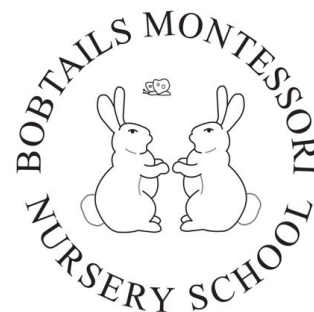


ADMISSIONS POLICY



OPENING TIMES & DATES

Bobtails Nursery offers a high staff child ratio therefore places are limited. School is open from Monday to Friday during term time only (38 weeks per year). Where the scholastic year exceeds 38 weeks, additional sessions will be charged at Bobtails current standard rate.

Term dates will be provided at appropriate intervals. Sessions are from 8.45am to 4.15 pm Monday to Thursday and 8.45am to 12.30pm on Friday. Places are available to children and families from all sections of the community.

FEES & INVOICING

Health lunches and snacks are included in daily fees. If you do not require a hot lunch then a reduction of £2 per session will be applied to your invoice.

Our fees are reviewed annually. Current fees are £xx.xx per day.

In accordance with our admission procedures a deposit of £100 is required upon registration. An additional administration fee of £30 is also payable at this time. This administration fee also entitles each child to a Bobtails fleece. Additional uniform items are available at reasonable prices.

Once sessions have been reserved, if you are unable to take up your place for any reason, refunds of deposits are at our discretion.

We will do our best to meet your requirements for days and times of sessions. However, should you wish to change the agreed sessions, available alternatives will be offered and non-acceptance of these will not normally qualify as a reason for a refund. If we are unable to offer any sessions at all, we will refund you in full.

Fees will be invoiced at the start of each term and are due by the end of the first week of term. Please note that fees are not refundable for absences due to illness or family holidays during term time, nor is there an entitlement to alternative sessions in place of those missed.

When an outing or event takes place during a normal school session, no compensatory session will be offered nor will there be a refund of fees for that session.

Whilst we endeavour to be fair and to make allowances for difficulties either on the road or at home, a charge will be levied for any pick-ups that are more than 10 minutes late. Additional charges will be in increments of 15 minutes at the prevailing rate.

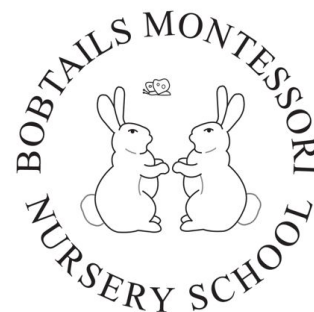
ADMISSION PROCEDURES

Children must be between 2 and 5 years of age. We are happy to work with parents for toilet training. All children need to bring a complete change of clothes and/or nappies.

We are always happy for you to visit the setting prior to your child joining us and children will be invited for familiarisation visits to the school during the term before they start. Home visits can be arranged if required.



ADMISSIONS POLICY CONT'D...



A successful transition from home to school may take longer for some children than others. Parents are asked to be positive when leaving a child and to be patient and not expect too much too soon.

We are aware of the anxieties and problems experienced by both parent and child during these initial separations and will work with you to support and help you through this settling in period. During the early weeks please try to ensure that your child is collected on time as this will help to reassure them.

Please let us know when leaving your child if he/she child is upset or behaving unusually for any reason and let us know if there has been a family event that might upset your child (such as the loss of a grandparent or family pet).

FREE ENTITLEMENT

Children are encouraged to serve themselves only where this is safe and practical. Children can bring a packed lunch if you prefer. Please include fruit and vegetables in a healthy lunch for your child. Milk and water are offered at snack time and water is freely available throughout the session. We prefer that you do not give your child sweets to bring in to school.

"Free Entitlement" funding is available for children from the start of term following their third birthday. This is for a maximum of 15 hours per week over a 38-week scholastic year. The free entitlement cannot be used for "back-to-back" sessions.

Access to free entitlement hours is flexible on Monday through to Friday between 8.45am-11.45am. For the afternoon sessions free entitlement is offered between 1.15pm-3.45pm. The free entitlement can be linked to either morning or afternoon sessions, but cannot be used to cover the lunchtime period. Hours in excess of this will be charged for at our prevailing rate.

In the rare event that Bobtails is open more than the funded 38 weeks, sessional fees will be charged at the full sessional/daily rate. If you do not wish your child to attend for additional weeks you need to let us know and you will not then be charged.

"Stand Alone" free entitlement places are limited and priority is given to parents who wish to purchase the full Montessori 3 ¾ hour session. "Stand Alone" places will be allocated where sessions are available. You will be charged for additional hours where funded hours are offered as part of a longer session, and for hours in excess of 15 per week.

NON-OPENING

If due to circumstances beyond our control, such as power supply failure or extreme weather conditions, Bobtails is unable to open, we regret that we are unable to refund the fees or guarantee alternative sessions for these days. If parents are unable to reach the school due to similar unforeseen or extreme conditions fees will not be refunded nor will alternative sessions be guaranteed.



ADMISSIONS POLICY CONT'D...



OTHER

During autumn and winter please send a pair of named wellington boots for outside play along with a waterproof jacket. In the summer months please provide a sun hat for your child. **We will ensure that sun cream is applied at the start of the day.**

We operate a Healthy Eating & Tooth Friendly Policy and offer healthy and tooth-friendly snacks and drinks at every session. On special occasions cakes or alternative ethnic foods may be offered. We cater for children with vegetarian or alternative dietary requirements, as well as any food allergies.

We aim to involve parents wherever possible in activities, outings, events and other specific events. Information regarding children's progress will be offered verbally on a regular basis, at key worker visits and annually as a written report.

