

## Admissions Policy

Summertime's aim is to provide quality, affordable childcare that is accessible to all families from within the local community and is aware of the Children's and the Equality Act.

### Admissions

When a parents makes an enquiry for a place at Summertime they will be offered an appointment to visit the setting. Booking forms and nursery information is available at the office and on the Summertime website. A place at the nursery will be offered to parents if there is availability on the day(s) requested or as soon as spaces become available if the parent/carer wishes to be placed on the waiting list.

Children must attend a minimum of two days a week and each session must be a minimum of 5 hours each. We have found children experience more anxiety when only attending once a week.

Once a space has been offered by the management team the parents will be asked to pay a deposit of £50 which will act as a holding fee for their child's place at Summertime and will be non-refundable should a parent cancel their child's place. This deposit does not apply to fully funded children so that there is no barrier to them being fully included. The deposit will be refunded off the first month's invoice.

Prior to the child starting Summertime we will check we all necessary paperwork has been exchanged. The child will be offered 'settling in' sessions with and then without their carer. The first three settling in sessions are free but to ensure a smooth transition more can be arranged but they may be chargeable at the normal hourly rate.

### Waiting list

If we are unable to offer a place straight away at the setting Parents will be asked to complete a registration form with their child's details and the days and hours require . When a space becomes available the manager or room leader will either write or telephone the parents offering them a space and inviting them in for settling visits.

### Fees

All fees are due a month in advance, invoices will be given or sent out to parents at the beginning of the month. Payments are due within 14 days of receiving the invoice. A £25 late payment charge will be issued if payments are not received within the 14 days. A second copy of the bill will then be issued with the late charge. If payment has still not been received within 7 days the committee will issue a letter and court proceedings may be started and your child's place may be lost.

Cathy white  
Manager  
July 2020