

TWO YEAR OLD NURSERY PROVISION ADMISSION POLICY

Date policy created: August 2016

Date of review: August 2016

From 1st September 2014 childcare sessions for 2 year olds will be 3 hours in length. They will initially be morning sessions from 9.10am to 12.10pm. We may extend our provision to afternoon sessions if there is sufficient demand and if it is affordable. Afternoon sessions will begin at 12:40pm and finish at 3:40pm.

Priority will be given to funded places. However, if we have additional spaces and funded places are not filled, we can extend the offer to 'paying' parents/carers.

A three hour morning session will be: £11.00 per day

A three hour afternoon session will be: £11:00 per day

Unfortunately we cannot offer places to children wishing to attend less than 5 mornings or 5 afternoon sessions each week. Therefore the cost of your child's place will be £55.00 per week. Children can only attend mornings or afternoons currently; we are unable to offer two sessions per day.

Payment is required one week in advance of the following week, every Monday i.e. £55.00 and payment can be made by cash only we cannot accept cheques. All payments should be handed into Lingham Primary Admin Team in the reception (payment should not be given direct to the nursery staff).

If payment is not made, cash flow issues will arise. ***Therefore we politely ask if you can make payment every Monday in advance of the following week's childcare.*** If payment is not made each Monday we reserve the right to offer the place to another family on our waiting list. We are unable to allow debts to accumulate beyond 2 weeks of the required date. A waiting list is kept by the 2 Year old staff team and paid places will be offered on a first come, first served basis.

Payment for the following term should be made on the last Monday of the week the children break up for half term holiday.

In the event of illness, including holidays or any other absence from sessions we are unable to reimburse parents/carers for any paid childcare costs.