

elan nursery

Caring for babies and children from 3 months to 5 years

Admissions Policy

Policy Statement

We aim to make our setting accessible to children and families from all sections of the local community through open, fair, and clearly communicated procedures.

Provision

Elan Nursery are a full-time, private day nursery, offering flexible quality childcare for children aged between 3-months and 5-years. We are registered to care for a maximum of 78 children each day.

Opening Hours

The Nursery is open Monday to Friday each week except the week between Christmas and the New Year and all statutory bank holidays. The hours of opening are 07:30 until 18:00 each day with the exception of Christmas Eve where the Nursery will close at 14:00. It is important that parents/guardians collect by closing time as delays will require staff to work overtime resulting in higher costs which may be recovered from the parents. Parents/Guardians are also asked not to leave their children at Nursery before the agreed start time as there may not be sufficient staff on duty until that time.

Registration Process

In order to secure a nursery place, we require a completed registration form, a signed copy of our Terms & Conditions and a £50 non-refundable registration fee (children accessing Free Entitlement sessions only are exempt from paying a registration fee). We require a minimum attendance of 2 full days or 2 school day sessions per week. Whilst we try our best to accommodate parent's requirements, the following criteria is used when deciding whether a child can be offered a place:

- Availability of spaces in the nursery, considering the staff/child ratios, the age of the child and the registration requirements.
- Applications are considered strictly in application date order.
- Priority will be given to children who are booking full-time places and those who already have siblings in the nursery.
- The nursery offers Free Entitlement to eligible 2-year olds, and all 3 and 4-year old children. All Free Entitlement is offered based on availability of places.

We have never and will never discriminate against any child or parent on the grounds of sex, race, religion, colour, or creed.

Upon receiving the registration form, a confirmation will be emailed, stating the start date and days attending. Any amendment to start date or days attending must be made in writing, giving one months' notice of change. We will do our best to accommodate any changes to the original registration booking.

Deposit

On acceptance of an offered place, a refundable deposit equivalent to one month's nursery fees will be required a month before the start date, which will be offset against the final invoice prior to a child leaving (any discounts of fees offered are not applied to the deposit and we ask that deposit payments are not made using childcare vouchers or HMRC tax-free payment). Children accessing Free Entitlement would only need to pay a deposit in respect of any agreed additional services and days attending. Children accessing Free Entitlement sessions only are exempt from paying a deposit.

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Other Charges

Parents who are late collecting their child will be charged £15.00 per child after their agreed collection time. An extra £15.00 per child will be charged after 18:15, 18:30 and 18:45. (The same principle applies to children who are collected late from a morning session.)

Nursery fees are payable monthly in advance on the 1st of the month with the first months payable one month in advance of start date. The Nursery reserves the right to refuse admission if payment has not been made in full by the due date and the child's place may be forfeited. We accept childcare vouchers and tax-free childcare payments. We do not accept cash or cheques.

Holiday and Unplanned Absences

We regret we cannot refund fees or give 'make-up' sessions for non-attendance due to short illnesses or holidays. The place is being held for your child and the Nursery overheads must be borne whether your child attends or not.

Free Entitlement

The nursery offers 5 fully funded sessions per term for children accessing Universal Free Entitlement and they are offered on a Monday and Friday between 7:30am-6pm. The nursery place will be confirmed on a termly basis. Priority is given to children who receive the 2-year funding. No additional hours or services can be accessed.

Free Entitlement (2-year old)

Some children will be eligible for free entitlement the term after their 2nd birthday. Details can be found on the West Sussex website www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/#is-my-child-eligible-for-free-childcare.

Eligible children are entitled to 570 hours per year, term time only (38 weeks per year). We 'stretch' the 570 hours over 51 weeks. Therefore, we can only access a maximum of 561 hours, or 11 hours per week for 51 weeks. (Please note that eligible children cannot use the remaining 9 hours at another setting.)

Universal Free Entitlement (570 hours per year)

ALL children are eligible for the universal free entitlement the term after their 3rd birthday. They are entitled to 570 hours per year, term time only. We 'stretch' the 570 hours over 51 weeks, therefore we can only access a maximum of 561 hours, or 11 hours per week for 51 weeks. (Please note: the difference of 9 hours per year cannot be used at another setting.)

Extended Free Entitlement (additional 570 hours per week)

Some children will be entitled to the extended free entitlement the term after their 3rd birthday. Details can be found on the Government website www.childcare-support.tax.service.gov.uk.

The extended free entitlement will be allocated in the same way as the universal free entitlement. This means that eligible children will receive 1,140 hours per year, term time only. We 'stretch' the 1,140 hours over 51 weeks. Therefore, we can only access a maximum of 1,122 hours per year. (Please note: the difference of 18 hours per year cannot be used with us, but some parents may want to spread their FE with other settings).

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Additional Charges

ALL free entitlement hours will be offered between 7:30am-6pm and the nursery reserves the right to determine when these sessions can be offered based on availability.

Please note that the Government funding is not intended to cover the cost of hot/cold meals, snacks, drinks, sun cream, consumables, additional hours, or additional services. To access a funded place, we charge as follow:

Full Day Sessions will be made up as follows:

10 Hrs FE	+ Additional Service Charge for 10 Hrs	
6 Hrs FE	+ Additional Service Charge for 6 Hrs	+ 4 Hrs at normal day rate
5 Hrs FE	+ Additional Service Charge for 5 Hrs	+ 5 Hrs at normal day rate

If family circumstances change so that eligibility for the 2-year old funding or 3-4-year-old funding may be affected, it is important to notify the Nursery Manager within 7 days. This will allow the nursery to make adjustments as required to ensure your child's attendance reflects your revised circumstances.

A one-month notice period is required to withdraw your child from Free Entitlement.