



Admissions

At the Green Door Nursery we care for up to 36 children a day between the ages of 6 months and 4 years. 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 nursery facilities.

The nursery will use the admission criteria 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 Local Authority/Common Assessment Framework
4. Children who have siblings who are already with us
5. Children whose parents live within the immediate area

Bookings of three or more days have preference over fewer days. Places are offered dependent upon work commitments, occupancy and room availability. Funded or non-funded places are available to start at any time throughout the year - subject to availability.

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 are asked to complete and sign a contract and provide information relative to providing care for 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. It is a statutory requirement of our registration that we hold this information about each child.

Administration Charge, Deposit and Discounts

- £15 per month administration charge – not applicable to free hours only places
- £250 deposit – refunded first month – not applicable to 2 year funded only places
- £350 deposit for four and five day bookings - refunded first month

Opening Times

- Open 51 weeks a year
- 8.00 – 5.45 Monday to Friday

Notice Period when Leaving the Nursery

Six weeks' notice is required when leaving the Nursery or for a reduction to the booking. Within the first three months eight weeks notice is required. For Notice when in receipt of free or funded hours please see below.

Review of Fees

Fees are reviewed in June of each year. Fees are increased annually in line with inflation and where costs have increased to the nursery for which we give one months notice.

Penalty Charges

The Nursery may apply a surcharge of 10% for repeated late payment and £1 per minute for persistent late collection. Discretion applied dependent on circumstances.

Invoicing

All billing for all children is calculated on an hourly basis using a sliding scale. A yearly amount is divided by 12, or part thereof, to give a consistent monthly payment. Monthly payment is due in advance on day 25 of each preceding calendar month. A full breakdown of charges is given on each invoice. For invoicing when in receipt of free hours see below.

Holidays and Absence

With the exception of free hours only places for 2, 3 and 4 year old children, all days carry a charge, regardless of attendance, including all Bank and Public holidays. There is no charge for Christmas day and Boxing Day and 5 days over Christmas when the nursery is closed.

Tax Free Childcare - Reference Number 107083

Parents are able to apply for Government Tax-Free Childcare through childcare choices <http://www.childcarechoices.gov.uk/> The nursery is registered with HMRC to receive payments under the scheme. The nursery unique reference number is our Ofsted number **107083**. This scheme is gradually taking the place of employer voucher providers.

Free Nursery Education

At the Green Door Nursery we are registered to accept Government funding to provide free hours for two, three and four year old children for early learning sessions and work with guidance from Bristol City Council (BCC). All funded sessions are in line with the flexible arrangement. Admissions for the free nursery education are given on a term basis, beginning the term following a child's second or third birthday; however, places are also available to start at any time throughout the year and at any age up to five years - subject to availability - with either a funded or non-funded place.

Universal, Extended; and Two Year Funding

The nursery is an all year round provider (AYR) open for 51 weeks a year offering; Two Year funding; and for eligible three and four year old children, Universal and Extended funding. Universal and Extended free hours are offered over a fixed period in the day and additional hours are charged.

Two Year Funding

12 free hours arranged over the first 2 days booked, or part thereof, for 47.5 weeks a year. For the remaining 3.5 weeks no free hours apply.

Three and Four Year Funding

Universal 12 free hours of funding arranged over the first 2 days booked, or part thereof, for 47.5 weeks a year. For the remaining 3.5 weeks the full day charge applies.

Extended an additional 12 free hours of funding arranged over the first 3 days booked, or part thereof, for 47.5 weeks a year. For the remaining 3.5 weeks the full day charge applies.

Free Hours Only places are also available for three and four year old children. These places are offered one month before the commencement of each term and for one term at a time subject to availability. Funded hours only places for two year old children are offered for the duration of eligibility.

Breakdown of Charges and Additional Services

For information about places offered and charges see the table below. The cost of meals and extracurricular provision is not permitted use of BCC funding. Packed lunch and snack will need to be provided if opting out of nursery food. And, food brought in, will be served cold and not heated. The cost of trips, nappies and sundries is also not permitted use of BCC funding. Payment for classes at the nursery includes a voluntary contribution towards the provision of higher staffing ratios, and qualifications held, over and above the minimum requirement, plus, all extracurricular activities such as; languages; outings; outdoor activities; visiting experts; and all similar activities both internal and external requiring additional resources.

	Universal Day plus * 6 Free hours	Extended Day plus * 8 Free hours	Universal 6 Free hours only	Extended 8 Free hours only	Day 0 Free hours
Free Hours	8.00 – 2.00	8.00 – 4.00	8.00– 2.00	8.00 – 4.00	
Charged Hours **	2.00 – 5.45	4.00 – 5.45	0	0	8.00 – 5.45
Lunch ***	+ £4.50	+ £4.50	£4.50	£4.50	£4.50 Not optional
Tea ***	+ £2.50	+ £2.50	n/a	£2.50	£2.50 Not optional
Classes ***	+ £3.00	+ £3.00	£3.00	£3.00	£3.00 Not optional

* BCC permit up to 10 free hours per day

** A sliding scale applies to charged hours

*** Optional charges

Invoicing when in receipt of Free Hours

Charges for non-funded hours are calculated on an hourly basis using a sliding scale. Parents are able to opt out of charges for lunch, tea and classes when in receipt of free hours. The total amount for the year is divided by 12, or part thereof, to give a consistent monthly payment where charges apply. Monthly payment is due in advance on day 25 of each preceding calendar month. A full breakdown of charges and free hours is given on each invoice.

Payments from 3rd parties (e.g. colleges and universities)

Parents cannot receive free hours for the same hours they are funded by their 3rd party. The nursery will need written confirmation from the student parent about childcare payments so they can work out which hours are a) paid by the college / university, b) covered as free hours and c) paid for by the parent. Student parents are not eligible for 30 Hours Free Childcare as their funding is not counted as 'income' by HMRC.

Parental Declaration Form

In advance of each term the nursery routinely checks eligibility of three and four year old children attending and new children starting also. The nursery gives a Parent Declaration Form to each eligible parent to complete and return. The nursery passes on the information to BCC through a secure live register. For Two Year funding parents need to apply directly to BCC. All eligible two, three and four year old children attending the nursery are required to be entered on the site.

All families living in Bristol with children aged three and four years are entitled to the Universal funding. Not all parents are entitled to the Extended funding in the same way. Parents need to apply through www.childcarechoices.gov.uk for the Extended entitlement to receive the maximum 24 free hours.

If an application is successful parents are given a **30 Hours Code** by HMRC to enter on the Parent Declaration Form. The nursery checks the code when the form is returned. Parents will need to renew their eligibility and code with HMRC every 3 months thereafter to continue to receive the Extended entitlement and will receive a text or email prompt from HMRC four weeks in advance of expiry and again at two weeks if not reconfirmed. If the deadline is missed the code becomes ineligible and the grace period comes into effect.

Grace Periods

If a child who has a 30 Hours Code becomes ineligible during the first half of a term, the child will be funded until the end of that term or for as long as they remain under compulsory school age, whichever is shorter. If a 30 Hours Code becomes ineligible during the second half of a term, the funding will continue until the end of the following term or for as long as the child remains under compulsory school age, whichever is shorter. Ineligibility will only affect Extended hours - funding for the Universal hours will continue.

In the event of loss of the Extended entitlement the nursery will require payment for the non funded hours for the place to continue unchanged. Or, there will be the option of reducing the place to Universal hours only for the remainder of the term.

Notice Period when in receipt of Free Hours – not applicable to Two Year Funding

Six weeks notice is required when leaving the nursery or for a reduction to a booking. In the event a parent leaves part way through a term the nursery will exercise its right to retain the free hours for the remainder of that term to cover its losses and not transfer funding to another setting. The nursery will apply some discretion dependent upon the circumstances.

Appeals Process

If a parent has a complaint about any information or the delivery of the free hours at the nursery they can contact BCC to discuss it further by emailing the Family Information Service, askcyps@bristol.gov.uk or calling 0845 129 7217