



ADMISSIONS POLICY

This admissions policy aims to provide a clear and transparent description of York Childcare's (YC's) practice and procedures

It is our aim as a provider of childcare to have full occupancy to enable as many families as possible to benefit from the places available. For this reason, under some circumstances families lower on the waiting list may be offered places sooner because of the part time days they require.

BOOKING A PLACE AT ONE OF THE NURSERIES

All families are welcome to apply for a place at a YC nursery.

- YC nurseries operate one waiting list per room at each nursery. When nursery rooms are full or when a request to book a place is made in advance, a child's name is added to a waiting list.
- When families wish to add a child's name onto a waiting list, it is necessary to indicate whether a full-time or part time place is required.
- When a place becomes available it will be offered to the next family on the waiting list requesting the days becoming vacant. If this is not suitable, the next family on the waiting list will be approached until the vacancy is filled.
- Families will remain in the same order on the waiting list.
- If a child on an under 2's waiting list has not been offered a place by the time they are approaching their second birthday, their details will be added to the over 2's waiting list, based on the date the initial application was received.
- Siblings of children already attending a YC Nursery are given priority of place wherever possible over other families on the waiting list.
- Waiting lists are formally reviewed by Room Managers on a quarterly basis, after which families are contacted and are asked if they wish to remain on the waiting list. This will usually be done by email but if there is no response it will be done by telephone or post. If there is no response either by telephone or by letter within three weeks, names will be removed from the waiting list.
- Since the introduction of the 30 Hours Funding Scheme, in order to remain financially viable, we are only able to offer a limited number of funded places at each nursery. Please discuss your requirements with the O2's Room Manager.

OFFER OF A PLACE AND SUBSEQUENT PAYMENT OF BOND

- When a place becomes available, the Room Manager will contact the relevant family and offer them a place. It is at this point that the parent/carer will be asked to pay a Bond of one months' fees for each place that they require. The Bond secures the place(s) until the actual start date.
- The Bond is recorded in the Bonds Ledger with the date paid and the parent/carers names. When the child leaves the nursery the Bond will be offset against settlement of the final month's fees. A message will show in the memo box on the invoice stating that the Bond(s) must be deducted from the total shown on the invoice.



For further information on the “Offer of a Place and Subsequent Payment of Bonds”, please read the policy entitled ‘Fees and Invoicing’ on our website or follow this link <http://www.yorkchildcare.co.uk/policies-procedures>

SETTLING YOUR CHILD INTO NURSERY

A settling in period is offered to all families through negotiation between room managers and parents, to ensure that each child feels comfortable in the setting before being left for any length of time. YC offer three short visits which are free of charge. These sessions are at times to be mutually agreed between parents and nursery staff.

During the first visit, which is usually about an hour in length, paperwork is completed with the parent/carer. The second and third visits last about up to two hours in length – parents are encouraged to leave their child for part or all of this time, as they become more accustomed to the nursery environment. These sessions should prepare the child for their normal attendance on a fee paying basis. Staff will liaise with parents to identify if more support is required.

CANCELLATION OR CHANGE OF START DATES

- If a booked place is cancelled, the bond will be kept by YC in lieu of administrative costs and loss of anticipated fee income.
- If the start date is deferred by any period of time longer than 4 weeks, half of the bond will be kept by YC. The other half will be put towards the value of the new bond which will be required.
- If the start date changes by more than two months, the place cannot be reserved – it is not possible for us to leave valuable nursery places empty.
- If the original start date changes by more than 2 months, YC will need to offer the current vacancy to another family on the waiting list.
- The family requesting the deferred start date will remain on the waiting list until the next suitable place becomes available. Further bond payment will be required.