



Sawston Childcare Limited

Admissions Procedure and Payment Terms

The charitable company Sawston Childcare Ltd was established to operate Sawston Nursery, the purpose of which is to:

- Provide quality childcare for the children of residents of the villages of Sawston and Pampisford, and for children whose parents work in Sawston.
- If space is still available, places for the children of residents from the surrounding villages of South Cambridgeshire will be considered.

The primary objective of Sawston Childcare is the care and education of children from the age of 3 months until they are eligible to start school by the provision of a Day Nursery. Prospective parents will have the opportunity to make an appointment to visit the nursery.

Sawston Nursery's admission policy will not discriminate against any child on the grounds of gender, gender reassignment, race, disability, sexual orientation, religion or belief.

Process of filling places

Sawston Nursery offers full day sessions only (and advise a minimum of 2 days where possible):

Full Day - 8.00am - 6.00pm to include all meals

All hours within each session have to be paid for regardless of when the child arrives at or leaves nursery.

The place offered to each child will be at the discretion of the Head of Nursery or the Deputy Head in their absence.

Sawston Nursery will require 4 weeks written notification of any changes or amendments to place requirements. Changes cannot be guaranteed, but every effort will be made to accommodate the changes.

We operate a waiting list for all rooms in the nursery. We aim to have a maximum waiting list of 15 children across Buttercup and Bluebell Room for our youngest year group of children. All other rooms have a waiting list of six places. Please note all of the above may change on an annual basis due to the flow of children through the nursery. Once the waiting list has reached its maximum, the list will close, but will re-open if the nursery is informed that a place is no longer required.

A **non-returnable** fee of £50 should accompany the registration form for all children to be placed on the waiting list as from January 2019, including siblings. Please note this fee covers all admin work carried out in relation to the admissions procedure, waiting list and organisation of starting and settling in visits. Written or email confirmation will be sent to acknowledge the child's place on the waiting list, upon receipt of registration form and payment.



Sawston Childcare Limited

Admissions Procedure and Payment Terms

The priority with regard to allocating places is considered in order of the following:

- Children who are currently in the nursery who wish to change their days on the internal waiting list.
- Children who have selected sessions, which have become available in the Nursery.
- Siblings of children currently attending the nursery will be considered as a priority to ensure the family have access to continuity of care.
- If the situation arises that two children have been registered onto the waiting list on the same date, siblings would be given priority, followed by any family who are Sawston or Pampisford residents.

Please note: That children are classed as siblings if the family has another child already attending the Nursery at the same time the sibling joins the Nursery.

Sawston Nursery operates at full capacity in all of the classrooms. In the main until the preschool children leave to go to primary school, we are unable to move the younger children through the nursery. However, should a child leave or amend their sessions we may be able to offer places throughout the year. This would be offered to a child who has requested the particular available session and is in the relevant year group to take the place.

The process of securing a place when offered

Parents are asked to pay a **refundable** deposit of two weeks' fees when a place has been offered. The amount of the deposit will be offset against the child's last month's fees when he/she leaves Sawston Nursery, provided that one month's notice has been given. Confirmation of a place will be given in writing following written acceptance and completion of contract. Once a place has been offered, parents have 2 weeks in which to respond.

New Families

Our main admissions take place in September; however, there may be availability during the year for a child to start at a different point in the year.

Parents can choose to delay the start of their child or have a phased start, but the place must be paid for in full, from their requested **contracted** start date. When a place is offered, the Room Leader will contact the parent/s to arrange settling in sessions prior to the start date.

Babies attending with Siblings in the Nursery

In the event of a family with siblings of children attending the nursery we are able to hold a place, which is a minimum of 3 days per week. There will be no extra cost for up to 6 months providing the original offered start date is September and the child starting is no older than 12 months on the date of the contract. However, a family choosing not to start their child on the contracted date,



Sawston Childcare Limited

Admissions Procedure and Payment Terms

will be charged 50% of the weekly fees to enable the child's place to be held for a maximum from 6 months to 9 months. Please note that full fee charges will be made thereafter. If the family then choose to withdraw their child and not take the nursery place the deposit paid will be retained by the nursery. If the child whose place is being delayed is due to attend less than 3 days a week the full fees will be requested from the contracted start date.

Fee structure

Sawston Childcare is a Registered Charity and fees are set at a level sufficient to cover the operating costs of the nursery. Any income generated over and above expenditure will be used to further enhance the service provided by the Nursery, as agreed between the Trustees and the Head of Nursery.

Fees reflect the costs involved in the different staff ratios for the different age groups as laid down by Ofsted. Current fee rates are shown below and can be obtained on our website and in the nursery upon request. Please be aware there are two charge bands, 0-2 years of age and 2-5 years of age.

In the event of two or more siblings attending the nursery, a 10% sibling discount is given to the eldest eligible child. However, once the eldest child becomes eligible to receive funded hours from the Government, the discount will cease.

Fees are paid on a monthly basis. Payment should be made by 1st of the month from September 2020, whether or not you have received an invoice. We recognise that parents may be in receipt of childcare vouchers or other workplace benefits, which may not come through by 1st of the month. Please make the Head of Nursery (tina.spencer@sawstonnursery.org) aware of any difficulties in paying the fees by the 1st. If payment has not been received by the first of the following month, we reserve the right to exclude a child for any session other than funded hours provided by the Government, until the fees are paid.

Our payment charging system is calculated over the year irrespective of incidents such as bank Holidays and Christmas when the nursery is closed.

There is no reduction of fees when children are on holiday or away sick. The full rate still applies. Payment is required via a direct credit payment or standing order (ask for account payment details), alternatively, cheques should be made payable to Sawston Childcare Limited.

It is the parent's responsibility to keep Nursery informed of any changes to contact details.

Funded hours

Sawston Nursery is open for 51 weeks of the year and therefore the funded hours that the nursery is able to offer, are spread over this period.



Sawston Childcare Limited

Admissions Procedure and Payment Terms

Nursery also provides access to the universal entitlement of funded hours, for parents of three and four-year old's as well as the extended entitlement of funded hours for the working parents of three and four-year olds.

All three and four-year old's, are entitled to the Universal entitlement, which is based solely on the age of the child. Children attending Sawston Nursery on the three specified 'head count' days during the year and whose birthday falls within the required date range, are entitled to access the government funded hours. Parents of children attending nursery on a full time basis will be entitled to have 20 hours of funded childcare a week. This equates to 4 hours per day per child. This is because we are an all year round provider and not open term time only. Therefore, we stretch the funding over 51 weeks of the year.

Example: If your child attends nursery three full days per week you will be entitled to 12 hours per week. The funding is calculated where you are able to claim up to 11.4 Universal funding (Maximum number of hours)

The additional hours for the extended funding entitlement need to be applied for. This is the responsibility of each parent. These hours are available the term after a child's third birthday and the term following receipt of their eligibility code from **HMRC**, whichever is the latter. Please be aware that if we do not receive your eligibility code you will be invoiced in full for the sessions your child attends the nursery.

Example: If your child is attending nursery 5 days per week you would be entitled to claim 11.4 Universal funding and with an eligibility code from HMRC you can claim 8.6 hours from the Extended entitlement.

We prompt you to apply, the term before your child reaches the age criterion. If not, you may have to wait until the following term to access the additional funded hours.

Please use the website below to check your eligibility:

www.childcarechoices.gov.uk

Funded hours can be accessed in more than one setting. The Trustees will review annually the number of funded hours a full time child is able to access at Sawston Nursery. For current hours available, see the document regarding funded hours. The Funded hours for other patterns of attendance will be worked out on a pro rata basis. The charges will then be annualised; rounding of the amounts is to be expected in order to reach practical figures. Any fees for a part month will be calculated on the days in the month attended.

The chart below shows the cut off dates for the government funding



Sawston Childcare Limited

Admissions Procedure and Payment Terms

Children born on or between	Eligible for Funding from
1 January – 31 March	Spring Term (From April)
1 April – 31 August	Summer Term (From September)
1 September – 31 December	Autumn Term (From January)

We also accept Funded Two-year-old, provided space is available in the nursery. Family circumstances must meet certain criteria and families will need a referral together with a unique reference code, which can be obtained from a Children's Centre. If you would like to find out if your child is eligible for the 'Funded Twos' please contact <http://www.cambridgeshire.gov.uk/free2s> for further information and to find out the eligibility criteria required.

Please note that we offer Funded Twos sessions where possible and available. The funding will cease when the child reaches their third birthday and can apply for the Universal Funded Hours.

Additional extra sessions

From time to time, there will be additional extra sessions available (non-permanent). If a parent requests one of these sessions there is a booking form to fill in which needs to be signed by the parent before a session can be allocated. Cancelling these sessions less than 48 hours before the booked session will result in a charge being raised for the session.

Tax Free Childcare

From 4 October 2018, childcare voucher schemes closed to new applicants. You may be able to get [Tax-Free Childcare](#) instead.

You can keep getting vouchers if you have joined a scheme and your wages have been adjusted before the scheme closed in October 2018, as long as:

- you stay with the same employer and they continue to run the scheme
- you do not take an unpaid career break of longer than a year

For information regarding Childcare Vouchers, please see

<https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>

This policy was adopted at a meeting of: *Trustees and Head of Nursery*



Sawston Childcare Limited

Admissions Procedure and Payment Terms

Held on February 2020	
Signed on behalf of the management committee/proprietor: <i>Tina Spencer</i>	
This policy was reviewed on 5th August 2020	
Signature and role:	<i>Tina Spencer</i>