



Witty Kiddies Nursery/Preschool Sydenham Admissions Policy

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Details of: -

1. **Waiting list:** You will be put on waiting list when you enquire and we will contact you closer to your requested child's start date (2 weeks prior)
2. **Deposit** (deposits are refundable when you give us 4 weeks-notice to leaving the setting)
3. **Admissions details:** First come first serve

Prior to a child attending this setting, parents must:

- give a copy of the child's birth certificate,
- complete and sign a Parent Contract – stating the hours your child attends. This is an agreement to allow us to claim the government funded place.
- sign our terms and conditions in our admission form. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providing government funded places – 2 year old funding, universal 15 hours and extended entitlement (30 hours)

All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed but this should be booked in advance.

Free Offer & charges for additional time and/or consumables

My offer is:

Option 1

Funded Places for 2, 3 & 4 year old funding			
	2 year old funding	3&4 Univ 15 hours	30hours
Free Offer – available Monday to Friday & 38 weeks of the year	9am – 12pm/9am - 3pm/12pm-3pm Any 5 mornings/afternoons or 2 full days, 1 morning or 1 afternoon	9am – 12pm/9am - 3pm/12pm-3pm Any 5 mornings/afternoons or 2 full days, 1 morning or 1 afternoon	8am – 6pm Any 3 days or 9am – 3pm all 5 days
Charges			
Consumables*	Any session £2.50	Any session £2.50	Any session £2.50
Early Morning			
Additional hours	£8.50 per hour/ £39 for ½ day		
Standard Day Rate	8am – 6pm = £59		
*Consumables are:- healthy breakfast, snacks, lunch and tea time etc. Consumables charges are NOT COMPULSORY . If parents want to bring in their own consumables, they should request more detailed information about what they will need to provide.			
Flexible Options:			
Half day sessions (5 hours) 8am to 1pm or 1pm to 6pm Half Day Sessions (6 hours) 9am to 3pm Morning Session (3 hours) 9am – 12noon Afternoon Session (3 hours) 12pm – 3pm	All day sessions (10 hours) 8am to 6pm		