



## Admissions Policy

At Teensy Wonders we care for children between the ages of two and five 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.

The nursery uses first come first served criteria as well as the following admission criteria, which is applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

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. We operate a waiting list and places are offered on current and predicted availability basis.

3 years old Pre-school children are offered only PM or full day sessions.

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 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 information etc.

### **Providers eligible to provide government funded places for early education**

All settings registered to accept government funding (detailed in the Nursery operational plan) must offer the funded places for \*two/\*three- to five-year-olds for early learning sessions specified by the local authority. At **Teensy Wonders** we currently provide **50** government funded places for children; this is subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child's \*second/\*third birthday.



All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

### **Sickness, Holidays, Bank Holidays and Inset Days**

Where a child is absent for more than two weeks under any of the above situations, Teensy Wonders must notify the Engagement and Brokerage Team, by either telephone or email. In such situations, the Engagement and Brokerage Team will advise any course of action that the setting needs to follow.

| <b>This policy was adopted on</b> | <b>Signed on behalf of the nursery</b> | <b>Date for review</b> |
|-----------------------------------|--|------------------------|
| <i>01/09/2023</i>                 | Raheela Butt                           | <i>01/09/2024</i>      |



## Fee policy, including non-payment procedure

### Fees Policy

Teensy Wonders is a professional setting that operates morning and afternoon sessions, five days a week from 9am to 3pm. We are Ofsted inspected at regular intervals and therefore we have been approved for government funding for all 2-, 3- and 4-years old children.

### Consumables Charge

**Consumables charge for funded children accessing 15 funded hours is £15 per week.**

Please see the list of consumables listed below:

1. Extra curriculum @ £6 per week
  - Weekly Music and Drama lessons
  - Weekly French “Boogie Bear” lessons
  - Weekly Football/multiple sport lessons with the coach
  - Weekly outings - Forest School
2. Snack, fruit and organic drinks @ £5 per week
3. Sundries: Nappies, wipes, creams @ £4 per week
4. Other additional resources forming part of our consumables:  
Extra gardening and cooking clubs, Storytelling by mystery reader. Tapestry learning journal, resources to support extracurricular activities, educational visits on site and away as well as higher than required staff/children ratio.

### Non-funded Fees

**The cost of each hour outside of the funded entitlement, is £9 per hour for all age groups.**

We need to ensure that fees are paid on term basis for the services we provide therefore we require you to pay fees for our childcare services as per this fees policy, unless otherwise agreed by us in writing:

- We will charge you in advance for care being provided.
- We will issue you with an invoice for the estimated caring period charges.



- You will pay the invoice in time for the payment to be cleared in our bank account prior to the start of the caring period.

We accept payment in a number of ways, including standing orders and childcare vouchers. We would be happy to discuss payment method options with you further. When the child does not attend or is collected earlier due to fever, sickness or diarrhoea, fees remain payable in full unless agreed otherwise due to specific circumstances.

If your circumstances change or you are worried that you won't be able to pay for the care that we provide for your child, please speak to us about it as soon as possible.

### **Non-payment procedure**

If services provided by Teensy Wonders childcare have been used and not paid for in accordance with our Fees policy, we may follow this non-payment procedure to pursue all unpaid fees.

**Step 1:** We will issue you with an unpaid fees reminder asking for full immediate payment (including any relevant bank charges incurred) within 5 working days.

- The procedure will continue to step 2 unless the full amount owed is paid within 5 working days, or if a payment plan is agreed.

**Step 2:** We will issue you with second unpaid fees reminder, asking for full immediate payment (including any relevant bank charges incurred) within 5 working days.

- The procedure will continue to step 3 unless the full amount owed is paid within 5 working days, or if a payment plan is agreed.

**Step 3:** We will issue you with a final unpaid fees reminder asking for full immediate payment (including any relevant bank charges incurred) within 5 working days.

- The procedure will continue to step 4 unless the full amount owed is paid within 5 working days, or if a payment plan is agreed.

**Step 4:** We may commence County Court proceedings for all outstanding fees as well as court costs incurred by Teensy Wonders.

After seeking advice from insurance provider, we may give you notice of termination of care for your child at any time during this procedure.

**Alternatively, we will follow a different non-payment procedure that insurance provider may require us to follow.**

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