



**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 advises a minimum of 2 days where possible). Full-time places run for 51 weeks per year. Term Time Only places (38 weeks per year) may be considered at the discretion of the Head of Nursery, together with the board of trustees.

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

All hours within each session must be paid for regardless of when the child arrives at or leaves the 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 in line with our contract. Changes cannot be guaranteed, but every effort will be made to accommodate the changes.

### **Pre-Admissions (only)**

In the event of an increase to sessions booked, an amended contract will be issued and an increase in the deposit amount will be requested. In the event of a deduction of sessions, an amended contract will be issued and a refund with regards to the deposit amount will be deducted from your invoice.



**Sawston Childcare Limited**

## **Admissions Procedure and Payment Terms**

### **In year admissions changes to sessions**

In the event that you request an increase or decrease to your agreed contract, we would require one month's notice, and this will be treated as a new contract. Therefore, a charge of £50 would be made, to cover all administration costs involved.

We operate a waiting list for all rooms in the nursery.

A **non-returnable** fee of £75 should accompany the registration form for all children to be placed on the waiting list, 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.

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 additional sessions, which have become available in the Nursery. This includes children who do not yet attend the Nursery but have selected available sessions.
- 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.

Consideration will also be given to when a child is added to the waiting list, as well as the days of childcare requested, as a means to filling available spaces at the earliest opportunity.

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

Parents may be given the option to pay to reserve a space at the Nursery if they are the next on the waiting list when a space becomes available. If this offer is declined, the space will be offered to the next suitable person on the waiting list.

Sawston Nursery operates at full capacity in all 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 available session and is in the relevant year group to take the place.



Sawston Childcare Limited

## Admissions Procedure and Payment Terms

### 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 in line with the terms of the contract. 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 the contract. Once a place has been offered, parents have 2 weeks in which to respond.

If the place being offered is for a child who already attends the Nursery and wishes to increase their regular booking at the Nursery, parents will be asked to pay a **refundable** deposit of two weeks' fees on the **extra days only**. They will also be asked to sign an updated contract offer to reflect the new booking.

### 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 the offered **contracted** start date. When a place is offered, the Room Leader will contact the parents to arrange settling in sessions prior to the 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 can be obtained from the nursery upon request. Please be aware there are two charge bands, 0-2 years of age and 2-5 years of age. Your child will receive the reduced fee rate for 2-5 years of age the month after their 2<sup>nd</sup> birthday.



Sawston Childcare Limited

## Admissions Procedure and Payment Terms

Fees from April 2023		Days attending the Nursery				
		1	2	3	4	5
	Daily Rate	Monthly Rates				
	£	£	£	£	£	£
Aged under 2	85.55	370.72	741.43	1,112.15	1,482.87	1,686.74
Aged over 2	78.50	340.17	680.33	1,020.50	1,360.67	1,542.57
Aged over 2 and receiving 2-year-old Nursery Education Funding	TBD					
Aged over 2 & receiving NEF Grant (Extended) after age 3	48.38	209.65	419.29	628.94	838.59	949.27

Hours claimed through the Nursery Education Funding Grant for children 3+ and the 2-year-old Nursery Education Funding (From April 2024) will be deducted from invoices upon completion of the relevant claim form each term.

Children who are eligible for Universal Hours will only be calculated on an individual basis.

The figures on the table above are for children who would claim their full extended hours with Sawston Nursery and are not shared with any other setting.

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. We recognise that parents may be in receipt of childcare vouchers or other workplace



Sawston Childcare Limited

## Admissions Procedure and Payment Terms

benefits, which may not come through by 1st of the month. Please make the Head of Nursery ([tina.spencer@sawstonnursery.org](mailto:tina.spencer@sawstonnursery.org)) aware of any difficulties in paying the fees by the 1st.

If payment has not been received by the 10th of the month, as per the terms and conditions contract, we reserve the right to exclude a child for any session other than funded hours provided by the Government, until the fees are paid to clear any outstanding balance owed to the Nursery.

Our payment charging system is calculated over the year irrespective of incidents such as Bank Holidays and the Christmas period when the nursery is closed, to include early closure from 1pm on Christmas Eve. 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.**

Please note, if your child is in receipt of Nursery Funding, your funding claim will not cover the cost of any extra sessions and therefore you will be charged the full amount.

### **Funded hours**

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

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 to term time only spaces (except in exceptional circumstances, however in this instance no changes will be made to the funded hours provision). Therefore, we stretch the funding over 51 weeks of the year.



Sawston Childcare Limited

## Admissions Procedure and Payment Terms

The Nursery will be providing access to the 2-year-old Nursery Education Funding which is due to commence from 1<sup>st</sup> April 2024, and children will be eligible for this funding on the term after their second birthday.

The model currently used by the Nursery to claim funded hours for the 3 and 4 year olds will apply to the 2 year olds (See paragraph above for more information).

**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 can 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](http://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 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)

### 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 (alternatively, extra sessions can be requested over email). Cancelling these sessions less than 48 hours before the booked session will result in a charge being raised for the session.

**Please note that payments for extra sessions are required to be paid the day following the session attended and will be invoiced separately.**

### Tax Free Childcare/Vouchers

You may be entitled to Tax Free Childcare to help with childcare costs. To find out about all the government's childcare offers visit the [Childcare Choices website](#)

For information regarding Childcare Vouchers, please see <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>

This policy was adapted on	Signed on behalf of the nursery	Date for review
May 2022		5 <sup>th</sup> January 2025