

Admissions

All parents are encouraged to register their child for admission after their second birthday.

Crescent Nursery welcomes every child without discrimination of gender, race, disability, or religion. However, the following criteria will apply if we receive more applications than the number of places available.

Criteria for admission

Children can start Nursery the term after their second/third birthday. Allocation is prioritised as follows:

- Looked After Children
- The age of the child, from the oldest age band first.
- The needs of the family

Our Nursery is fully inclusive, and our policies promote equality of opportunity for all children. The Nursery will offer a place to Children with SEND if their needs can be successfully met and if supporting agencies feel that this is an appropriate placement for the child.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with a family. Places will be given at the discretion of the manager.

Children are entitled to 15 hours of free education and wrap-around care the term after their 2nd / 3rd birthday.

Additional hours may be purchased subject to availability at the current rate of £5.00 per hour.

Procedure for Admission

1. Before starting at the Nursery, all parents will be offered a short visit to the Nursery. They will complete an admissions form.
2. Birth dates will be checked against the Birth Certificate, and the NHS number will be recorded.
3. Parents will be expected to stay in the Nursery to support their child for an appropriate length of time until the child is settled, but always for the first session as a minimum.
4. Transfer from part-time to full-time will be undertaken within a time appropriate to the child's needs.
5. The parent must register their child for a school reception place to undertake statutory education. The Local Authority will notify parents and the Nursery when these applications need to be made.

Fees, Terms and Conditions

We have tried to give you an overview of our Nursery and the various childcare options – we recommend that you speak through this with a staff member to discuss your individual needs – but an overview is detailed below.

- We are always open and honest with our fee structure and inform you in advance if we need to review our fee structure to continue to meet the needs of the business.
- If your child is attending Crescent Nursery for their 2, 3 or 4-year-old Government Funded hours, please speak to a staff member – there are several ways your funding can be used. Eligible parents of 3- and 4-year-olds can claim up to 30 funded hours per term time week – from September 2017
- We can accept Childcare Vouchers through various companies and work with University Bursaries, Care2Learn and other training providers to help cover childcare costs.
- If you would like further information, please get in touch with us, and we can review what works best for you.

Our Charges:	
Per session:	£15 Half Day £30 Full Day
Per week:	£70 Half Day £140 Full day

Our Terms and Conditions

- Nursery places are offered on a full and part-time basis. There is a minimum booking of 2 half-day sessions per week.
- Fees are charged monthly in advance and can be paid by cash or Direct Bank Transfer.
- We reserve the right to charge a late payment fee – this has a sliding scale – from £5 per month to £30 per month, depending on the amount owed.
- Days missed due to holidays, illness and sickness are still charged at the standard rate; however, it **may** be possible to 'swap' your day – this will incur an admin fee of £5.00.
- We can accept Childcare Vouchers—please get in touch with us for more information.
- We can offer Government funded spaces for 2, 3 & 4-year-olds. Please get in touch with us for more information.
- We require one month's written notice of your intention to withdraw your child from our Nursery.

Parent Signature	Date
Nursery Signature	Date