



Admissions and terms and conditions

Purpose:

At Little Laura's it is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

We aim to offer a nursery that is flexible to family's needs with a variety of session times and offering both all year (50 weeks) and term time only places.

Policy:

Advertising

We aim to advertise Little Laura's in a variety of ways to ensure we are reaching a wide demographic of children.

Accessibility

We ensure that information about our setting is available in written and spoken form and, where appropriate, can be translated in to more than one language. We will try to provide information in Braille, or through British Sign Language where necessary.

Registration

- To register your child at nursery please complete a registration form that can be found on the Little Laura's website and return with a non-refundable £30 registration fee. This does not guarantee that a place will be available.
- Nursery places are allocated in advance of the start date requested and cannot be held open, unless the appropriate fees are paid.
- We are aware that circumstances change and therefore you may require different sessions to first requested. Please update the Management team as soon as possible to enable us to offer places appropriately.
- We may contact you from time to time requesting updates on your requirements.

Securing a place at nursery

- Once a place at Little Laura's has been offered a deposit of £100 which is refundable should you child remain at Little Laura's until they transition to school will be requested.
- You will be requested to complete a child entrants form which includes reviewing key policies and procedures along with the nursery terms and conditions.
- A date will be given to you whereby should you wish to accept the place all paperwork and the deposit should be returned. If this date expires then the nursery place will be offered to the family next on the waiting list.
- If you would like to delay your start date and someone else wishes to take the place from an earlier date, we reserve the right to allocate them the place, unless appropriate fees are paid to hold the space.

Minimum attendance

- At Little Laura's we require your child to attend a minimum of two sessions a week to allow for continuity and attachment with your child's key person along with relationships with other children.

Waiting List

- We arrange our waiting list in birth order with a particular number of spaces allocated for the three cohorts we care for; children under the age of 2yrs, children between the age of 2-3yrs and children over 3yrs (Pre-School). In addition, our policy may take into account the following;
 - Siblings already attending the setting or have previously attended
 - The vicinity of the home to the setting

Nursery fees and charges

- The nursery year runs from September to August. The nursery closes for two weeks over Christmas and all Bank Holidays.
- The fees payable by the parent or guardian are calculated by taking the child's weekly attendance fee, multiplying the same by 39 or 50 weeks, dependent on what is required at the time of booking and dividing by 12 to give a monthly payment. Fees are payable monthly, in advance on the first day of each month by either direct debit, standing order or childcare voucher. Bank holidays are included in the fees.
- No refund will be given in of child absence due to illness, holiday or any other reason. This is because the nursery has to reserve a place for the child with appropriate staffing in advance.
- Should the nursery need to close unexpectedly for any reason (e.g snow) then any fees paid for these days will be non-refundable unless there are extenuating circumstances at the discretion of Laura Attfield
- A calendar month's notice is required to reduce your child's days.
- Notice must be in writing addressed to nursery Manager.
- Included in our fees are; breakfast, lunch, Kindermusik (Thursday's term time only), cookery ingredients, wipes, waterproofs and Forest School for children over 30 months.

- Parents are asked to provide; nappies and nappy cream.

Terms of admission

- Little Laura’s prides itself on being a nursery where practices enable the full involvement of fathers and mother, other relations and other carers, including childminders.
- We have regard to each child and their family’s needs arising from; their gender, special educational needs, disabilities, social background, religion, ethnicity, or from English being a newly required additional language.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern and continuity in the setting that provides stability for all the children.

Linked Policies and Forms:

Child Entrants Form

Little Laura’s Term and conditions

Equal opportunities and Inclusion policy

Created:	March 2019
Updated by:	Louise Ashwell-Symes (Manager)
Date to be reviewed:	March 2020