

Admissions and Pricing Policy

Date: September 2018

Review Date: October 2019

Newton Westpark nursery provides childcare for children from the age of 2 years to 4 years and the manager will offer places based on the availability of sessions. Parents/carers of funded children also have the opportunity to pay for extra sessions for their child. Our session times are as follows:

- Morning 8:45am – 11:45am
- Afternoon 12:30pm – 3:30pm
- Full Day: 9:00am – 3pm

30 Hours free childcare

We are now offering the 30 hours of free childcare to working parents of 3 and 4 year olds depending on eligibility and availability. The 30 hours free is for 38 weeks per year and equivalent to our nursery term times, however in theory, you may be able to spread the free childcare out over further weeks, but this will mean you'll get fewer than 30 hours free childcare each week.

Eligibility rules for 30 hours free childcare:

- Your child will be aged 3 or 4 when the scheme starts in your area
- Both parents must be working - or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- You live in England

For further information, please visit:

<https://www.wigan.gov.uk/Resident/Education/EarlyYears/30-hours-eligibility.aspx>

Tax-Free childcare

Tax-free childcare will be available to around 2 million households to help with the cost of childcare, enabling more parents to go out to work, if they want to.

For further information, please visit:

<https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>

The nursery Manager is also available to answer any questions you might have in relation to the 30 hours free or the Tax-free childcare.

Nursery Prices

Families are made aware of our session and lunch costs when they visit the nursery and will be reminded during their first induction. There is parent contract with terms and conditions within the induction pack for our families to sign and information on price increases. Our current prices are listed below.

Morning session: £13.50

Afternoon session: £13.50

Full day: £32.50

The hourly rate is £4.50 per hour.

Lunch cost: £1.20 per lunch

Prior to commencing a place

As we have an open door policy Parents/Carers can visit the setting at any time and a member of the management team will show them around. Parents/Carers can meet the staff and discuss their child’s individual requirements. Where there are additional needs and support needed for a child, the staff will work in partnership with parents and other key agencies to ensure these are all in place ready for when the child starts nursery.

Parents/carers are required to fully complete the registration pack on induction visit 1, which asks for the following details, and staff will also discuss some Policies and Procedures that are relevant to yourself and your child when we become your childcare provider.

- Personal Details including dietary and medical needs
- Consent and funding forms
- Emergency Contacts and Passwords
- Parental Agreement Contract
- Required Sessions
- All about me
- Policies and Procedures

Settling in

Our settling in policy will be explained to parents and dates will be agreed for settling in visits and the starting date. – Please see our settling in policy for further information.

Information

Information for parents/carers about the care and education offered in nursery along with policies and procedures are available on our nursery website, in the entrance hall, and on the nursery notice board.

The Nursery Waiting List

When offering a place to a child the following are to be taken into consideration:

- Availability of spaces taking into account the staff / child ratios, the age of the child and the registration requirements.
- When the application is received (priority is given to those who have been on the waiting list longest.)
- The nursery’s ability to provide the facilities for the welfare of the child.
- If a child already has a sibling in the setting.
- Extenuating circumstances affecting the child’s welfare or his/her family.
- We DO NOT discriminate against any child on the grounds of sex, race, religion, colour or creed, or any child with additional needs or requirements.
- We are currently operating a waiting list in which the above applies.

Management Signature:

Date: