



## **ADMISSIONS POLICY**

### **STATEMENT OF INTENTION**

It is our intention to make our nursery provision accessible to children and families from all sections of the local community.

### **AIM**

We aim to ensure that children between 2-4 years old and their families of the Harraby area and Carlisle have access to our provision through open, fair and clearly communicated procedures.

### **METHODS**

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of our provision is widely advertised in places accessible to all sections of the community.
- We ensure that information about our provision is accessible in written and spoken form and where appropriate, in different languages.
- We arrange our waiting list on a first come, first served order. We welcome and involve fathers, mothers, other relations and carers including nannies and childminders.
- We describe our provision and its practices in terms of how it treats individuals, regardless of gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our provision in terms of how it enables all children and parents/carers inclusively to take part in Little Fawns and Nursery. We monitor the gender and background of children joining our provision to ensure that there is no accidental, indirect or direct, discrimination taking place.
- We make our equal opportunities policy widely known.
- We aim to be as flexible as possible about attendance patterns to accommodate the needs of the individual children and their families.



## **LITTLE FAWNS AND NURSERY FEES POLICY**

If any fees are a week in arrears then the child's place will be given to another child on the waiting list.

Fees are to be paid on the first session of the week that your child attends.

**Morning session 8.45am—11.45am- £12.00**

**Lunch-time session 11.45am-12.15pm- £2.00**

**Afternoon session 11.45pm to 2.45pm -£12.00**

Fees apply on your booked days even if your child does not attend for whatever reason unless the required cancellation time is given.



## **LITTLE FAWNS AND NURSERY BOOKINGS POLICY**

### **Regular Bookings:**

To be classed as a 'regular' user you will:

- 1 Use our provision at least one session a week.
- 2 Book a minimum of a half term in advance.

### **To book a place:**

A booking form must be filled in before your child starts. Forms are available from the school office.

Confirmation of a regular booking will be given in writing.

**Fees** to be paid on the first session of the week that your child attends.

If your child is absent from for **any reason** then you still have to pay for their sessions.

If fees are a week in arrears then the child's place will be offered to another child on the waiting list.

### **Advance bookings of more than one term**

If the provision is reaching capacity, a holding fee may be requested to secure a future place.

### **Cancellation of regular booking**

You must give at least a month's notice.

If less than a month's notice is given, the balance of the month's full fees will be charged.

### **Absences**

Full fees will be charged for **all** absences.