



2. Admissions Policy

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Summertime Nursery is committed to providing high-quality, affordable childcare that is inclusive and accessible to all families in the local community, in line with the Children Act and the Equality Act.

Admissions Procedure

- Parents/carers enquiring about a place will be invited to visit the setting.
- Places are offered based on availability and will commence as soon as possible.
- Children are encouraged to attend a minimum of two days per week, with sessions of five hours or more.
- Once a place is offered, a **£100 deposit** is required to secure it. This deposit is deducted from the first month's fees but is **non-refundable** if the place is cancelled. Management may reduce this deposit to ensure inclusivity.

Registration Requirements

Before starting, the following must be completed:

- Presentation of the child's **birth certificate or passport**.
- A **completed registration form** including:
 - Child's full name, date of birth, and home address.
 - Names, addresses, and contact details of all parents/carers with parental responsibility.
 - At least **two emergency contacts** authorised for collection.
 - A **collection password**.
 - Recent **photographs** of parents/carers and authorised collectors.
 - Full details of any **health conditions, allergies, or intolerances**.

Children cannot start until all registration information is complete.

Settling-In Sessions

- The first **three sessions are free**:
 1. **Session 1**: 1 hour with parent/carer – paperwork and routines discussed.
 2. **Session 2**: 2 hours without parent/carer.
 3. **Session 3**: Includes lunch and a sleep.
- Additional sessions may be arranged at the standard hourly rate.

Fees & Payments

- Fees are invoiced monthly in advance and payable within 14 days.
- A £25 late payment fee applies if payment is not received within the 14-day period.
- Continued non-payment may result in your child's place being withdrawn and legal action being taken.

Waiting List

- Parents may join the waiting list free of charge by completing a waiting list form.
- A place is not guaranteed, and no deposit is required until a place is formally offered.
- If a place becomes available, families will be contacted by phone or email.

This policy ensures a fair, transparent, and inclusive admissions process for all families.

Catherine White
Manager August 2025