

## Pendle Court Day Nursery Policies & Procedures

### Admissions

At Pendle Court Day Nursery we care for up to 190 children between the ages of 0 to 4 years. 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: child ratios and the facilities available at the nursery.

The nursery will use the following admission criteria which will be applied in the following order of priority:

- 1 availability of spaces, taking into account the staff/child ratios, the age of the child and the registration requirements
- 2 When the application is received, extra weight is given to those who have been on the waiting list the longest.
- 3 the nursery's ability to provide the facilities for the welfare of the child
- 4 A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- 5 extenuating circumstances affecting the child's welfare or the welfare of his/her family
- 6 Children who have siblings who are already with us.

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

Prior to a child attending nursery, 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.

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### **Providers eligible to provide government funded places for early education**

We are eligible providers of the 2 and 3 year early years entitlement (including 15 and 30 hours) We offer fully funded places for children subject to availability, these are allocated to individuals and remain valid until they transfer to school or leave the setting and the place then becomes available to another child.

There is a consumable charge in place, this is discussed on an individual basis. This is to cover all snacks meals extra activities and other sundries activities, these additional charges are not a condition of accessing a place

The nursery fees are paid monthly in advance.

### **Funded Places**

The early years entitlement is available to use towards your childcare and can be used between the hours of 7.30-6.00 with a maximum of 10 hours per day. The session price with consumables includes snacks, activities and meals, all children are offered a 2 course hot meal option at lunch and tea, and we offer a wide variety of extra activities and healthy snacks. As the government funding is not intended to cover the cost of meals/consumables there is a charge in place for these. However, these additional charges are not a condition of accessing the funded hours/place. We will discuss all options with on show-rounds.

The government funding is for 38 weeks of the year however we offer the flexibility to stretch over 52 weeks, giving 22.5 hours per week. When you register your child for their place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We are only permitted to claim the hours that have been agreed in the parental agreement.

The early years entitlement offer applies to those receiving the universal and extended hours A copy of the birth certificate and parental agreement needs to be in place before your child starts. 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.

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A copy of the 2 year funded letter with reference number showing eligibility will need to be shown to the nursery and a copy kept in your child's file.

It is parents responsibility to inform nursery of any changes that may affect your early years entitlement

**Banked Hours:** any unused funding hours may be banked offering you the ability to stretch/bank hours to be used over other periods such as school holidays etc. These days/hours need to be agreed between parent and provider and the following applies

- The maximum EEF entitlement within any week, including the stretched/banked hours cannot exceed 15 universal hours per week and 15 extended hours per week.
- There is no charge for the flexibility of this option
- These hours can be used subject to availability. There may be charges for additional services such as meals, snacks & activities. The banked hours must be used within the term they are banked
- The maximum hours that can be claimed for in any term are as follows:
  - Autumn – 210 universal, 210 extended
  - Spring – 165 universal, 165 extended
  - Summer 195 universal, 195 extended
  - Summer 195 universal, 195 extended

This policy was adopted on: 13.06.2023

Signed on behalf of the nursery: L Wilkinson

Date disseminated to Staff: 06.06.2023

Date for review: 31.08.2023

Review required: Yes or No