

Admissions policy

Nursery Admissions

At Filey Childcare Ltd, we offer high quality care for children between the ages of 3 months and 4 years. The numbers and ages of children admitted to the nursery comply with the legal space requirements as set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff to child ratios and the facilities which are available at the nursery.

Places will usually be offered on a first-come, first-served basis. However, if there is a waiting list, the nursery will use the following admission criteria, which will be applied in the following order of priority:

1. Children currently attending who are increasing their sessions
2. Children who have siblings already attending the nursery
3. Children of Filey Childcare Ltd employees
4. Looked-after children
5. A child known by the local authority to have special educational needs and/or a disability (SEND)
6. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
7. Children whose parents live within the local area
8. Children whose parents work within the local area

A child requiring a full-time place may take priority over a part-time place, and an all-year-round booking may take priority over a term-time only booking. A paid space may take priority over a funded space.

A minimum session time of 10 hours per week is required. This may take the form of one whole session, or two half-day sessions.

At registration, there will be a £25 administration fee to be paid unless the child is taking a fully funded space.

Once a session is booked, there is a 4-week notice period to alter or cancel a place and this must be done in writing. If your child is ill, you will still be required to pay for the place and meal charges as staffing arrangements and orders will have already been made although any changes to this are at the managers discretion.

Payment of all nursery fees is strictly one month in advance, by the 10th of each month. Payment plans are available upon request.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes, but funding will be allocated that Filey Childcare offers and at the managers discretion. Funded sessions can only be taken during term-time. Children that require all year-round sessions may book in advance additional sessions during the school holidays. These will be charged at the Nursery's normal rate. Due to the shortfall between the government's funded hourly rate and the nursery hourly funding will only be allocated within Filey Childcare's set sessions and meal charges may apply.

Filey Childcare will apply meal charges for any child receiving funding. These are as follows – Full Day £6.00, Morning £4.00, Afternoon £3.00 and Short Day (9-3) £3.00. Healthy snacks are provided mid-morning and mid-afternoon. Packed lunches may be brought in as an alternative within the rooms, however they must

adhere to the principles of 'Eatwell' as prescribed by the NHS. Further information can be found at <http://www.nhs.uk/Livewell/childhealth6-15/Pages/Lighterlunchboxes.aspx>

With the exception of Coracles, when selecting your child's sessions, you will have the opportunity to choose whether your child's space is all year-round or term-time only. Term-time only spaces are limited in Tugs and Toppers, and therefore we will not always be able to accommodate your request. Should your child be granted a term-time only space but also require sessions in the holidays, this must be booked in advance in order to guarantee them. Where holiday sessions are booked but not taken up, they must still be paid for.

In Tugs and Toppers 9-3 sessions are available during term time, however there will be an allocated 8 9-3 sessions per day.

Additional hours are at the management's discretion. Anything outside of the session times may be charged at a higher rate to reflect the flexibility and arrangements that need to be made.

Children who attend nursery all year round are entitled to a funded holiday allowance of 2 weeks' pro rata. For example, a child who attends nursery 3 days a week will be allocated 6 days holiday a year. Holiday entitlement renews for every child on the 1st September, although a child must have attended nursery for at least 2 months before funded holiday is accepted. Children can take more holiday days during the year but only 2 weeks will be funded. Holidays must be booked through management and usually require 2-week notice. Funded children should inform nursery of any holidays with adequate notice and meal charges will be removed.

Out-of-school admissions

All after-school sessions must be booked in advance to ensure there is sufficient space. A minimum of 48 hours' notice is required to amend or cancel sessions. Cancellations or alterations outside of this time mean you will still be charged for your child's session.

If you require any extra sessions these may be booked by giving a minimum of 48 hours' notice. In exceptional circumstances, the management may approve an extra session with less notice, however this will only be if staff and space permit.

Breakfast club is on an ad-hoc basis and your child is able to turn up for this session without booking. However, this level of flexibility is reflected within the session price.

The Out of School Club can be used for 3&4-year olds who are not yet at full time school but are accessing provision at Filey Infant School. These sessions will be charged at the normal rate although the 10% advanced booking discount will not apply due to the low rate for EYFS led care. Funding may be used for these sessions if booked the term in advance and a meal charge will apply as follows; Breakfast £1.00, Tea £2.50.

Holiday club places must be booked in advance, and also require 48 hours' notice period to alter or cancel. Should you turn up on the day, without booking, we can't guarantee that there will be space for your child.