



Web site: thechelsfieldpre-school.com

Email: chelsfieldbrom@yahoo.co.uk

**Rated good April 2023**

The Chelsfield Pre-school and Nursery

Admissions Policy **EY 449675**

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.

1. Children are offered a place on a first come first served basis and we do not have a waiting list should a child not be of an age to attend but wish to register then only their name and D.O.B are kept on file along with the requested date of attendance.
2. Registration fees are non-refundable and only used to secure a place within the Nursery and never for children attending Pre-school only hours, this is £100.00
3. Children are offered places first if their siblings are already at the setting then in order of the date in which their application has been received, SEN or children with physical disabilities are offered a place as soon as a place is available,
4. We have a universal pricing structure and do not increase charges for children of 2 years of age.
5. A minimum booking of 2 sessions per week is required.
6. No refunds will be given for sickness or holidays, the nursery will be closed on all Bank Holidays, however, normal charges will still apply for these days.

Prior to a child attending this setting, parents must:

* Supply a copy of the child’s birth certificate,
* complete and sign a Parent Contract – stating the hours your child attends. This is an agreement to allow us to claim the government funded place.
* Sign our terms and conditions in our admission form. These forms provide the setting 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 etc.

**Providing government funded places** – 2-year-old 15-hour funding, 3-year-old universal 15 hours and extended entitlement (30 hours), also available is Tax free-childcare. [Apply for free childcare if you're working](https://www.gov.uk/apply-free-childcare-if-youre-working)

All funded sessions are in line with the Government’s Statutory Guidance and Local Authority requirements. 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 will try to accommodate hours needed or if changes to hours are needed but this should be booked in advance.

**Free Offer & charges for additional time and/or consumables**

**The Chelsfield nursery and preschool**

**Offer is**

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|  | U2YOW\*  570 hours per academic year | TF2YO\*  570 hours per academic year | 2YOW\*  570 hours per academic year | 3&4YO Universal  570 hours per academic year | 3&4YO Extended\*  1140 hours per academic year |
| When: | None N/A | Monday to Friday  38 weeks of the year | Monday to Friday  38 weeks of the year | Monday to Friday  38 weeks of the year | Monday to Friday  38 weeks of the year |
| Offer: | None N/A | 9.15-12.15/13.15-16.15  5 days per week | 9.15-12.15/13.15-16.15  5 days per week | 9.15-12.15/13.15-16.15  5 days per week | 9.15am –12.15 **plus** 13.15-16.15pm  5 days  (Lunch 1 hour optional.\*\*^^) |
| Consumables^ | None N/A | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 |
| Additional^^ | None N/A | 7am – 8am = £10.00  £7.95p per hour/ £39.75 for ½ day  Lunch hour £7.95  8am – 6pm =£79.50 | 7am – 8am = £10.00  £7.95p per hour/ £39.75 for ½ day  Lunch hour £7.95  8am – 6pm =£79.50 | 7am – 8am = £10.00  £7.95p per hour/ £39.75 for ½ day  Lunch hour £7.95  8am – 6pm =£79.50 | 7am – 8am = £10.00  £7.95p per hour/ £39.75 for ½ day  Lunch hour £7.95  8am – 6pm =£79.50 |
| **\***Eligibility code required.  ^Consumables are: - healthy breakfast, snacks and lunch and tea/dinner, wipes, tissues. nappies etc. If a parent is unable to pay for consumables or if a parent wishes to provide their own, then the parent and provider can discuss alternative options on how/when a completely free place can be accessed.  ^^This is optional. | | | | | |
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|  | **U2YOW\***  570 hours per academic year | **TF2YO\***  570 hours per academic year | **2YOW\***  570 hours per academic year | **3&4YO Universal**  570 hours per academic year | **3&4YO Extended\***  1140 hours per academic year |
| **When:** | None N/A | Monday to Friday  38 weeks of the year | Monday to Friday  38 weeks of the year | Monday to Friday  38 weeks of the year | Monday to Friday  38 weeks of the year |
| **Offer:** | None N/A | Sessional rate £58.82  2 hours 22 mins per day  x 5 days per week | Sessional rate £58.82  2 hours 22 mins per day  x 5 days per week | Sessional rate £58.82  2 hours 22 mins per day  x 5 days per week) | Sessional rate  £40.79  4 hours 44 mins  per day  x 5 days per week) |
| **Consumables^** | None N/A | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 |
| **Additional^^** | None N/A | None N/A | Non funded-  7am – 8am = £10.00  £7.95p per hour/ £39.75 for ½ day  Lunch hour £7.95  8am – 6pm =£79.50 | Non funded-  7am – 8am = £10.00  £7.95p per hour/ £39.75 for ½ day  Lunch hour £7.95  8am – 6pm =£79.50 | Non funded-  7am – 8am = £10.00  £7.95p per hour/ £39.75 for ½ day  Lunch hour £7.95  8am – 6pm =£79.50 |
| **\***Eligibility code required.  **\*\***570 funded hours claimed over 48 weeks equals 11.8750 hours per week (11 hours 53 minutes). 1140 funded hours claimed over 48 weeks equals 23.75 hours per week (23 hours 45 minutes).  ^Consumables are: - healthy meals, snacks, wipes, tissues etc. If a parent is unable to pay for consumables or if a parent wishes to provide their own, then the parent and provider can discuss alternative options on how/when a completely free place can be accessed.  ^^This is optional. | | | | | |

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|  | **U2YOW\***  570 hours per academic year | **TF2YO\***  570 hours per academic year | **2YOW\***  570 hours per academic year | **3&4YO Universal**  570 hours per academic year | **3&4YO Extended\***  1140 hours per academic year |
| **When:** | None N/A | Monday to Friday  48 weeks of the year | Monday to Friday  48 weeks of the year | Monday to Friday  48 weeks of the year | Monday to Friday  48 weeks of the year |
| **Offer:** | None N/A | Sessional rate £62.58  2 hours 22 mins per day  x 5 days per week | Sessional rate £62.58  2 hours 22 mins per day  x 5 days per week | Sessional rate £62.58  2 hours 22 mins per day  x 5 days per week) | Sessional rate  £48.33  4 hours 44 mins  per day  x 5 days per week) |
| **Consumables^** | None N/A | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 | AM session  Breakfast £1.92  PM session Tea £3.00  Lunch £4.15  Full day £9.10 |
| **Additional^^** | None N/A | None N/A | Non funded-  7am – 8am = £10.00  £7.95p per hour/ £39.75 for ½ day  Lunch hour £7.95  8am – 6pm =£79.50 | Non funded-  7am – 8am = £10.00  £7.95p per hour/ £39.75 for ½ day  Lunch hour £7.95  8am – 6pm =£79.50 | Non funded-  7am – 8am = £10.00  £7.95p per hour/ £39.75 for ½ day  Lunch hour £7.95  8am – 6pm =£79.50 |
| **\***Eligibility code required.  **\*\***570 funded hours claimed over 48 weeks equals 11.8750 hours per week (11 hours 53 minutes). 1140 funded hours claimed over 48 weeks equals 23.75 hours per week (23 hours 45 minutes).  ^Consumables are: - healthy meals, snacks, wipes, tissues etc. If a parent is unable to pay for consumables or if a parent wishes to provide their own, then the parent and provider can discuss alternative options on how/when a completely free place can be accessed.  ^^This is optional. | | | | | |

### This policy adopted by The Chelsfield pre-school nursery

### On September 2024

### Review date September 2025

### Signed

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### Name Gary Carter