

## The Next Generation

### Admissions, Collections and uncollected child Policy & procedure

There are no criteria that a child has to meet; all children are welcome at the Next Generation provided that the space is available and that we feel we will be able to meet the needs of the child and provide the quality care that others receive.

No child can begin to attend nursery without a completed application form.

No child can be taken from nursery unless the person collecting them is detailed on the application form or a parent has made special arrangements.

### Admissions Procedure

Prospective customer will be advised to look at our website and will have visited nursery.

If a parent wishes their child to attend nursery they must complete an application form and a Parent / Carer contract and sign them after reading and fully understanding the conditions. Every detail on the application form is to be completed and the child's full birth certificate must be presented.

On receipt of the completed forms and deposit, a place will be reserved if available by a £50 deposit. This amount will then be deducted from the child's first fee payment. The parent / carer will then receive a letter from the Head of Room and a Management welcome letter.

On acceptance of a place we will advise a series of hour visits. The Head of Room together with the parent/carer will mutually agree the times of the visits. The general guide for visits would be 1 visit with the parent staying and then a number of visits where the parent will leave the child for a period of up to one hour. The number of visits will be dictated by the needs of the child. Nursery's 'All about me' form will be completed by the parent / carer at the visit along with our permissions slip.

Parents and Carers will be signposted to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for information regarding tax free childcare, 30 hours funding and other help with regards to funding.

*2 year funding* - Some children may qualify for 2 year funding should they meet the eligibility criteria listed below. Usually, parents would present to nursery with an eligibility postcard that they will have been sent in the post stating that they qualify for 2 year grant. Once we are in receipt of this we can allocate a place dependent upon availability and begin to process the claim for the funded hours. Parents/Carers will need to sign a declaration form which will detail the hours being claimed by us and any top up fees needed.

Your 2-year-old can get free early education and childcare if you get one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

2 year funding can be taken across 2 full days or across 5 morning or 5 afternoon sessions. Alternative arrangements can be made at management discretion and subject to availability. Charges may apply for meals and consumables, depending upon how the funding is applied.

For children that attend our setting for more than just the 15hrs 2yr funding will have the grant amount deducted from weekly fees

*30 hours funding* - All children aged 3 and 4 will receive the 15 hours universal funding the term after their 3<sup>rd</sup> birthday. These hours will be applied for termly by us and again a parent/carer declaration will need to be signed detailing the funding we receive, how it is to be used and any top up fees required. In addition to this some children will qualify for 30 hours funding who meet the eligibility criteria stated below. Parents will need to sign up to get the 30 hours funding via HMRC and will be given an 11 digit code which they must present to nursery to begin claiming for their 30 hours funding. Availability for these 30 hours will be allocated on a first come first serve basis dependent upon the space we have. Parents should apply for the 30 hours the term before they wish to claim their place and can begin to apply for this from when their child is 2 years and 39 weeks. Parents will need to reconfirm their eligibility for such funding on an ongoing basis otherwise they will fall out of eligibility. A reminder to do so is managed by HMRC and parents should receive a notification for this.

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old and £56 a week for apprentices in their first year.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If one or both parents is a non-EEA national, the parent applying must have recourse to public funds

30 hours funding will be applied as follows -

Any children attending nursery for 3 or 3+ days full days per week will have their 30hours applied to 3 days childcare and fees will apply for the remainder days.

Funding may also be used between the hours of 9am and 3pm each day for any children that wish to attend during school hours/term time only. Additional charges will apply for meals and consumables.

Funding can also be applied to AM and PM sessions (5hrs per day) leaving 5hrs remaining each week. The use of these remainder hours must be agreed by management. Additional charges will apply for meals and consumables.

All of the above remains subject to availability and could change at any time.

### Selection criteria:

Places will be given to children on a first come first serve basis throughout all ages and rooms. Children that book in for a place in the future will be filed away into 'children due to start' within the filing cabinet and a deposit will be taken to hold the place. We will always try to accommodate siblings where possible. No children will be discriminated against or turned away due to any needs. We will endeavour to accommodate all should the places be available and will support children with SEND.

When a child starts to attend nursery the parent will be invited to telephone to keep up to date with their child's progress if they feel the need to. Alternatively, parents will be given feedback when collecting their child.

On bringing any child to nursery they must be signed in by the adult who brought them giving us detail of their name and their relationship to that child. This also applies at collection.

Parents/carers of children in receipt of 2 or 3 year funding will be required to sign a parent declaration form termly which will detail the hours of grant their child attends and the fees that will apply.

All parents/carers are advised that nursery will only accept children into the building at 7:30 in line with our opening times.

### **Collections Procedure**

Admission to nursery can only be gained via an intercom system. Staff must always answer the intercom before opening the door. Parents/carers are requested to identify themselves by name over the intercom and to notify us of which child they are collecting.

A child can only be taken from nursery by a person who has been authorised to do so by the parent/guardian i.e. details are given on the application form or the parents have informed us on that day. Our password system can also be used. (password on application form) All children must be signed out by the adult who collects them from nursery, again detailing their name and relationship to the child.

No child will be allowed to leave the premises independently and any siblings picking up a child must be 16 or over unless written parental consent is in place.

If a parent or carer arrives to collect a child and it is deemed that they are intoxicated with either drugs or alcohol, the decision will be made by the senior member of staff to telephone the emergency contact number and make arrangements for the child to be collected by them. If the parent/carer becomes abusive or makes a nuisance of themselves, the police will be called as will social services. At all costs, the staff will feel a duty to keep the child and themselves safe - no hesitation will be made when calling the police.'

Should an occasion arise where an unauthorised person wishes to collect the child, the parent will be contacted for authorisation. A child cannot be taken from nursery without prior parental consent.

Either parent has the right to take a child from nursery unless there is formal legal documentation to say otherwise.

We expect children to be collected by their allocated paid hours or by 6pm should they be on a full day. In the event that a parent/carer be held up and may possibly be late for the collection of their child, they should make every effort to contact the nursery. Should a child remain at nursery past their pick up time (part-time children) every effort will be made by the child's head of room to contact their parents/carers.

### **Uncollected Child**

If a child is not collected from nursery by 6.00pm every effort should be made to contact the parents and establish collection as soon as possible.

If a parent cannot be contacted then other adults who are authorised to collect the child must be contacted (details on the child's application form). Should no contact initially be made all contact numbers will be telephoned every 10 minutes until contact is made.

In the event that contact cannot be made with either parent or any other authorised adult after continually trying for an hour after closing time then the Local Authority specialist assessment team ( tel 01942 828300 ) will be contacted and advised of the situation. The police will also need to be informed (tel 0161872 5050).

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