

Smallville Nursery
Admissions, fees and funding policy
April 2026

To be revised September 2027

At Smallville Nursery, we are dedicated to ensuring that our setting is accessible and welcoming to all children and families within our local communities. We are committed to promoting inclusion across all aspects of our admissions process and aim to provide opportunities for children from a wide range of backgrounds and circumstances. Our goal is to deliver high-quality early years education and care, while offering funded childcare in a way that is sustainable and maintains the highest standards of provision.

This policy outlines our admissions procedures, the criteria used when allocating places, and our approach to offering funded childcare fairly, equitably, and responsibly.

Legal Framework

This policy is informed by Sections 3.28 and 3.57 of the *Early Years Foundation Stage (EYFS) Statutory Framework* and is underpinned by the principles of the *Childcare Act 2006* and the *Equality Act 2010*. These legal frameworks ensure that our admissions and funded childcare processes are inclusive, transparent, and compliant with national early years standards.

Aim

Smallville Nursery is committed to ensuring accessibility to all sections of the community by following open, fair, and clearly communicated admissions procedures. We aim to promote smooth and positive transitions for both children and parents or carers, helping each family feel confident and happy when joining our nursery community.

We provide care for children aged 2 to 4 years, and the number and ages of children admitted are determined in accordance with the *EYFS* legal space requirements. When offering places, we remain mindful of staff-to-child ratios, available facilities, and the needs of individual children.

Smallville Nursery is registered with Ofsted to provide up to 26 places at any one time. We welcome all children regardless of their stage of development and do not require children to be toilet trained prior to admission.

Accessibility

At Smallville Nursery, we strive to ensure our services are accessible to all members of the community in line with our *Equality and Inclusion Policy*. We promote our nursery and its services throughout the local area, using multiple communication channels and languages where appropriate.

We work to provide resources, facilities, and expertise locally to meet the needs of families in the surrounding area. Information about our nursery is advertised through the Childcare Information Service, local schools, and community locations that are easily accessible to families.

We warmly welcome fathers, mothers, relatives, carers, and childminders. Our inclusive practice ensures that all individuals are treated equally and with respect, regardless of gender, special educational needs, disabilities, background, religion, ethnicity, or spoken language.

Our managers take responsibility for meeting new families, ensuring they receive all relevant nursery literature, and maintaining accurate records, including the waiting list.

Opening Hours

Smallville Nursery is open Monday to Friday from 07:00 to 18:00, operating 50 weeks per year.

Funded childcare is offered as a *stretched entitlement* over 48 weeks to support families throughout the year.

Offering Places

Admissions at Smallville Nursery are allocated according to the following priorities:

1. Birth order, where appropriate.
2. First come, first served basis - we always endeavour to accommodate the needs of Smallville families, though we cannot guarantee preferred sessions.
3. Waiting list priority - children on the waiting list are offered available spaces before additional sessions are granted to existing families.

Places are confirmed via email by a member of the management team, including details of the start date and settling-in arrangements.

Settling-In Process

Once a place has been offered, each child is assigned an Early Years Practitioner as their key person.

The nursery manager will contact families to arrange settling-in sessions and gather essential information about the child's interests, routines, and individual needs.

A stay-and-play session will be organised to allow the child to explore the environment while their parent or carer remains present for reassurance. If the child settles well, they may begin attending on their agreed start date. If a longer transition period is required, this will be arranged to ensure the child's wellbeing and comfort.

The settling-in process is viewed as an essential part of helping children enjoy a positive start at nursery, and we remain flexible in supporting families during this important time.

Before a child begins attending, parents must complete and sign a **registration form and parent contract** providing essential details such as contact information, emergency contacts, health information, dietary requirements, allergies, permissions, and medical practitioner details.

Free Early Education (FEE)

Smallville Nursery offers Free Early Education (FEE) funding for eligible 2-, 3- and 4-year-olds.

FEE for 2, 3 and 4 year olds (Working parent entitlement)

Eligible working families with children aged 2, 3 and 4 years are entitled to up to 30 hours of funded childcare per week during term time. At Smallville Nursery, we offer this entitlement as a stretched

offer across 48 weeks of the year, providing families with 24 funded hours per week to ensure consistent childcare throughout the year.

To qualify for this funding, both parents (or the sole parent in a single-parent household) must be in work and each earning the equivalent of at least 16 hours per week at National Minimum or Living Wage, but less than £100,000 per year. Parents must apply for and obtain a valid 30-hour code via the Government's Childcare Choices website: www.childcarechoices.gov.uk.

Once your code has been issued, you must provide it to the nursery manager along with your National Insurance number and your child's date of birth. You will also need to reconfirm your eligibility every three months to continue receiving the extended entitlement. The code must be valid and approved before the start of the new funding period; we regret that funding cannot be backdated if the code is not issued or renewed in time.

At Smallville Nursery, the 24 funded hours per week can be accessed through the following stretched session options:

- 08:30–12:30
- 12:30–16:30
- 08:30–16:30

Families may choose a combination of sessions up to the maximum of 24 funded hours per week. Any hours used beyond the funded entitlement will be charged at our standard hourly or sessional rate.

One hour per five-hour session will not be covered by Free Early Education (FEE) and will incur a £16 charge per session, which includes participation in Smallville's *Cultural Capital* events and enrichment classes.

For more information or assistance with applications, please visit www.childcarechoices.gov.uk or speak with the nursery manager.

Funding for Eligible 2-Year-Olds (FF2)

Children eligible for 2-year-old funding are entitled to 570 funded hours per year, either:

- Stretched over 48 weeks at 12 hours per week, or
- Non-stretched over 38 weeks at 15 hours per week.

Stretched session options: 08:30–12:30, 12:30–16:30, or 08:30–16:30.

non-stretched session options: 07:30–12:30, 12:30–17:30, or 07:30–17:30.

More information on eligibility can be found at:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>.

Totally Free Spaces for 2-Year-Olds

Smallville Nursery offers a limited number of totally free spaces (570 hours) allocated on a first come, first served basis. These sessions are stretched over 48 weeks (12 hours per week) and available as 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 15 hours of Universal Funding per week.

At Smallville Nursery, funding is stretched over 48 weeks, equating to 12 hours per week. This begins the term following the child's third birthday. For all funded sessions, one hour per five-hour session is not covered by FEE and will be charged at £16 per session, which includes Smallville's cultural capital activities.

Session options: 07:30–12:30, 12:30–17:30, or 07:30–17:30.

Totally Free Spaces for 3- and 4-Year-Olds

A limited number of totally free spaces (570 or 1140 hours) are available, offered on a first come, first served basis and subject to availability. These sessions are stretched over 48 weeks at 08:30–12:30, 12:30–16:30, or 08:30–16:30.

To access funding, parents must complete a Free Early Education form and present their child's birth certificate or passport to the setting manager. More information can be found at: www.childcarechoices.gov.uk.

Session Times

Smallville Nursery accepts children aged 2 to 4 years and offers both 15- and 30-hour funded places stretched over 48 weeks, equating to 12 or 24 funded hours weekly.

Session	Time	Funding	Charge
Breakfast	07:00–07:30		By appointment
Morning	07:30–12:30	07:30–11:30	£44.75 (£18 per funded session)
Afternoon	12:30–17:30	13:30–17:30	£44.75 (£18 per funded session)
Full Day	07:30–17:30	07:30–11:30 and 13:30–17:30	£89.50 (£36 per funded day)
Evening	17:30–18:00		By appointment

Fees

Fees are invoiced monthly, due within 10 working days, and payable via BACS or card. Returned payments may incur bank charges. Fees are reviewed annually, with one month's notice given for changes. Refunds are not issued for absence due to sickness or holiday.

Outstanding balances over five days may incur a 10% late fee, and persistent non-payment may result in termination of the childcare contract with 14 days' written notice.

A **£50 registration fee** is required to join the waiting list (waived for totally free spaces).

Additional Sessions and Booking Conditions

All sessions are set sessions, permanently booked and recurring. Sixteen weeks' written notice is required to amend bookings unless accessing a totally free space.

Extra sessions may be offered if available, ideally with 72 hours' notice. Extra sessions are non-refundable unless agreed by the nursery manager and are charged at the normal session rate, or £8.60 per additional hour.

Cancellation and Termination

Parents may terminate their childcare contract by **providing 8 weeks' written notice**. During the notice period, all fees remain payable. Failure to give the required notice will result in one term's fees being charged in lieu of notice.

If fees remain outstanding, Smallville Nursery reserves the right to withdraw any sessions outside of funded entitlement. Families accessing a totally free space are exempt from notice period requirements.

Sibling Discount

Where more than one child from the same family attends full-time, a 5% sibling discount is applied to fees.

Late Collection

Late collection will incur a fee of £1 per minute after the agreed pickup time, added to the next month's invoice. Parents must sign a late form recording the actual departure time. If a parent cannot be contacted within one hour, the nursery's Uncollected Child Policy will be followed, and social services may be contacted.

Absence and Unforeseen Closure

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Parents are expected to notify the nursery of any lateness or absence. In cases of unforeseen closure - such as severe weather, flooding, or loss of utilities - no refund will be provided as operational costs continue.

Sickness and Emergencies

Children must not attend nursery when unwell or contagious. If a child becomes ill during the day, parents or carers will be contacted to collect them. Nursery staff will follow the recommended exclusion periods for infections.

In an emergency, staff will contact health professionals and accompany the child to the hospital until a parent or carer arrives.

Complaints, Safeguarding, and Policies

Smallville Nursery follows a formal Complaints Procedure and adheres to local authority Child Protection Guidelines. The nursery cannot accept responsibility for the loss or damage of personal property.

All Policies and Procedures are available to view online or in the nursery. Parents are encouraged to familiarise themselves with these and speak with the management team if clarification is needed. Policies are reviewed annually.