

Admissions Policy

TLC Neighbourhood Nursery and Playgroup is registered as a provider on non-domestic premises on the early years register, the compulsory register part of the childcare register and the voluntary part of the childcare register.

The setting operates a waiting list, on which all prospective children's details will be kept until a suitable place is found. After 12 months if a place has not been found parents will be contacted to ask whether they wish to remain on the waiting list. Children are offered a place on a first come first served basis, as and when places become available. Equal opportunities are given to all children. The nursery offers places on a full time or part time basis. The playgroup offers places part time and sessional only.

Exceptions to the waiting list are:

- Additional sessions for existing children
- Places for siblings of existing children
- Emergency care for children whose welfare may be at risk
- Children with a specific need for support relating to their development/care
- Children of TLC employees

The designated person responsible for the maintenance of the waiting list, and implementation, review and evaluation of this policy is [Sarah Simm](#). This policy is shared with all staff members upon their induction to the setting, where they are required to understand and adhere to the policy.

This policy relates to the following legislation:

- The Children's Act, 1989
- The Childcare Act, 2006
- Equality Act 2010
- The Early Years Foundation Stage, 2014 (revised 2017)

Registering Your Child

For children not in receipt of early education funding or terrific for two funding a £20.00 non-refundable registration/ administration fee is required to secure your child's place at the nursery (this is non-refundable). The first week's fees will also be required before your child's first day at the nursery. If you are registering more than one child, the fee will be £10.00 per child. This fee includes all settling in visits. We ask that children be booked in for a minimum of two sessions per week.

Partnership with Parents/ Carers

11th January 2018

TLC Neighbourhood Nursery and Playgroup

The setting aims to provide all prospective parents/carers with any relevant information they may require through tours around the setting to meet the staff members and view the facilities, opportunities to view policies and procedures which are available in the reception area, and meetings with staff members to ask any questions they may have.

Once a child has been offered a place they will be invited to a minimum of two settling in sessions. Parents can use this opportunity to stay with their child for all or part of the session, help the child to settle and experience part of the child's daily routine. During this time parents will be required to complete their registration document, which contains information that is required to offer the best care for their child, such as consent forms, dietary requirements, allergies, etc. They will receive their welcome pack and be asked to sign their contract.

Early Education Funding

A funded place at our setting must meet the following criteria:

- *A minimum session time of 3 hours*
- *The full 15 hours to be taken over no fewer than 2 days (nursery only)*
- *At a maximum of 2 providers*
- *Over a maximum of 38 weeks per year at 15 hours per week (playgroup and nursery) or over 50 weeks per year at 11.4 hours (nursery)*

Three and Four Year Old Funding

Every child is entitled to a nursery education funded place from the term after their third birthday, for up to six terms, before they start their statutory schooling. All parents will be asked to sign a parent agreement form and produce proof of their child's date of birth; this can be a birth certificate or a passport. If you are considering nursery education funded place for child at TLC Nursery, please ensure you put your child's details on the waiting list as soon as possible and speak to a member of staff regarding availability.

Terrific For Two Funding

The setting can offer some eligible families funded places for up to 15 hours per week over 38 weeks (nursery and playgroup) or 11.4 hours per week (nursery only) over 50 weeks for children aged two if they meet certain criteria. Children will need to be placed on the waiting list and apply to the local authority for the funding. Parents must provide the setting with evidence of funding (postcard or voucher code) sent by the local authority. Parents will be asked to complete a parent agreement form.

Holidays and Absences

There is a limit of four weeks for children that are claiming early education funding to be away from the setting, such as overseas travel. If a child exceeds this time the setting cannot claim any more funding. The child's name can be put back on to the waiting list for when they return.

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Data Protection

Information given about parents and children will be held securely on record within the setting. Parents have a right to check and see this.

Appeals

If any parent wishes to appeal about a decision made regarding a place for their child, it must be presented to the nursery manager in the first instance. If a parent is still in disagreement with the decision a written appeal can be made. The manager and two representatives from the TLC organization will meet to discuss the issue. A response will be provided within 30 days.

Complaints

Please see the settings complaints policy.