

Policy: Admissions

- Nursery places are booked when a parent returns a signed registration with a registration fee of *£50. A confirmation of registration will be sent to confirm a start date and days offered. Any amendment to start date or days wanted must be communicated with at least one month's notice. Changes to the original registration booking may result in us not being able to fulfill all or any of your amended requirements. *Children accessing the Free Childcare sessions under the Free Funded Contract will not need to pay this.
- As part of the registration the nursery requires the following information:
 - Name, home address and date of birth of each child
 - Starting date and number of sessions required per week
 - Arrangements for payment of fees
 - Name, address and telephone numbers of parents/carers known to us, and who has parental responsibility
 - Emergency telephone numbers
 - Dietary requirements
 - Arrangements for collection
 - Name, address and telephone number of the child's doctor
 - Illness and inoculation details
 - Details of any allergies
 - Parental consents on emergency procedures
- Elan's priority when offering places is to provide as much full time day care as possible. As a minimum, Elan request that 2 days are taken per week.
- Child numbers will be strictly regulated so that the maximum legally permitted is not exceeded.
- Parents/Carers will also be asked to provide the nursery with any further information which they feel will enable us to take the best care of their children. This should include particular likes and dislikes in food, bottle feeding habits etc. Daytime sleep patterns should also be written down together with any comforter requirements.

Entitlement to Free 2-year funding:

All children entitled to the 2-year 570 hours funding require a validation code in order for Elan to access funding. The hours will be offered in blocks of 10 hours or 7 hours, termly or over a 51-week, on a Monday or Friday. No additional cost will be charged including registration fee, food & snacks unless additional weekly days are required. The space is guaranteed for the duration of their 2-year funding. When the child becomes eligible for 3&4-year free childcare a new contract will be required.

Entitlement to Free provision for 3&4 year olds:

Free Childcare sessions can be offered within our pattern of delivery. First priority is given to parents on a **51-week Fee Contract** in terms of space, choice of either a full day or a School Day (8.30-3.30) and are charged monthly. Parents are entitled to all the additional services and can make changes to their attendance with one months' notice. The space is guaranteed for the duration of their time at Elan. Second priority is given to parents on a **Term Time Fee Contract** in terms of space, choice of either a full day or a School Day (8.30-3.30) and are charged termly. Parents are entitled to all the additional services and can

make changes to their attendance with a terms' notice. The space is guaranteed for the duration of their time at Elan.

Please refer to Fee Schedule for Funded Sessions and pattern of delivery.

Children who attend funded only sessions will be offered spaces on a Monday or Friday and will have their nursery place confirmed on a term by term basis. This is a **Free Funded Contract** and spaces are limited to five spaces per term. Priority is given to children who received the two-year funding. No additional hours or services can be accessed on this contract and children have to bring their own meals and snacks.

All parents will be required to complete a **Parent Declaration Form** from WSCC, supplied by Elan to access funding for 570 or 1140 hours' free childcare. Parents that are eligible for 1140 hours' free childcare must apply to HMRC for their validation code. This validation code must be given to Elan so that they can access hours on their behalf.

Policy: Discounts

Elan Nursery operates a policy of offering discounts for the following:

- NHS worker discount of 10%

Discounts only apply to regular monthly payments and do not apply to extra days or hours booked.