



Admissions Policy

Policy statement – DDC Nursery and Preschool and DDC Wrap

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- Families are encouraged to visit the setting at least once before enrolling their child. This is a big decision for a parent to make, especially if it the first time your child is being left with someone who is not a friend or relative.
- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We arrange our waiting list on a first come first serve basis. In addition, our policy may take into account the following:
 - Siblings already attending the setting, or another setting within the DDC group.
 - If the family falls under a Vulnerable Category, and/or needs urgent care.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that we welcome both fathers and mothers, other relations and other carers, including childminders and foster carers.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We are an Equal Opportunities Provider. We will not be biased against any child in terms of race, ethnicity, language, gender, or disability.
- We have planned our opening times to ensure we accommodate a broad range of family needs.
- We try to be flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. However, we may not always be able to accommodate all schedules due to staffing and ratio. Please check this before registering.
- We provide free-of-charge, mandatory settling in sessions to help support our children (and parents!) with this big step, with the parent / carer attending their first session to meet the keyworker and discuss their child's individual needs and interests, and then the child attending two subsequent sessions alone.

Enrolling your child before a Return to Work

At Denmead Day Care, we fully appreciate that every child is unique, and this will also apply to how they initially settle into nursery. We understand that not every family has a “village” and that all childcare before starting at a setting may have been provided solely by a parent / carer. Some children, having been used to being left with friends or relatives, may find it easier to settle in their first weeks (although this is not always the case!) whereas those who have only ever been cared for by a parent may find it slightly trickier to be left in a new setting. While we provide mandatory settling in sessions, some children do still find it hard to be left in the early weeks.

With this in mind, we do ask that if parents are starting their child before a return to work, that they do so a month prior to returning so that if their child does need shorter sessions, we can then offer a more gradual easing in for you and your child. We will work closely with our families to ensure that children are settled as quickly as possible, but this window will allow for our children to settle with the reassurance that parents / carers can collect if they are really struggling to adapt to their new surroundings.

Funding

- The Government provides 15 hours of funding to 2-, 3- and 4-year-olds.
- The funding for 2-year-olds is dependent on income and family circumstances. Not all parents are automatically entitled to it.
- Additional 15 hours funding is also available to 3- and 4-year-olds. Again, this is criteria dependent.
- Some children may transfer to DDC from another setting; we will apply via Hampshire for any remaining funding that the child's previous setting may have.
- **If Hampshire, for some reason, state that we cannot backdate any remaining funding (or that we are too late in the term to claim), then the parents are personally liable to pay for the hours that their child has attended. If parents are late applying for the 30 hours, then the parents will have to wait until the term after the child starts.**
- **We will be accepting the new Government Funding for two-year-old children from April 2024 and for nine-month-old babies from September 2024.**

Wrap Club

- Children are admitted on a first come, first served basis but priority is given to Junior school children (this is a condition of Denmead Junior School allowing Wrap club to meet on their premises).
- Siblings of current children will be allocated a space wherever possible, regardless of whether they are Infant or Junior.

Payments

- Parents/Carers can pay via Standing Order, Direct Debit, Internet banking. All invoices will show you what you owe and if there are any outstanding payments (we do not accept cash payments).
- If you have difficulties understanding the invoices or require a translation, we will discuss it with you.
- Payments are made in advance, and you have **7 days** to make payment from the date of invoice or late fees will incur.
- The late payment charge is a minimum £10.00 being added to your account if you have not paid invoice within 7 days of issue. –
 - Invoice Total £0 to £100 equates to £10.00 charge
 - Invoice Total £101 to £200 equates to £20.00 charge
 - Invoice Total £201 to £300 equates to £30.00 charge
 - (£301 - £400 = £40.00, £401 - £500 = £50.00, £601 to £700 = £60.00 and so on)
- If parents wish to reserve a place for paying children (for example, in a few months' time), we ask for a non-refundable deposit of £100 to hold the space. This then gets deducted from the first month's invoice when the child starts with us. There is also a non-refundable admin fee of £30.
- If parents wish to reserve a place for a fully funded child, then the deposit will be refunded once the child starts and the amount of deposit is negotiable with Management.
- We understand that circumstances can change with working commitments (new job, loss of job, cut in hours, returning to work, self-employment, maternity leave etc.)
- If you are affected by any financial pressures, please come in and talk to Michelle or Naomi P (Manager at Nursery), or Sarah (DDC Junior Wrap), or email admin@denmeaddaycare.com. We do not want to add to financial pressure but, just like any other household bill, we need to be paid to cover our own overheads. Please don't let the debt mount up before you let us know. The lesser the debt the easier it will be to pay. All correspondence will be treated in the strictest of confidence.
- **If the settings decide to close at the decision of the owner, then parents do not have to pay. If the settings are forced to close due to outside pressures (e.g., government advice, Health Advice or schools are told to close) and it is not the owner's choice, then parents are still liable for payment.**
- Payment plans can be set up to help with the cost of childcare.
- Should a family owe money from previous invoices to DDC Nursery and Pre-school, Denmead Day Care, Michelle Josephs or DDC Wrap; this debt must be addressed before a child is re-admitted or put onto the waiting list.

- **Defaulting on your payments mean you risk a County Court Judgement being made against you after Denmead Day Care Ltd make a claim against you in the small claims court. This may make it difficult for you to obtain credit.**

Policy updated on 10 September 2011

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