ADMISSIONS POLICY

KLT's aims to ensure the provision of quality childcare whilst providing flexibility for parents & carers, balanced with the effective running of the setting. We aim to ensure that in the admission of children all individuals are given equal concern and treatment.

Applications for places will be considered on the following basis:

Priority will be given to parents/carers requiring full time and full day places.

Where possible, within the above criteria, priority will be given to siblings of children already attending KLT's.

Nursery sessions are offered as follows:

Full day places 7.30 am to 6.00 pm
Morning session 7.30 am to 12.30 pm
Afternoon session 1.00 pm to 6.00pm
Extra hours on top of sessions will be an option when available.

Meals are offered these will be charged as extras to your daily rate.

Term time only is an option, but you will pay 25% of your weekly amount for the 13 weeks of none attendance in order for us to keep the place open.

KLT's acknowledges that parent's/carers needs may change. Consideration will be given to a reduction in sessions subject to the changes being compatible with the efficient running of the setting. If agreement is given to a reduction in sessions, one full calendar month's notice must be given in writing. Full fees will be charged for the notice period.

Refunds will not be given for non-attendance, holidays, sickness or other reasons, as our business costs are incurred whether your child attends or not.

Additional sessions may be agreed according to availability of spaces.

Once a place has been offered and accepted the agreed start date must stand. In exceptional circumstances I may agree to extend the start date by a maximum of 2 weeks. If a place is to be kept open after this period full fees will have to be charged.

KLT's will be open 52 weeks of the year, less Bank Holidays. Any weeks off will have to be paid for in full.

2-year-old funding will be accepted and offered at 15 hours term time only this can be spread across the week in either three 5-hour sessions or two 7.5-hour sessions. Children can attend more but these sessions will be paid for separately and also any food will need to be supplied or purchased by the parents/ carers.

3 and 4-year-old funding will also be accepted both 15 and 30 hours. We offer 2 options with 30 hours either a 30 hours term time only offer, or a 20-hour full time offer. Additional hours will be charged per month. Also, food must be purchased or provided separately. Funding hours can be spread/shared to the parent's discretion but must be agreed by both parties. We also invoice an Additional Service Charge with is used to

fund resources, extra curriculum activities etc.; this is £5.00 for a full day or £3.00 for half a day. Any child attending 15 hours or less across any form of funding will not be subject to the Additional Service Charge. Our Nursery Educational Free offer is to attend nursery for 15 hours or less per week.

Updated March 2019