

# Monkey Puzzle High Wycombe

## Admissions Policy



### Policy

Monkey Puzzle Day Nursery High Wycombe is registered for **60** children between the ages of 3 months and 5 years.

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements
- 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
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family

As an Ofsted registered early years provider we are legally bound to meet the requirements of the Ofsted regulations, and the Early Years Foundation Stage Framework published by the Department for Education.

We at Monkey Puzzle Day Nursery 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 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.

Once your child's place has been secured, we will need to see your child's birth certificate. All documentation will be checked and reviewed by the Nursery Manager.

Our Terms and Conditions do not include a deposit. We charge a non-refundable registration fee for all registrations, excluding funded-only children (please refer to section 'Funded Entitlement hours' over the page).

The nursery is open 51 weeks of the year. We close between Christmas and New Year and Bank Holidays.

Nursery fees are based on the operating hours of 7.30am to 6.30pm for full days and either 07.30 to 13.00 or 13.00 to 18.30 for half days.

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### Funded Entitlement hours

All settings registered to accept government funding (detailed in the code of practice) must offer Funded Entitled hours as specified by the local authority.

At Monkey Puzzle High Wycombe, for each eligible child, we offer these funded hours over the 51 weeks we are open, and our funded hour sessions per week are as follows:

Full day: 08.30 – 18.30 (10hrs) Monday to Friday

N.B 10hrs/day is the maximum allowed by the DfE.

No registration fee is required for children accessing Funded Entitlement hours only; however, we do request that a refundable deposit of £100 is paid at registration which will be refunded within 6 weeks after your child's first day at the nursery.

### Consumable charges:

*"Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to the free hours. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services."* (Statutory Guidance Early Education and Childcare)

We offer **all** consumables, non-consumables and extra optional activities for a charge of: £1.40/hr charged on funded hours.

Please refer to our 'Consumable fee: Opt in vs Opt out' document for a more detailed list of the optional extras.

Parents who prefer not to pay the optional consumable charge for their funded entitlement hours, will be asked to provide the following:

- All meals (breakfast, snacks, 2 course lunch, 2 course dinner) – parents bringing in their own meals must adhere to our Packed Food Policy and any uneaten and any uneaten/leftover food must be taken home daily.
- Nappies, wipes, suncream, nappy sacks, tissues, barrier cream and bibs must be brought in and taken home daily as we are unable to store them onsite.
- Suncream must be applied before attending the nursery, brought into the nursery for reapplication and taken home at the end of the day as we are unable to store them.

Failure to bring these items daily will result in a consumable fee being charge for the funded hours that day.

There is no obligation to attend additional private hours outside of the funded hours only. However, if you wish to access Funded hours only, please see our availability of these hours above.

All places will be determined subject to availability, occupancy, staffing levels, ratios and business needs.