

Please read our Admissions Policy, our Terms & Conditions and our free entitlement policies carefully, and sign on page 17 that you have done so.

Admissions Policy

MKM Childcare Limited, T/A 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 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 deposit of two week's fees (for fee paying children) is payable in advance on acceptance of a place which is refundable only on receipt of two 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 ap-

Copy 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 & Conditions

To enable MKM Childcare Limited, T/A- 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 refunded to you approximately 7 days after leaving the setting, once your account has been finalised. 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.
- 1.2 For enrolments with only funded hours and no additional hours, the registration fee is optional and the deposit is not required.

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 bank transfer (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 £10.00 per day late fee. Fees overdue beyond 48 hours are considered late and may be subject to late fees. You may lose your place if this occurs regularly.
- 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 if the child is absent from the nursery due to illness or holidays.
- 2.5 If a 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 months' written notice is required (1st to 1st of the month). This is reduced for funded only children (no fees attached) to 4 full weeks. Failure to provide notice will render the parent/guardian liable for two 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.
- 2.6 Bank Holidays are charged at the full rate of your booked session, including meals as part of your funding pattern of delivery (Booked session). Fully funded sessions will not be charged meals.
- 2.7 If extra one-off sessions are booked with the nursery these will be usually 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. The same principle would be considered if relations between the family and the setting break down – where disputes have become irreconcilable.

Non-solicitation of staff

- 3.4 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.
- 3.5 No Previous parent of the nursery can employ that staff member for a period of one year after that staff member has left the employment with Little Explorers Nursery and Preschool. No babysitting services are offered through Little Explorers

4. Hours of opening

- 4.1 The nursery is open 51 weeks a year excluding bank holidays, and 5 normal working days over the Christmas and New Year period.
- 4.2 The hours of opening are from 07.30 – 17.30. 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 £25.00 for every 15 minutes that a parent/guardian is late for their agreed collection time.
- 4.3 Our insurance policy does not allow for continuous provision after the hours of 17.30 unless advance bookings have been made with settings open until 18:00.

5. Sickness

- 5.1 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.
- 5.2 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.
- 5.3 Little Explorers Nursery and Preschool reserves the right to seek medical attention for a child in an emergency.
- 5.4 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. Please see policy.

6. Personal safety and security

- 6.1 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.
- 6.2 In the interests of safety and security parents/ guardians must not allow unauthorised people to enter the nursery (including other parents/guardians), must close and lock gates/ doors behind them and only allow authorised people to drop off and collect children.

7. Personal property and valuables

Copy 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. Please label all belongings.

8. Policies and procedures

- 8.1 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.
- 8.2 These are now also available online – littleexplorersnurseryandpreschool.co.uk/policies

9. Acceptance

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

Free Entitlement Policy

At Little Explorers Nursery and Preschool we care for children between the ages 6 months to 5 years.

The 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: child ratios and the facilities available at the nursery, along with financial budgets set for the financial year.

The setting operates a first come, first served policy for admissions as per the admissions policy states. However, in cases of high demand and/or simultaneous application for a place we will use the following admission criteria, applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

A child requiring a full-time place will have preference over one requiring a part-time place. This is dependent upon nursery commitments, occupancy and room availability. In order to ensure that children are happy and settled we recommend a minimum of two sessions over two days.

We operate an inclusion and equality policy and ensure that all children have access to childcare places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending childcare, parents must complete and sign a contract and registration form, and pay any fees due. These forms provide us 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 Entitlement (FE) for two, three and four year olds

At Little Explorers Nursery and Preschool, we currently provide a limited number of free funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance of your child reaching their initial eligible start date. This is the beginning of term following your child's second* or third birthday for two year old FE and universal three and four year old FE. For the Extended Entitlement for working parents, this is once you have received your validity code from the DWP, a copy of the child's birth certificate and a signed copy of your Parent Declaration form. The code must be provided and renewed prior to the next term.

If your child is already in attendance at our nursery before this date, you can register your interest in your child accessing a funded place when they become eligible, however places cannot be secured more than a term in advance, as explained above. If all allocated free entitlement places are full, your child will be placed on a waiting list and spaces will be allocated in chronological order, taking into account the admissions criteria set above.

If you are eligible for the three and four year old extended entitlement**, the same admission criteria applies for these hours as above.

At Little Explorers, we deliver the Extended Entitlement funding as below –

2 x Full days 07.30–17.30 (20 funded hours per week) FUNDED to parents however additional service charges may apply, such as meals which are not covered by funding.

Or

2 x Full days 07.30–17.30 + 1 x AM or PM session with the remaining hours of that session being charged at the hourly rate (22 funded hours per week, maximum entitlement) Additional service charges may apply, such as meals which are not covered by funding.

At Little Explorers, we deliver the Free Entitlement funding as below –

07.30–13.00 x 2 per week (11 hours of funding) however additional service charges may apply, such as meals which are not covered by funding.

Or

13.00 – 15.45 x 4 sessions per week (11 hours of funding) however additional service charges may apply, such as meals which are not covered by funding.

Visit the website on the URL below to apply for extended funding for working parents:

www.childcarechoices.gov.uk

Additional services, such as meals and additional extra-curricular activities are available at an extra cost and are not covered by Free Entitlement. These fees apply as per terms and conditions of your contract with the setting.

By registering for a funded place at Little Explorers, you are adopting and fully understanding the terms above.

Any agreements of the means testing carried out for charges mentioned above are confidential and cannot be shared/disclosed. Agreements are reached on a case by case basis and if family circumstances change, they must be disclosed to the manager immediately, where a new Parent Declaration will need to be completed and signed.

Please let admissions know if you would like a copy of this policy.

**two year olds must meet eligibility criteria.*

***families must meet eligibility criteria.*

Please sign to say that you have read, and agree with the terms and conditions of this contact.

Full Name

Signed

Date

That's it!

Please return this form to the nursery to enrol