



## Admissions Policy

EYFS: 3.28 - 3.31, 3.55, 3.58

### Introduction

- This policy is in place to ensure that parents/carers and colleagues understand the process for the allocation and upkeep of places within Cheeky Monkeys Day Nursery.
- The Management of Cheeky Monkeys Day Nursery apply the regulations on admissions fairly and equally to all those who wish to attend our nursery.

### Our Provision

- Cheeky Monkeys is a fully inclusive nursery which welcomes all children irrespective of race, gender, disability, religion, beliefs or family structure from the age of 3 months to 5 years old.
- We offer full and part time childcare provision, and where possible, we will accommodate requests for additional sessions and one off placements.
- We aim to be as flexible and as responsive as possible to suit the needs of all families. Where a change to the set sessions we offer is required there may be a supplementary fee added to be able to accommodate the request.
- The only restriction we place on entry is that of number. If the number of children applying exceeds the places available, we enforce the procedure of priority as set out below in order to determine whether a child can be allocated a place or not.
  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
  4. Children who have siblings who are already with us
  5. Children whose parents live within the area.
- 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. We operate a waiting list and places are offered on an availability basis.

- The maximum number of children that Cheeky Monkeys can accommodate is 48 and we adhere to the current ratios for each age range, as stated in the Early Years Foundation Stage statutory requirements. No more than 18 of these children can be under 2 years of age.
- Cheeky Monkeys operates from Monday to Friday 7.30am until 6pm and is open for 51 weeks of the year. We close for all Bank Holidays and for one week at Christmas.

## Ratios

The ratios for each age are as follows:

Age (years)	Ratio (staff: children)
0-2	1:3
2-3	1:4
3-5	1:8

## Applying for Admission

- We invite all prospective parents/carers to look around our setting in order to view all Nursery areas, observe some of the day to day running of our sessions and meet staff. We welcome any questions to further support your visit. We also have a video tour available for viewing at your own convenience.
- Registration packs are available from the office. All forms within the pack need to be fully completed and signed as this acts as a contract between us and enables us to have all of the relevant details we require to provide the best support and care for children. A copy of our admissions policy will also be included for parents/carers to read and sign. All forms will be stored in the child's personal folder for the duration of their time here.
- Any request for a Nursery place needs to be submitted in writing in order for us to allocate a place. The nursery will notify parents/carers about the child's place as soon as all applications have been considered.
- A registration fee of £50 may be required to secure the child's place. This is refunded on the first monthly invoice.

## **Places**

- Places will be offered on an availability basis. If we are unable to meet the request for the sessions required, then alternative sessions may be offered.
- If these alternative sessions are not suitable, then parents/carers may choose to place their child on a waiting list until their required place becomes available. The waiting list is reviewed on a regular basis, and places can be allocated as soon as a place arises.
- Prior to your child's official start date we offer settling in sessions to support with transition (please speak to nursery staff for further information)

## **Funded places for early education**

- We offer funded sessions to eligible two/three to five year old children. We adhere to all regulations as set out in the government code of practice.. These places will be allocated on a first come, first served basis. Please note for admissions for the nursery funded education we have a termly intake, beginning the term following your child's second/third birthday.
- 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 aim to accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

## **Change of Sessions/Attendance patterns**

- Any changes to sessions or attendance requires 4 weeks written notice. If a request is put in by a parent/carer to change a day that a child already attends, then they will be given a place on their newly chosen day based on a first come first served basis, and dependant on availability for that day. Any requests that cannot be met as per request then we are able to add you to our waiting list until this becomes available.
- Please note that we are unable to offer swap booked sessions or bank days not used due to the fact that places and staffing are pre organised and in accordance with legal ratios set within the Early Years Inspection Framework.
- If a parent/carer wishes to withdraw their child's place at Cheeky Monkeys, then they should give a minimum of four weeks' written notice where full fees will be payable as per usual arrangements for the duration of the notice period.

## **Payments and fees**

- Invoices are issued on the 1<sup>st</sup> of each month. These are in advance for the month and need to be paid in full by the 15<sup>th</sup> of that month. The invoices will include any extras, late payment fees, plus any deductions for Bank Holidays and returned deposits etc.
- Non-payment of childcare fees by the date specified will result in a late payment charge of 15% of the total charges made. In the event of recurring or non-payment of fees Cheeky Monkeys have the right to cancel your place as of immediate effect.
- Payments can be made using childcare vouchers, by cash, cheque or BACs.
- It is the responsibility of the Director or Management team to ensure that all childcare fees are collected in full by the date required.
- Please note that in the event of child absences due to sickness and holidays etc. that this will still be charged at the normal rate. The reason for this is that the place we have allocated for you as per your request is reserved only for you and the staffing and resources that we provide based on projected numbers of attendance each day.

**Signed:**

**Date:**