

Admissions Policy

General

Children are admitted to Little Barn Owls Ltd on a non-discriminatory basis. The Nursery accepts parents/carers and children regardless of gender, race, cultural background, religion, physical or mental ability or disability, health or social class. Staff members are aware of and sensitive to each child's needs, level of development and background.

Admissions Process

Places are offered on a first-come first-served basis, using the date that parents/carers send us a completed registration form (including signed and initialled terms and conditions), along with the registration fee and deposit. In the event of there being a limited number of vacancies for any one session, children are admitted in order of date of enrolment with priority given to children requiring two or more full days and siblings of children already enrolled with the nursery. A limited number of 'Free Entitlement (FE) only' places will be granted per term, subject to availability.

1. After enquiring with us, you will be advised of potentially where and when we can offer a space to your child. If this does not match your requirements, we will offer to add you to our waiting list (see below).
2. We will send you a blank Registration Form, Terms and Conditions and Parent Information Pack via email.
3. Should you want a tour of one of our nurseries, we will forward your request to the nursery manager, and they will get in touch with you.
4. Once you have decided to register your child with us, reconfirm the availability by emailing admissions@littlebarnowls.co.uk.
5. Within 72 hours of having the availability reconfirmed, send the completed registration form (signed with the terms and conditions initialled at the bottom of each page) either by email to admissions@littlebarnowls.co.uk or handed to one of the nurseries. Additionally, you must pay the registration fee and deposit (see below for details).
6. If you are unable to complete step 5 within 72 hours, please re-visit step 4 to check availability. **We cannot hold a space that we have offered for longer than 72 hours.**
7. Once we have received the form, registration fee and deposit, you will receive a confirmation email of your child's space.

Admissions Policy

Fees Payable at Registration

For each child you register with us, a non-returnable/refundable registration fee of £35 plus a deposit of £200 must be paid via BACS. The details of the account to pay are on the registration form.

The deposit is refundable once your child's final months' fees have been fully paid. FE only children will not be charged a registration fee or a deposit.

Should you decide to withdraw your child from LBO before they start, giving us less than two months' notice, the deposit will not be returned to you.

Admissions Period

Our admissions period (intake window) is **July 1st to December 1st** each year. Your child can start with us any time between those two dates, if we have the availability.

Should you wish your child to start nursery outside of this period, a retainer of 25% of your first full months' invoice will be due each month past the end of the admissions period that we have to reserve your child's space. See below for further explanation.

Example Scenario 1: you register your child in May 2023 to start with us March 2024. When your child starts, your regular monthly invoice will be £400. Prior to starting you will need to pay the 25% retainer and will be billed as follows:

December 2023 - £100

January 2024 - £100

February 2024 - £100

Example Scenario 2: you register your child in January 2023 to start with us in May 2023. When your child starts nursery, your regular monthly invoice will be £800. Prior to starting you will need to pay the 25% retainer and will be billed as follows:

February 2023 - £200

March 2023 - £200

April 2023 - £200

Example Scenario 3: you register your child in March 2023 to start with us in October 2023 – no retainer is due, and your first invoice will be for October 2023.

Admissions Policy

Minimum Booking

We will take bookings of 1 day/week on our lowest occupancy days. Generally, our lowest occupancy days are Mondays and Fridays, but you can check this when enquiring about availability. Bookings of 2 or more days/week can be made on any weekdays, subject to availability.

Notice Required for Changes to Booking

Two months' notice is required for you to withdraw your child from nursery, else your deposit will be forfeit. For the transfer of FE hours, four weeks' notice is required.

Two months' notice is required to reduce the number of sessions that your child will be attending nursery. If less than two months' notice is given, in the first month where the reduced hours are in effect, your invoice will not change. From month two of the new booking plan, your invoice will reflect the reduction in days.

Two months' notice is required to postpone a start date. There is no penalty for postponing a start date within the same admissions period. If postponing outside of the admissions period, the monthly 25% retainer will be charged. Please note that a start date can only be postponed once.

The Waiting List

If you are unable to register your child for the days / start date you require, we will ask you if you'd like to be added to our waiting list. Please be aware that addition to the waiting list does not guarantee a nursery space for your child.

If a space becomes available which may suit your requirements, we will email to ask if you would like to take it up. This may take the form of a bulk email, in which case spaces will be offered to those who respond first.

Please let us know if you no longer want your details to be held on the waiting list.

Admissions Policy

What To Expect Prior To Your Child's Start Date

Two to four months prior to your child's start date, we will get in touch to confirm that your original booking still suits your requirements. We will also make you aware of what your first months' invoice will be.

Around one month prior to your child's start date, a member of staff from the nursery will call you to arrange some settling-in sessions for your child and to reconfirm your details and your child's details. Further information will be asked during the first settling-in session, and this is also a great opportunity for you to ask any questions you have prior to the start date.

Notice on Nursery Placement

The nursery reserves the right to terminate a child's place at nursery should the relationship with the family not be working and/or jeopardising the safety or quality of experience for other children attending; but **only** after all other reasonable attempts to solve problems has been exhausted. For example, for a child where behavioural issues are having an affect on other children, our behaviour policy and procedure will be followed. This includes (but not limited too) meeting with parents, creating and implementing support plans with additional resources and review meetings, and using external agencies such as Targeted Setting Support (TSS) where required. Only after all options have been exhausted will the nursery serve notice of the child's placement.

Parents and carers can view Little Barn Owls Ltd' policies and procedures within the setting by making an appointment via email or via telephone.