit the child and the parent/carer continues to pay for all fees due. In the event of the parent/carer

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failing to pay the fees, any hours outside of their funding entitlement shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.

In the event of the parent or carer giving notice of withdrawal of the child and immediately withdrawing the said child, one terms fees shall be due to the nursery in lieu of notice. Failure by the parent/carer to provide one terms notice or any notice at all shall render the parent/carer liable to the nursery for one term fee. One terms notice must also be given if sessions are requested to be reduced. Please note: If you are in receipt of a totally free space, there is no requirement to give a notice period.

If a child is accessing a completely free (FEE) space, there is no notice period required but a notice period is required for any additional hours that are paid for.

Sibling Discount

Where there is more than one child from the same family attending the nursery on a full-time basis, a discount of 5% will be applied to the fees.

Late pick up

Late pick up may result in the emergency carer being contacted and will incur a late pick-up fee of £1 per minute which will be added to the next month's invoice. Parents will be required to sign a late form detailing the actual time of leaving the nursery. If the nursery is unable to contact the parent within 1 hour of arranged collection time it will trigger our emergency policy on uncollected children which may result in Social Services being contacted.

Notification of Absence/Lateness

The parent/carer is expected to notify the nursery if their child is going to be late or absent from the nursery.

Unforeseen Closure

In the event of closure of the nursery due to extreme weather conditions, flooding, loss of utility supplies, heating failure, or other causes beyond the reasonable control of the nursery, the nursery will close, and the parent/carer accepts that no refund of fees will be made due to continued operational costs.

Sickness or Emergency Treatment

Children must not attend the nursery when they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the nursery, the parent or nominated carer will be contacted to arrange to take their child home.

In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to the nursery (the nursery can advise on this).

In the case of an emergency nursery staff will call health professionals. A senior member of staff will accompany the child to the hospital until the child's parent/carer arrives. The nursery will continue to contact their parent/carer if they had not been able to reach them immediately.

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Complaints Procedure

The nursery complies with a laid down complaint's procedure, a copy of this is held in the nursery.

Safeguarding Children Policy

The Nursery follows the Child Protection Guidelines that are set out by local authorities.

Loss or Damage

The nursery does not accept responsibility for any loss or damage of property on its premises.

Nursery Policies and Procedures

Policies and procedures can be viewed online, or they are available at the nursery. It is the responsibility of the parent to read these and familiarise yourself with all policies and procedures. If you require clarification on any policies and procedures, then please speak to the management team. The policies will be reviewed on a yearly basis.