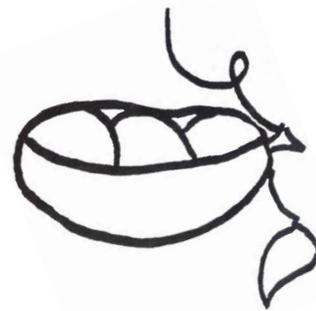


# Peapod Nursery School



## Admissions Policy

The Peapod Nursery School is a 24-place pre-school, offering 8 of those places to children under the age of three, and 16 for children entitled to government funding. Children are required to attend a minimum of two sessions, on separate days.

We welcome children from all backgrounds into the setting. No child or family will be discriminated against on any grounds, including religion, ethnical background, physical or mental disability, or social background. Children will not be given preference due to their proximity or requested hours, or any friendship with staff or existing children.

Parents who are interested in enrolling with the Peapod are invited to view the setting, preferably along with their child. Interested parents are required to complete a registration form which is then given to the setting's administrator who will check the requested hours against our availability. If the parent's requested hours are available, they will be sent a confirmation email with all the starting information and welcome pack. If the hours are not available, the parent will be offered the closest available hours, if these hours are accepted, a welcome email will be sent out to the parent.

Children will be accepted into the setting on a first-come-first-served basis. Places will be reserved once parents have responded to the confirmation email.

Once children have started with the setting, their place will be secure until they start school or choose to leave. We ask parents to give four weeks written notice if they decide to leave.

If there are not spaces available, parents can request to be placed on a waiting list, and they will be contacted once their name reaches the top of the list. When a place arises, parents will be contact in the order they were places on the list, with no bias or discrimination.

## The Application Process

Parents who are interested in applying for a place within the Peapod, should complete the registration form and submit it via email to [enquiries@peapodnursery.co.uk](mailto:enquiries@peapodnursery.co.uk).

The setting's admin staff will reply confirming whether the child can be accommodated in the setting, and invite the parent to view the setting. If we are unable to offer the required hours, parents will be offered the hours that are available, or invited to join the waiting list.

## Payment of fees

Fees are due for the child's contracted hours, regardless of whether they attend or not. Failure to attend could be due to doctor's appointments, holidays or illness; however we must still charge full fees to cover costs.

Invoices are issued at the beginning of each half term and fees are due in advance of hours attended. Our preferred method of payment is bank transfers. The manager can offer some flexibility in the method and frequency of payments, if discussed with the manager in advance.

### Late payments.

Fees not paid by the due date will be subjected to a 10% late fee. If payment is not received within two weeks of the due date, the manager has the right to withdraw the child's place and offer it to children on our waiting list.

### Late collections/Early arrivals

Children are unable to start their session before their scheduled start time, as we had a strict adult to child ratio to keep. Children must be collected at the end of their session for the same reason. Parents who collect late will be charged £5 per 15 minutes.

Parents who need to drop off early or collect late as a one-off or special arrangement can discuss this with the manager beforehand, and if there is space on ratio to accommodate their child, the setting can provide additional a-hoc care for normal fees.

## Session times and fees

8-9	Early Hour	£ 4.75 including breakfast
9-12	Morning session	£14.00 including snack
12-1	Lunch hour	£ 4.50
1-4	Afternoon session	£14.00 including snack
9-3	School day	£30.00 including morning snack