

# Admissions and Charging

At Carey Hall Preschool we care for children between the ages of 2 and 5.

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).

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

1. Children who have siblings who are already enrolled with us
2. Children whose parents live within the local area (within 2 mile radius of us)
3. 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
4. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
5. Looked after children

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 subject to availability. We operate a waiting list and places are offered on an availability basis.

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 all forms in the welcome pack. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements, contact details for parents, doctor's contact details, allergies and parental consent etc. Parents/ carers must provide original documentation as proof of DOB such as birth certificate and utility bill as proof of full address and post code.

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

Our setting is registered to accept government funding (detailed in the code of practice) we offer limited funded places for terrific two, three, four and five year olds. Early learning sessions specified by the local authority are subject to availability. At Carey Hall Preschool we currently provide 27 funded places available for children. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the funded nursery education we have a termly intake, beginning the term following your child's second birthday and whether eligible.

Fees are payable four weeks in advance fees must be paid even if your child is absent due to sickness/holidays/inset days and Public bank holidays. We need notification and reasons in advance or as soon as possible if your child is expected to be absent for a period of one week or more. Should you wish to withdraw your child from preschool we must receive 4 weeks notice in writing in advance.

## **Fees**

Our fee structure is in line with DFE guidance and is outlined below.

Our hourly rates from September 2024 are as follows: (Unfunded)

*2-3 years	*3 years and above
£11.10	£11.03

\* Term after birthday

15 hours a week of Government funding is available the **term after** your child is 3 for all families.

We will need an eligibility code to claim your funding if you wish to claim up to 30 hours per week (from the term after child is 3) or 15 hours per week for children 9 months and above.

The younger children require a higher staff ratio which is reflected in the cost and level of funding offered by the government.

The government funding amounts from April 2024 onwards are:

2-3 years	3 years and above
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£9.10	£6.03
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We charge additionally for consumables including daily breakfast, morning snack and afternoon snack. The specific amounts per week per child are outlined below.

The cost of consumables per child per week are:

- Breakfast: £2.50
- Morning snack: £2.50
- Afternoon snack: £2.50
- Hygiene products (wipes, serviettes, etc): £2.50
- Extra staff for weekly local outings: £5

Any non-funded hours and hours attended over your child's funded hours will be charged at the hourly rate according to your child's age.

Additional charges, per session are outlined below:

	3.5 hours	4.5 hours	5 hours	6 hours
*2-3 years	£6	£8	£10	£12
*3 years +	£15	£20	£25	£30

We reserve the right to limit and/or have specific funded sessions, according to our business requirements. We also reserve the right to amend prices if the government funding changes.

The bank details are:

**Carey Hall Preschool**

**Sort Code:** 40 20 23

**Account Number:** 62168324

**We invoice parents monthly but can accept weekly or termly payments preferred.**

<b>This policy was adopted on</b>	<b>Signed by the Manager</b>	<b>Date for review</b>
September 2024		September 2025

Signed Parent/Carer \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_