

Admissions Policy

Policy Statement

This policy outlines our approach to nursery, breakfast and after school club admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

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.

At Kamelia Kids we care for children between the ages of 0-6 years. The numbers and ages of children admitted to the nursery must comply with the legal space requirements as determined by Ofsted. Other considerations 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 and the child's age;
- ✧ Children who have siblings already with us;
- ✧ 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;
- ✧ Extenuating circumstances affecting the child's welfare or the welfare of the family.

Prior to a child attending nursery, parents must complete and sign a contract and registration form and provide proof of a child's ID e.g. birth certificate or passport.

There is a non-refundable registration fee of ***£75** (*excluding funded only children*), payable on booking a nursery place. ****Subject to periodic review.***

In order to deliver consistency for your child's care and education we expect children to attend for a minimum of 2 sessions per week.

We offer a flexible settling procedure to meet the child's needs. We may also offer a home visit to help your child bond with their key person.

Government Funded Places

All funded sessions are 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.

Universal Funded Entitlement (FE) for all 3 & 4 year olds

Kamelia Kids currently provides funded places subject to availability. Children become eligible to Free Entitlement (FE) from the start of the term after their third birthday. Funded childcare places offer all 3 & 4 year olds up to 570 hours a year of funded childcare. This is spread over 51 weeks with a maximum of 11 hours per week.

Extended Funded Entitlement (FE)

As a full day care nursery Kamelia Kids operates the extended hours funding stretched through- out the year i.e. 22 hours per week 51 weeks per year. We expect families to use **all** of the 22 hours when accessing the extended funding and will prioritise families that do so.

Funded Entitlement (FE) for 2 year olds

Kamelia Kids can accept 2 year old funded children if places are available at the time of application. As the nursery is open 51 weeks per year, eligible two year olds can receive their FE and attend all year round.

For more information on help with childcare costs and funded childcare and education for 2 - 4 year olds go to www.childcarechoices.gov.uk

Kool Kids Clubs Admissions

We operate a breakfast club and after school club with school drop off and collection to and from West Park School for children in Reception and Year 1 only.

We offer a walking bus system to collect the children from West Park School. Children from neighbouring schools are welcome but we are unable to offer a collection service.

Our admissions policy is primarily one of first come first served. We operate the following criteria:

- Children currently attending Kamelia Kids 'Kool Kids' breakfast club and after school club
- Siblings of children who attend Kamelia Kids day Nursery
- Children leaving the nursery to attend school

Children wishing to attend 'Kool Kids' are required to pay a non-refundable registration fee.

Date Reviewed/Updated	Next review
Jan 18	Jan 19
June 18	Jul 19
Jul 19	Jul 20