



Admission Policy

At Tiny Tots we care for up to 70 on roll children between the ages of 9 months and 5 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, providing that all relevant forms have been completed and fees/deposit paid:

1. Priority of additional sessions to current parents/families.
2. Siblings
5. Full time places.

Additionally, at the manager's discretion, priority may be given to:

1. Looked after children
2. 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
3. A vulnerable child with either a Child Protection or a Child in Need Plan or

in receipt of other local authority support.

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.

Where a place cannot be found then children will be placed on a waiting list. We currently offer 2 nil cost places at the setting, however this can be increased based on the manager's discretion.

Where there are multiple applicants for nil cost places then, subject to the above criteria, these will be allocated on a first come, first served basis.

Prior to a child attending nursery, parents must complete and sign a contract and induction forms to formally apply for a place for each child. 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.

A registration fee will become payable when the form is handed in. This fee is still payable even if you are placed on the waiting list. The registration fee is not payable for children taking up a government funded only place and taking no settling-in visits outside of the funded entitlement, settling-in visits may be taken during the funded only hours. Where no registration fee is taken then a

refundable deposit will be charged. This will be refunded in line with the Local Authority Guidelines or within two weeks of leaving the setting, providing no monies are outstanding, whichever is sooner. If a place cannot be found, then it will be refunded within 2 weeks of this being identified should a parent wish to remove their child from the waiting list. If a place is offered but the parent chooses not to take this up, then the deposit will not be refunded.

The completion of the registration form does not in itself guarantee an offer of a place, as this will be informed by the available places that we have on offer at the time. Place allocation is a complex matter and some sessions have limited availability.

All parents have the same right to access our nil cost sessions and these will be allocated in line with the rules above.

When a place has been confirmed then the child or children will be booked in for their settling in visit as per the agreed schedule. These will preferably take place in the weeks immediately before starting.

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two/three to five-year olds for early learning sessions specified by the local authority. At Tiny Tots we currently provide free funded places, available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance.

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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

"Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, other consumables and optional activities. Providers can charge for meals and snacks, consumables and optional activities as part of the free entitlement delivery, as long as parents are not required to pay as a condition of taking up their child's free entitlement place. Where parents choose to purchase additional hours of provision or optional activities, this is a private matter between the provider and the parent" Operational Guidance April 2017.

Children may access some or all their funded entitlement with us. Children attending 2 settings will have their 1140 hours split between the settings. The decision between which hours go to which setting is usually the choice of the parents.

15 funded hours for 2-year olds are available for eligible families (see government criteria on their website), either with or without additional hours. Hours can be taken flexibly over a minimum of two days over 38 weeks. Please note that if you are attending for funded hours only, this attendance pattern may be changed once 3-year entitlement starts. The nursery will endeavour where possible to offer continuity of care.

The term following your child's 3rd birthday means they will be eligible for the

universal 570 hours of funded education, which we offer flexibly over 48 (12 hours per week) and 38 (15 hours per week) weeks. We currently charge £4 per day to those funded places this fee covers services but are not limited

to snacks, lunches, trips outside the nursery, parties for the children, equipment or gifts that the children take home such as Mothers' or Fathers' Day and other such specific activities that the nursery buys in specially for children.

You are not obliged to take up these additional services and you can access your funded only hours at nil cost over the 38 weeks, where no additional services wish to be taken i.e. meal packages (parents must provide healthy breakfast, snacks, and teas clearly labelled with the child's name). Any additional hours outside our funded delivery are charged for, but if you are attending all year round then we ensure your funded entitlement is accounted for on your invoice.

A further 570 hours of extended entitlement childcare are available for eligible families (see government criteria on their website). It is the parent's responsibility to check their eligibility through HMRC and they must provide an eligibility code to us for checking with the Local Authority prior to being able to take up the extended offer. We only offer our '30 hours' over a 38 week structure or stretched offers are available 22 hours over 51 weeks and 24 hours over 48 weeks, this is however subject to our pro rata structure, January intake 760 hours, April intake 380 hours. Invoicing and funding will be handled that same way as described above.

Should your eligibility for 30 hours change then the company reserves the right to offer you an alternative place, with an altered attendance pattern, based on the universal entitlement as places are allocated dependent on the total number

of hours in the setting. We will always endeavour to ensure the continuity of care for your child in order to support their remaining time at the setting but have limited spaces for some sessions. Grace periods have been put into place to support families where their circumstances and therefore their eligibility might change.

Complaints Procedure for the Government Funded Entitlement

If you consider that your funded place has not been provided correctly, or the terms of your contract have not been fully explained, then you should make a complaint, initially in writing to the Manager of Tiny Tots. If you do not get a satisfactory answer to your complaint within 4 weeks, then you may send your complaint directly to the proprietor Mrs L Kalis.

If you consider the complaint not to be dealt with satisfactorily then you may contact the Local Authority and follow their complaints procedures. It is the responsibility of the Local Authority to ensure we are delivering our funded hours within the national guidelines and whilst we might not offer our funding in a way you might like to access it, the Local Authority can help you in finding a setting that might better suit your needs, if this is the cause of your complaint.