

## Polly Anna's Day Nursery, Haxby - Admissions Policy

Polly Anna's is a day nursery providing early education and care to under school age children (0 to 5 years).

We are open from 8.00 am to 6.00 pm Monday to Friday 52 weeks a year.

This admissions policy has been developed to help potential parents have an understanding of how we offer those services to both Fee paying families as well as those families that have children eligible for the governments free hours of early education that wish to use these hours here.

All Bookings are subject to availability and our admission policy. Until such time as a booking is confirmed in writing and the appropriate deposit received by the nursery a booking is not guaranteed.

Parents will be required to sign either our Fee Paid Childcare Contract or our Funded Place Childcare Contract and abide by its terms and conditions as well as our Admission Policy

### Application process:

Fee Paying Place (All Ages): Parents will need to complete one of our Booking Forms, giving details of the starting date and days/session required and appropriate deposit. The nursery will confirm the booking within 5 working days of receipt of deposit. Bookings are subject to availability of days/sessions requested. If we are unable to offer some or all of the requested days/sessions we will offer alternative days/sessions that are available. Bookings can be made for starting dates at any future date. All bookings are subject to the terms and conditions of our Fee Paid Childcare Contract.

Funded Hours of Early Years Education: Funded hours are either 15 (570) hours (Universal) or up to 30 (1140) hours (Extended). These hours are for only 38 weeks per academic year. A child becomes eligible for funded hours the Term after their third birthday. There are some children that are eligible for funding the term after their second birthday, if you believe your child is eligible for 2 year old funding or you already have a Voucher from City of York Council please inform the nursery manager who will discuss your individual child's needs.

Before they become eligible or as soon thereafter, parents of children already attending our nursery, will be offered a choice of how they can access their child's funded hours here at Polly Anna's. Full details are of how we offer these hours are available on our website or by request. Parents have a choice of

a. Fee Paying & Additional Services Place (3 & 4 year olds)

b. Funded (Free) Places (3 & 4 year olds)

Our core offer of high quality education, child development and childcare services is identical regardless of how a parents chooses to access their child's funded hours at our nursery.

a. Fee Paying & Additional Services Place (3 & 4 year olds): Parents of children already attending our nursery before becoming eligible to funded hours can, in advance of becoming eligible for funded hours, request to purchase our Additional Services package during these hours. The request must be in writing. By opting for the Additional Services package a parent will be allowed to continue with their current Fee Paid Childcare Contract and be eligible to benefit from all the services and guarantees that come with a Fee Paying Place.

Children newly starting nursery as they become eligible for funded hours can request to opt to purchase our Additional Services package entitling them to a Fee Paid Childcare Contract.

b. Funded (Free) Place (3 & 4 year olds): Parents will need to complete a Request for Free Education Place Form and return it to nursery in the Term prior to their child's eligibility for government funding. Parents are required to state the term in which they wish for their child to start, the total weekly hours requested, the Voucher Code if applying for an extended 30 hour place, copy of proof of date of birth such as birth certificate or similar such as passport. Parents cannot request specific days or sessions. The nursery will inform parents if they have been allocated a free place no later than two weeks prior

to the start of the Term. If a place is offered parents will be required to sign our Funded Place Childcare Contract.

#### Funded (Free) Places 2 year olds

- a. Children newly starting: as they become eligible for these funded hours will be required to Request a 2 Year Old Funded Place at our Nursery once they have received their Voucher from City of York Council. Places will be allocated as soon after the Voucher has been received, parents cannot request specific days/sessions. We offer Funded (Free) 2 year old Places either for a full day of 10 hours (8.00 to 6.00) or Session of 5 hours (8.00 to 1.00 or 1.00 to 6.00) as one full day and one session or three sessions over 38 weeks (School Terms dates). We also allow parents to stretch their funding over 52 weeks by allowing their child to attend two sessions or one full day, this gives your child the benefit of attending regularly throughout the year. No other hours or attendance pattern will be offered.
- b. 2 year old funded children can purchase more days/sessions than just the funded days/session, these additional days/sessions will entitle them to the benefits equivalent to a fee paying place.
- c. Parents of children attending our nursery under the 2 year old Voucher scheme will be allowed to continue with their current Childcare Contract up until becoming eligible to 3 & 4 year old funding. Before becoming eligible for 3 & 4 year old funding, parents need to request to continue their child's place. The funding for 3 & 4 year olds does not cover the cost of meals provided by the nursery and parents will be required to pay for meals or provide pack-up.

#### **Priority of admission is as follows**

1. Fee pay place children requiring a full time place all year around from working families
2. Fee pay place children requiring a minimum of two full day places per week all year around from working families
3. Fee paying place children requiring a minimum of the equivalent of two full day places per week (i.e. blend of days and part days or all part days) all year around from working families
4. Fee pay place children requiring less than the equivalent of two full days per week all year around from working families.
5. Fee Paying & Additional Place (3 & 4 year olds) children requiring any of the above attendance patterns from working families
6. Children eligible to a 2 Year Old Funded Place both already attending and new starting.
7. Any child already attending our setting on a Fee Pay Place or 2 Year Old Funded Place Scheme.
8. Children requiring a Funded (Free) Place (3 & 4 years olds)

N.B. We recommend that children attend at least two full days or four sessions per week all year around to fully benefit from the Early years Foundation Stage in their education.

#### **Starting Dates**

We provide admission for Fee Paying Places at any time of year not just the start of September or subsequent term start dates and at any age up until compulsory school age. Admission for Fee Paying & Additional Services Place (3 & 4 year olds) and Funded (Free) Places (3 & 4 year olds) and New starting Funded 2 year old Funded Places can only take place on the first date of a new Term. Term dates as published on our website.

#### **Equality & Diversity**

Polly Anna's believes in equality and that all children and their families should be treated the same regardless of ability, race, colour, gender or creed and must with respect and dignity as well as being offered the very best in early education and development.