

Admissions and Pricing Policy

Date: September 2026

Review Date: September 2027

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 – 3.30pm**

2 Year funding place

Any child who is eligible for two-year funding gets 15 hours free. Parents must show their evidence email regarding their details. We can also check with the funding department if this isn't available.

Working parents could also be eligible for 2-year funding of 30 hours a week. They will need to apply online and will receive a code if eligible. This will then be checked in the Early Years Portal by the Manager. All sessions are dependent on availability.

See '30 Hours Free Childcare' for eligibility criteria.

30 Hours Free Childcare

We offer the 30 hours of free childcare to working parents of 2, 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. **Eligibility rules for 30 hours free childcare:**

- Your child will be aged 2, 3 or 4 years of age.
- 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

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.

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 a 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: £15

Afternoon session: £15

Full day: £36

The hourly rate is £5 per hour
Lunch cost: £1.30 per lunch

Prior to commencing a place in nursery

Parents are required to book in with the Nursery Manager to visit the nursery and have a look around at the service we provide and meet the staff who would be caring for your child. If 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, following our SEND processes.

Parents/carers are required to fully complete the registration pack before or during their child's first settling in session, alongside the manager or their child's key person. The pack asks for the following details, and they will be made aware that our policies and procedures are on our website, these can be made available for parents if they wish.

- Personal Details including dietary and medical needs
- Consent and funding forms (including funding email of eligibility)
- Emergency Contacts and Passwords
- Parental Agreement Contract
- Required Sessions
- Safeguarding overview form
- Seesaw app consent
- All About Me Booklet, detailing your child's likes, dislikes, routine and stage of development.

Settling in

Our settling in policy will be explained to parents, and dates will be agreed for settling in visits and the child's start 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, considering 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.
- Any 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 currently operate a waiting list in which the above applies.

Management Signature:

Date: