



The Green Door Nursery Admissions Policy

to offer the Free Early Education Entitlement to

Under 2s from working families / 2 year olds from working families / 3&4 year olds – Universal hours / 3&4 year olds – Extended hours (from working families)

Phone number: 0117 9853267 / 07713088945

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Website: <https://www.greendoornursery.co.uk/>

Thank you for choosing The Green Door Day Nursery as your preferred childcare provider. Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

All About My Business

Opening Days/Hours

My opening days/hours are: Monday to Friday 8.00 am to 5.45 pm

Session Times

My session times are: 8.00 am to 5.45 pm

12 hours of funding: 1.00 to 5.00 pm

24 hours of funding: 9.00 am to 5.00 pm

Operational Method

I will offer free hours All Year Round (AYR) - 47.5 Weeks per year

All about Free Hours

I am registered with Bristol City Council to offer free hours to Under 2s from working families / 2 year olds from working families / 3&4 year olds – universal hours / 3&4 year olds – extended hours

Under 2s from working families

Expanded free hours are available to children from the term after their 9th month birthday.

Under 2s Birth Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9th month 'birthday'	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Eligible from...	Jan	Jan	Jan	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan

Parents must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

Between Sept 2024 and August 2025, only half of the child's expanded hours are available. I will be able to offer 12 expanded free hours per week. From Sept 2025, this will be the full 24 expanded free hours per week.

2 year olds from working families

Expanded free hours are available to children from the term after their 2nd birthday.

2nd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Parents must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

Between Sept 2024 and August 2025, only half of the child’s expanded hours are available. I will be able to offer 12 expanded free hours per week. From Sept 2025, this will be the full 24 expanded free hours per week.

3 and 4 year olds – Universal hours

Universal free hours are available to all children who are 3 or 4 (as long as they are living in England). Free hours are available to all children from the term after their 3rd birthday.

3rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

I will be able to offer 12 universal free hours per week.

3 and 4 year olds – Extended hours (from working families)

Extended free hours are available to children who are 3 or 4 children from the term after their 3rd birthday.

3rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Parents must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

I will be able to offer 12 extended free hours per week.

Parents of 3 and 4 year olds can use both universal and extended free hours in combination (i.e. 24 free hours per week).

Eligibility Codes (for working families)

- Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. It is the parent/carer's responsibility to keep their child's eligibility code valid at all times.
- Verification checks will be made on Bristol City Council's Provider Portal, using the following data:
 - a. Your 11-digit eligibility code
 - b. Your National Insurance Number(s)
 - c. Your child's date of birth
 - d. Your written consent(s) from your signed EYR1 Parental Declaration Form to verify eligibility.

Once the code is verified, you will be contacted to discuss sessions.

- Grace Periods – If you do not reconfirm the eligibility code and the code becomes invalid, the 'grace period' starts. The grace period is a short period of time where a child can still access their extended / free hours. Once the grace period has expired:
 - ❖ Under 2s from working families will have to pay for all childcare provision privately.
 - ❖ 2 year olds from working families will have to pay for all childcare provision privately but may be eligible to apply for an Eligible 2 year old place if they meet the criteria (see above for the weblink).
 - ❖ 3 and 4 year olds from working families will only be able to access their universal free hours and must pay for any additional childcare provision.

If this happens, we will discuss what to do about the sessions you have lost. Codes which are already in their grace period must be reconfirmed before claims can be made for expanded or extended free hours.

- Bank Holidays are not funded by Bristol City Council. If your free hours fall on a bank holiday, the free session will not be rescheduled.

All about Admissions

Admissions Methods

Admissions are made on the following basis: The nursery will use the admission criteria applied in the following order of priority:

1. Siblings of existing children attending
2. Families who live within the immediate area
3. All families in order of first come first served

All about Payments

Refundable Deposits

I charge a refundable deposit of £250.00

- This deposit is kept in a separate bank account
- Parents are given a receipt
- The deposit is deducted from the first months fees.

Registration Fees

I charge a registration fee of £20.00 per month

Tax Free Childcare (for paid childcare and consumables)

I am registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via www.childcarechoices.gov.uk. Tax-Free Childcare is the system that is gradually replacing the old voucher scheme - paying for childcare through the employer.

Invoicing

I invoice on an annual basis for a 51 week year or part thereof. The invoice includes both funded and non-funded weeks - and gives a full breakdown of how the monthly amount is calculated showing how funding or free hours are applied to each week. The invoice is fully inclusive of charged hours, additional services, snacks and meals. The total for the year is divided by the months in the year to give a fixed monthly payment.

Payment of Consumables

My consumables charge is £12.00 per day and is optional for all children. I will include the charge on your usual invoice, but please come and speak to a member of staff if you wish to opt out. Children whose parents opt out of paying the consumables charge will not be given consumables for free and will need to provide their own resources.

To support the payment of consumables and paid childcare, working parents can use their Tax Free Childcare Allowance. Click here for more details on how to claim [Tax Free Childcare](#) giving up to 20% government support for all childcare costs., For families claiming [Universal Credit](#), there is up to 85% government support for all childcare costs, and you can claim in advance!

Consumable Items	Daily Cost 0-3 Years	Daily Cost 3+ Years
Snacks and Tea	£3.00	£4.00
Lunch	£5.00	£6.00
Activities and resources provided above core provision	Not applicable	£5.00
TOTAL	£8.00 per day	£15 per day

Payments from 3rd Parties (Colleges and Universities)

Free hours cannot be claimed at the same time that they are paid for by a third party. I will need to receive written confirmation as soon as possible can work out which hours are **a)** paid by the college / uni, **b)** covered as free hours and **c)** paid for by you. Student parents may not always be eligible for expanded / extended childcare unless they meet the eligibility criteria found here www.childcarechoices.gov.uk

Sibling Discount

I do not offer a sibling discount.

Late Collections

I charge £1.00 per minute for every minute a child is collected late. This will be added to your invoice.

Notice Periods

Parents are asked to make a termly commitment. This means that once parents sign the EYR1 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start following term (Sept, Jan, April). Please approach me directly to discuss this. For additional hours or extra charges my notice period of 6 weeks will still apply.

All about GDPR and Appeals

The General Data Protection Regulation (GDPR) Policy

As a data controller, I must comply with the Data Protection Law. Hyperlinks to Bristol City Council's own Data Protection Policy and Privacy Notice will be shared via the EYR1 Parental Declaration form.

For information about our GDPR Policy please visit our website. A copy is also given in our Parent Information Pack.

Appeals Process

If you have any complaints about any aspect of my delivery of free hours, please contact Bristol City Council to discuss your questions and concerns. Please email the Family Information Service, askcyps@bristol.gov.uk or call 0117 357 4192.