

Admissions Policy

Fun Foundations Day Nursery aims to offer a welcoming and stimulating environment in which to provide the highest quality care and education for all children. We ensure that our admissions practice provides for those 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:

- Parents with a child already in the nursery, and applying for a place for a sibling (providing that both children attend for a minimum of two sessions per week) will be given priority over first-time applicants when a place is available at the nursery.
- Staff employed at the nursery will be allocated a priority place at the nursery.
- Parents who want a full-time, but accept a part-time place as an interim measure will be given priority whenever more sessions become available.

Wherever possible, a placement will be offered in writing ten weeks prior to commencement; parents will have two weeks to decide whether to accept the place. These time periods may be significantly shorter if a place becomes available un-expectedly.

A non-refundable registration fee of £10.00 is payable on registration of your child. A deposit of £50.00 is charged when a place is booked at the nursery. This will be deducted from your final month's fees provided one month's written notice has been given and there are no outstanding unpaid fees. If the required notice is not given, your deposit will not be refunded.

If you wish to decrease your child's attendance, we require one month's written notice.

Your childcare fees are payable monthly in advance on the 27th of each month by standing order, childcare vouchers or cash and are non-refundable in the event of your child's absence. The fees are generally calculated by multiplying the weekly rate by 52 and dividing by 12.

If you require changes to your child's attendance which occur part way through a month the fees will be calculated on a daily rate for that month.

If, after booking a start date, you wish to delay your child's start date you will be liable to pay the fee from the original start date agreed.

A parent who turns down a place at the nursery will lose their place on the waiting list.

Date of Review	Changes Made	Signatures	Date of Next Review
18/04/2016	In red	A. Ferguson	April 2017
05/04/2017	None	A. Ferguson	April 2018