

# Organisation

## Administration

### 4.1 Admissions

#### Policy Statement

It is our intention to make our Nursery accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

#### Procedures

- We ensure that the existence of our Nursery is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Nursery is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
  - the vicinity of the home to the Nursery; and
  - siblings already attending the Nursery.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

- We describe our Nursery and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our Nursery and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, socio-economic background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our Nursery and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the Nursery.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the Nursery to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the Nursery that provides stability for all the children.
- We require a full term's notice if your child is leaving the Nursery so we can offer the place to another child. (Full details available in our Terms and Conditions on the website.)

## **Terms and Conditions of Admission**

### **Placement Application**

- A place is reserved on receipt of a non-refundable deposit and written request.
- Application forms must be completed and returned before a child can be left at the Nursery unaccompanied.
- The minimum number of sessions for a child is two sessions per week.
- The Terms, Policies and Procedures contract must be signed and returned prior to your child's entry to Nursery.

### **Nursery Opening Hours**

- The Nursery is open during term time and follows the Essex local authority term and holiday dates for Community and Voluntary Controlled Schools.
- The Nursery will close on ALL statutory holidays. Normal charges will apply for these days where staff continue to be paid.

### **Fees**

- Prior to the start date you shall arrange for payment of the place deposit. The first term's fees are payable on the start date and, therefore, in advance by cheque, cash or childcare vouchers at the start of each term.
- The Nursery shall not be obliged to admit the child upon failure by you to pay the place deposit and/or place fees by the start date or on any subsequent payment date.
- Payment is due on the first week of term. Fees which remain unpaid after the seventh day after the payment date will incur a 10% penalty charge of their invoice total.
- Should your cheque be returned from the bank unpaid you shall be charged a £10.00 fee, which will cover the charges incurred by the Nursery.
- You will not be entitled to any refund or release from liability for payment of place fees by virtue of non-attendance of a child at the Nursery for any reason.
- Parents are required to inform the Principal or a member of staff if they are going to be early or late. If children are not collected before the official Nursery closing time it will be necessary to make an extra charge of £15 per 10 minutes late. This will be at the discretion of the Principal.
- Wivenhoe Montessori Childrens House reserves the right to amend/terminate sessions in which case one month's notice will be given.
- Invoices will be issued at the beginning of each billing period. Extra sessions or additional charges will be payable on the day incurred.

#### Termination/Cancellation/Change

- A full terms notice is required in writing should you wish to remove your child from the Nursery OR to reduce the number of sessions that you have specifically reserved OR delay commencement from the start date agreed. In circumstances where a full terms written notice has not been given then the Nursery reserves the right to charge the fees in full at the rate applicable for the next term, whether the child attends the Nursery or not.
- Should either parent wish to increase the number of sessions per week for your child, written notification is required either on paper or via email. Should a verbal agreement take place with regard to changing or increasing sessions the Nursery will write to confirm the agreement thus forming a contract between the Nursery and both parents. If there is a change off our understanding, the parent is required to notify the Nursery of cancellation in writing within two weeks of the

date of the confirmation letter or be required to give one term's notice (as per the previous point).

- In the case of cancellation of an accepted offer of place, or the child does not turn up, the full deposit is forfeited and not refundable.
- Wivenhoe Montessori Childrens House shall have the right at any time by serving notice in writing on you to terminate or change the agreement with immediate effect if you fail to pay a place fee within 7 days of the due date.
- All booking arrangements for places will be registered with the Nursery as per your requirements detailed on application up to their commencement at primary school or until you wish to terminate or change the agreement according to availability at any time, upon giving one academic term's written notice, or if either party shall be in material breach of the agreement and shall fail to cure such a breach within 7 days, following service by the other party of written notice specifying the details of such a breach.
- Wivenhoe Montessori Childrens House has the right to receive full payment during the notice period, whether the child attends the nursery or not.

#### Liability

- Wivenhoe Montessori Childrens House accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the nursery being temporarily closed or the non-admittance of the child to nursery for any reason.

#### Property and Belongings

- The nursery cannot be held responsible for loss or damage to children's property. Every reasonable effort will be made by the staff to ensure the children's belongings are not lost or damaged. Practical 'inexpensive' clothing is strongly recommended. If the nursery finds it necessary to supply items for the children which the carers are usually expected to provide, eg. Nappies, then a small charge will be made to cover the cost. The nursery recommend that parents label their child's clothing. Lost property is displayed in the Reception area but if unclaimed after two months it is disposed of.

#### Insurance

- The nursery has extensive insurance cover. Full details can be viewed in

the nursery.

### Children

- The nursery may require you to withdraw your child from the nursery in the event that the child requires special medical care or attention, which is not available, or which is refused by you, or it is considered that the child is not well enough to attend. You may also be required to withdraw your child if the nursery has reasonable cause to believe that the child is or may be suffering or has suffered from any contagious disease and there remains a danger that other children or staff at the nursery may contract such a disease. Please see later in the policy document for details of illnesses and management thereof.
- The nursery has a realistic attitude to the needs of working parents but reserve the right to contact parents if their child becomes ill during nursery hours.
- Parents/guardians are responsible for their child until handed over to a member of staff within the nursery building and again when their child has been handed over to them at the end of their session/day.

### Free Education Places – Nursery Grant

- Essex County Council continue to fund all eligible three and four year old children attending Essex settings including those who live in neighbouring authorities, beginning the term after the child's third birthday. It is the local authority, not each individual provider that must secure 38 weeks for every parent that wants it. The year is usually divided into 3 – Twelve, fourteen and twelve week terms (as per financial calendar). During the 38 weeks of funding all eligible children can claim 15 hours of free childcare per week.
- Wivenhoe Montessori Childrens House issue a Parent/Carer declaration form from Essex County Council which must be completed prior to receiving funding along with an information sheet which highlights important information and requires parent/carer signatures.
- Wivenhoe Montessori Childrens House do not levy any additional fee, nor charge in advance and reimburse, for the free entitlement.
- Wivenhoe Montessori Childrens House charge for additional time over and above the free entitlement. The nursery will offer this free entitlement for 3 hours of each session. Sessions are of 3.5 hours duration within this Nursery to incorporate the Montessori workcycle. On enrolment all children will be expected to stay to the end of the session

and a fee for additional time will be levied. There will not be an additional fee levied for the lunch session, whether the child goes home at 12.30 or 3.30pm.

- Our setting offers the free entitlement embedded within our morning or afternoon session and there is an expectation that parents will contribute fees towards the varied and dynamic Montessori curriculum that your child will receive.

Following our Montessori philosophy, each child is offered a child-centred experience where their interests are challenged and extended to acquire knowledge, explore and investigate. These experiences are encouraged and analysed by high ratios of staff to child, all of whom have formal Montessori qualifications. The experience and training our staff have is measured by the outcomes for your child, both academic and social.

- Children who arrive after the headcount date/start of new term can be claimed for as late claims in two ways:
  - If a child arrives at a Nursery in exceptional circumstances, for example, traveller children, asylum seekers or children moving into women's refuges – these children can be funded for the remaining weeks of the term subject to agreement from Essex County Council.
  - Where any child joins a Nursery after the headcount date and was not previously funded within this term at another provision; in this case Essex County Council will fund the number of sessions attended for the remaining weeks of the term. Please note: a child simply moving provision within the term would not be eligible for new funding.
- Parents who increase their child's sessions after the headcount date/start of term are not entitled to receive further funding and the nursery will charge in full for these sessions.
- In the case where Essex County Council decline your application parents/carers will be required to reimburse the nursery for the funding received. It is therefore imperative that parents/carers complete the forms correctly. For example; you can only claim for sessions that your

child attends, you need to declare if your child attends another provision and how many sessions of funding you will be claiming from that provider. Irrespective of how many provisions your child attends you can only claim up to a maximum of five sessions. If your child has started school, or is due to start school during the term, parents/carers need to check with the school how many sessions they will be claiming for as many schools, as they are now duly entitled, claim for the full five sessions whether the child is or is not attending all of these. The nursery make the reductions of the free entitlement to you from the start of term but may not necessarily hear from Essex County Council until the end of the term if there are any discrepancies so repayment may go back over several months if incorrect.