

Waiting list and Admissions

Policy statement

It is our intention at Kamelia Kids to make our nursery accessible to children and families from all sections of the local community, irrespective of their gender, race, disability, religion or belief or sexual orientation of parents. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

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 in deciding which child can be offered a place in the nursery are:

- Availability of places, considering the staff/child ratios.
- 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.
- Extenuating circumstances affecting the child's welfare or the welfare of the family.

Procedures

- We ensure that the existence of our nursery is widely advertised in places accessible to all sections of the community.
- We ensure that information about our nursery is accessible, using simple plain English, in written and spoken form and, on request, provide in different community languages and in other formats.
- We will accommodate an emergency admission.
- Our nursery and its practices are welcoming, and we operate in a way that encourages positive regard for, and understanding of, difference and ability - whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English.
- We support children and/or parents with SEND to take full part in all activities within our setting.
- Where sessions are fully booked, we operate a waiting list.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We promote our Valuing Diversity and Promoting Equality Policy.
- We are as flexible as possible 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- Prior to a child attending nursery, parents must read the terms and conditions, complete and sign a registration contract form and provide proof of a child's ID e.g., birth certificate or passport.
- There is a non-refundable registration fee of *£80 (excluding funded only children), payable on booking a nursery place. If siblings are registered with us at the same time

and attend the same sessions, we will only charge one initial registration fee.

**Subject to periodic review*

- We offer a flexible settling in procedure to meet the child's needs.

Waiting list

To ensure that admissions to the nursery are offered on a fair basis, the following procedure will apply to the management of our waiting list:

- If on making an enquiry about a place for their child, a parent/carer is informed that there is not currently space available, the nursery's waiting list procedure is explained.
- Parents/carers will be requested to submit a waiting list form. The details of this request will be placed on the waiting list; in the order they are submitted.
- The waiting list will be kept on a 'first come first served' basis. The nursery will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the nursery.
- A family will be contacted periodically to check if they still require a place on the waiting list.
- When a vacancy becomes available, the nursery will contact the parent/carer highest on the list.
- If the parent/carer no longer wishes to take up a place, the parent/ carer of the next suitable child will be contacted
- We reserve the right to close our waiting list to new enquiries at any time.

Government Funded Places

Kamelia Kids currently provides funded places subject to availability. Children become eligible to Early Years Funded Entitlement (EYFE) from the start of the term after they reach of eligible age.

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 Early Years Funded Entitlement (EYFE) for all 3- & 4-year-olds

Funded childcare places offer all 3- & 4- year-olds up to 570 hours a year of funded childcare. This is stretched over 51 weeks up to a maximum of 11 hours per week, subject to availability.

Early Years Funded Entitlement (EYFE) for Working Families of 9 months, 2-, 3- & 4-year-olds
Kamelia Kids operates the Working Families funded hours for children aged 9m+, 2-, 3- & 4-years olds. This is stretched over 51 weeks up to a maximum of 22 hours per week 51 weeks per year, subject to availability.

Early Learning Funding for 2-year-olds (LA Issued)

Kamelia Kids accepts Early Learning Funding for 2-year-olds if places are available at the time of application. As the nursery is open 51 weeks per year, eligible two-year olds can receive up to a maximum of 11 hours.

Funded Only Spaces

We are dedicated to supporting families and giving every child the best possible start in life. It is our mission to enable young children to thrive in a learning and caring environment, therefore, to support eligible families who would not normally have the opportunity to access quality childcare, we are able to offer a limited number of Funded Only spaces to families in receipt of 9m+ EYFE, 2-year-old EYFE and 3- & 4-year-old EYFE. These spaces are allocated on a first come-first serve basis, with priority being given to Children We Care For. Our Funded Only spaces are offered over a Term Time Only (38 weeks) or stretched (51 weeks) basis. Please discuss with us to agree on how your funded hours can be offered, subject to availability.

For more information on help with childcare costs and funded childcare and education please visit www.beststartinlife.gov.uk

Kool Kids Breakfast and Afterschool Clubs

- We operate a breakfast club and after school club for children in Reception and Year 1 only.
- We operate a walking bus system with school drop off and collection from West Park School.
- Children from neighbouring schools are welcome but we are unable to offer a collection or drop off service.
- Our admissions policy is primarily one of first come first served and meeting the following criteria:
 - Children currently attending Kamelia Kids.
 - Siblings of children who attend Kamelia Kids.
 - Children leaving the nursery to attend West Park school.
- Children wishing to attend 'Kool Kids' are required to pay a non-refundable registration fee of *£80 payable on booking a nursery place. **Subject to periodic review*

Notice to leave

- You are required to provide 4 weeks' notice of withdrawing your child in writing, email is acceptable.
- If insufficient notice is given you will be responsible for the full fees for your child for 4 weeks from the date of notice. Please refer to our terms and conditions for full details.
- A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends - together with any previously invoiced amounts which remain outstanding.