

## Admissions Policy

Little Explorers Nursery and Preschool aims to provide a welcome environment with appropriate learning opportunities for all children that attend. We ensure that our admissions practice provides 'Inclusion' for children with special needs.

- The Nursery Manager operates a waiting list. Whenever a vacancy arises, it will be offered to the applicant at the top of the waiting list. It is not possible to remain on the waiting list after a place at the nursery has been accepted.
- All places, whether full or part-time, will be offered on a 'first-come-first served' basis, with the following exceptions:
  1. A parent/guardian with a child already in the nursery, and applying for a place for a second child (providing that both children attend for a minimum of two sessions per week), will be given priority over first-time applicants
  2. When a place is available at the nursery. If more than one parent is eligible for a priority place, then allocation will be in the order in which applications were dated.
  3. Staff employed at the nursery, which apply for a first-time childcare place, will be given priority over other categories of first-time applicants, and will be allocated a priority place at the nursery in the order in which their application was dated.
  4. Parents, who want a full-time place but accept a part-time place as an interim measure, will be given priority whenever additional sessions become available.
  5. The Nursery Manager and Deputy Nursery Manager can exercise discretion over these guidelines.
  6. Wherever possible, a place will be offered in writing four weeks before the child is due to start; parents will have two weeks to decide whether to accept the place. These deadlines may be significantly shorter when places become available unexpectedly.
  7. The place is secured by a non-refundable registration fee of £50.00 for fee paying children.
  8. A retainer of two week's fees is payable in advance on acceptance of a place which is refundable only on receipt of one months notice on withdrawal of your child. This however is not refundable if the nursery has reserved a place for your children for 4 weeks or more.
  9. A parent who has accepted a place in advance of the starting date, and then decides to delay the starting date (for whatever reason), will be liable to pay the full fee from the date originally agreed, unless it is possible for the admission date to be exchanged with another child.
  10. A parent who is offered a place at nursery and turns it down (for whatever reason), will remain in the same position on the waiting list (i.e. there is no penalty for refusing an offer).
  11. A parent whose child does not receive an acceptable offer before the age of 24 months, will have their application transferred to the 'toddler' waiting list in date-order of the original application; if an acceptable offer is not made before the child's third birthday, then the application will be transferred to the top-end' waiting list in date-order of the original application.

## Terms and Conditions

To enable Little Explorers Nursery and Preschool hereinafter to provide and maintain the highest quality standards of childcare, it is necessary for all parents/guardians to understand and agree to the following Terms and Conditions. These Terms and Conditions relate to the contract between the company and the parents/guardians.

### 1 Application, deposit and registration fee

- 1.1 The non-refundable registration fee of £50 for fee paying children should be paid on the acceptance of the offer of the place at Little Explorers Nursery and Preschool; this will not be returned if the child does not start at the nursery. The deposit of two week's fees need to be paid before your child's start date (time allowing), this will be deducted from your final invoice from the nursery. The deposit will not be refunded if the child does not start at the nursery, it will also not be refunded unless a two full months notice is given of the child leaving the nursery.

### 2. Payment of nursery fees

- 2.1 Payment of nursery fees will be made by the parent/guardian on a monthly basis in advance by direct debit (or other agreed means of payment) by the first of the month.
- 2.2 If the payment is late or rejected Little Explorers Nursery and Preschool reserves the right to charge a £10 fee for every day that the fees are more than 1 day late.
- 2.3 All nursery fees are subject to an annual review; however Little Explorers Nursery and Preschool reserves the right to increase these at other times.
- 2.4 Full payment of fees is required even if the child is absent from the nursery due to illness, and four weeks notice is required for holiday dates.
- 2.5 A discount is offered to siblings of children already at the setting. When a second child joins the setting from the same family unit, they will receive a 10% discount on their fees.
- 2.6 If parent/guardian wishes to change the nursery sessions that their child attends they must request this in writing to the nursery manager. If the request is to reduce the number of sessions two calendar month's written notice is required (1<sup>st</sup> to 1<sup>st</sup> of the month). Failure to provide notice will render the parent/guardian liable for one calendar month's fees for the cancelled sessions. All other requests will be accommodated as and when the availability arises and will be charged from that date.  
**Bank Holidays** are charged at the full rate of your booked session.
- 2.7 If extra one-off sessions are booked with the nursery these will be invoiced for in the following month.

### 3 Cancellation/termination of contract

- 3.1 After acceptance of the offer the child's start date may only be deferred by the parent/guardian by a maximum of one week. Request to defer the child's start date should be put in writing to the Nursery Manager.
- 3.2 In the event of the parent/guardian failing to pay all fees we reserve the right to exclude the child from nursery and the nursery shall be entitled to serve a formal demand for payment of such monies.

- 3.3 If it is the reasonable opinion of the manager and it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well-being of the child, other children in the nursery or to Little Explorers Nursery and Preschool employees then the company may serve notice to the parent/guardian requiring the child to be immediately removed from the nursery and no notice will be required.

## **Non-solicitation of staff**

- 4.1.1 Parents/Guardians agree, as a condition of placement of their child, not to solicit staff away from Little Explorers Nursery and Preschool. In the event of a Staff Member terminating their employment with Little Explorers Nursery and Preschool, the nursery reserves this same right to seek legal advice.  
No Previous parent of the nursery can employ that staff member for a period of six months after that staff member has left the employment with Little Explorers Nursery and Preschool. No babysitting services are offered through Little Explorers.

## **5 Hours of opening**

- 5.1 The nursery is open 51 weeks a year excluding bank holidays, and 5 normal working days over the Christmas and New Year period.
- 5.2 The hours of opening are from 7.30am - 5.30pm. It is important that all children are collected by the given closing time of the nursery as any delays will require staff over time and will result in higher costs and therefore fees. We charge £10 for every 15 minutes that a parent/guardian is late for their agreed collection time.  
Our insurance policy do not allow for continuous provision after the hours of 5.30pm.

## **6 Sickness**

- 6.1 To ensure the welfare of all children and staff Little Explorers Nursery and Preschool reserves the right to refuse admission of any child, who in the opinion of the manager/deputy manager is too unwell to attend.
- 6.2 If a child is taken ill while at the nursery every effort will be made to contact the parent/guardian on the emergency contact numbers provided. Notification of any changes to these numbers should therefore be made in writing to the nursery manager immediately.
- 6.3 Little Explorers Nursery and Preschool reserves the right to seek medical attention for a child in an emergency.
- 6.4 If a child is suffering from, or is suspected to be suffering from a communicable illness, the child should remain at home until a doctor has certified that the child is fit to return to nursery.

## **7 Personal safety and security**

- 7.1 Little Explorers Nursery and Preschool cannot accept responsibility for accidents and/or injury before children before they enter, or once they have left, the premises.
- 7.2 In the interests of safety and security parents/ guardians must not allow unauthorised people to enter the nursery (including other parents/guardians),
- 7.3 must close and lock gates/ doors behind them and only allow authorised people to drop off and collect children.

## **8 Personal property and valuables**

- 8.1 Little Explorers Nursery and Preschool cannot accept responsibility for the damage or loss to any personal property (e.g. clothes or toys) brought into the nursery. It is therefore advised that valuable items are not brought into the nursery. We also discourage children from bringing in toys unless it is specifically for show and tell.

## **9 Policies and procedures**

- 9.1 A copy of Little Explorers Nursery and Preschool policies and procedures is available for parents/guardians to read at the nursery. This also contains details of the complaints/disputes procedure. Any parent/guardian can at any time ask the nursery manager for copies of any policies.

## **10 Acceptance**

- 10.1 The above terms and conditions are considered to be fair and reasonable.

Please sign to say that you have read, and agree with the terms and conditions of this contact. Once received by the Nursery Manager, they will copy this document and return a copy to you for your records.

Parent Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_