



## **Admissions policy**

At Moon River we can care for a maximum of 76 children per day between the ages of 3 months and 5 years old.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

### **Waiting List:**

Moon River operates on a very strict first come, first served basis. If you are interested in registering your child(ren) you first need to be very specific about the sessions required and the required start date. We will then check our availability and advise you if a place is available. If a place is not available you can go onto our waiting list which will include details about your requirements. You will be advised where you are on the waiting list. The order of the waiting list is maintained and places are offered to you as they become available based on your original requirement.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.

### **Equal Opportunities:**

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract, all about me, permission form and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

### **Free Early Education Entitlement (FEEE)**

The FEEE hours are separated into universal and extended hours. The universal entitlement funding is available to **all** 3-4 year old's from the term following their third birthday. The extended hours entitlement is available to parents who meet certain criteria, please refer to the 'childcare choices' website <https://www.childcarechoices.gov.uk> to see if you are eligible. When these two FEEE entitlements (universal and extended) are combined, this amounts to the '30 hours' funded childcare.

The universal hours can either be offered as 15 hours a week term time only or 12 hours a week all year-round care. Moon River Nursery only offers funding on an all year-round basis over 47.5 weeks per year which equates to 12 Universal hours per week. The extended hours are also only offered at Moon River Nursery as 12 hours all year



round over 47.5 weeks. This equates to 24 Universal and Extended combined hours per week. There are 2.5 weeks per year where parents will need to pay full price fees.

Moon River offers the FEEE funding in 4-hour blocks in the morning (8am – 12pm) or afternoon (1pm – 5pm), with a maximum of 8 hours of funding being used in one day.

There will be additional charges for the hours of care outside of these 4 or 8 hours per day covering the hourly cost of childcare; meals (lunch and pudding/ tea and pudding); snacks; forest school; educational visits to the setting etc. The additional charges will be as follows: £22 for a full day; £19 for the morning or £17 for the afternoon (April 2019).

Parents will be required to fill out a EYR1 form to claim either the 15 or 30 hours (we offer this as 12 or 24 hours stretched over 47.5 weeks per year) that will be submitted to the local authority. It is essential that the form is filled out fully otherwise we cannot claim your funding. These forms must be filled in by hand and cannot be emailed for security reasons. You will also need to bring in your child's passport or birth certificate, so that we can take a copy to submit alongside the EYR1 form to the local authority. The nursery manager will send out these forms a month before the term your child will be eligible. All applications for the 30 hours scheme must be made prior to the term after your child's 3<sup>rd</sup> birthday.

Where sessions fall on a bank holiday or during the period between Christmas and New Year (when the setting is closed), or where your child does not attend the sessions/ hours for some reason, you will not be entitled to use up the equivalent hours on another day.

Parents must ensure that they reapply for their 30 hours code every 3 months. Parents will be sent reminders by HMRC to do this. 30 hours codes will become invalid if parents do not reapply every 3 months. There is a small grace period if a parent is late for reapplying for their code, however once the grace period has ended, the nursery will no longer be able to apply the funding to the child's fees and the full amount for nursery fees will be payable. Moon River reserves the right to terminate a child's place if their nursery fees are not paid or their 30 hours code is invalid.

Written notice of 1 full term is required to change or stop your child's place and funding at Moon River Nursery. We are unable to make any change to your child's funding arrangements during the middle of a term.

The nursery has a very limited amount of funded only places which are from 8am – 12pm or 1pm – 5pm. Please speak to the nursery manager about availability of these places.

Please speak to the nursery manager for further information about accessing the FEEE funding.