



Registration Number EY262887

Admissions Procedure

At Spring Park Nursery, we are committed to ensuring all children and parent/carers feel welcomed to our setting. We thrive on providing high quality of care and always strive to maintain high standards. At Spring Park we have a procedure to be followed when a child first starts the nursery.

Opening/Closing Times

Monday-Friday - 7.45-6.00

Closed Bank Holidays

Price Breakdown

Child 0-2 Years

	Per Week	Per Day	AM	PM
Cost	£300	£63	£37.5 (7:45-12:45)	£36 (1-6)

Child 2-5 Years

	Per Week	Per Day	AM	PM
Cost	£295	£61.50	£37 (7:45-12:45)	£35 (1:00 -5.45)

Before your child starts the nursery, we ask for a £100 returnable deposit to secure the place. This fee will be returned to you the day your child leaves the nursery, if fees are up to date and paid and the balance is clear and we have been given the four weeks' notice as agreed within your child's contract.

Contract details

- Name, address and details of child
- Name, address and details of parent/carer
- Permission to hold all personal details
- Permission to email parent/carers information
- GP Details
- Immunisation details
- Emergency contact

- Sun cream permission
- Outings permission
- Emergency hospital permission
- Password
- Complete retainer form
- Overview of the nursery
- Health details
- Photograph permission
- Website permission

Payment plans – Payments must be made before the 1st of every month

- Childcare vouchers
- Direct Debit
- Cash
(You will be given a receipt after cash or cheque payment)
- All invoices and receipts will go through eh FAMLY APP directly to you

At Spring Park, we have a strict policy that if you decide to take your child out of nursery for personal reasons or they are leaving to go to school, **we require four weeks written notice**. If you would like to change your child's day on a permanent basis, **you must give two weeks written notice so we can maintain staffing and ratios**.

At Spring Park Nursery, we offer government funded hours from the age of 9 months. If you are eligible for the funding, you will need to provide a code to the management team, so we can do checks online for you as well. Please look on <https://www.beststartinlife.gov.uk/> to see what you are eligible for.

Two Year funding 15 hours receiving support

- Receives 15 hours funded place which is only provided over 38 weeks of the year, (term time)

Your 2-year-old can get funded early learning if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit

Your benefits will not be affected if you take up the 15 hours early learning offer.

2-year-olds can also get funded childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

No income thresholds apply.

If your child is in receipt of 15 hours of early learning for families receiving some additional forms of support, you may also be eligible for Early Years Pupil Premium (EYPP). EYPP is paid to childcare providers and gives them additional funding to support learning and development for children. You can [see if you're eligible for EYPP on GOV.UK](#) and speak with your provider or [local council](#) to apply.

If you and your partner (if you have one) are working, you may also be eligible for an additional 15 hours under the [working parent entitlement](#). If you're a working parent and you're not eligible for 15 hours early learning for families receiving additional forms of support, you may still be eligible for 30 hours under the [working parent entitlement](#). Government funding is intended to pay for 15 or 30 hours a week of high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents.

Three Year Universal funding

- All 3 and 4-year-olds who live in England are entitled to this offer irrespective of income levels, benefit status, or family circumstances.
- If your child is aged 3 or 4 and you are receiving this 15 hours childcare, and receiving some additional forms of support, you may also be eligible for Early Years Pupil Premium (EYPP). EYPP is paid to childcare providers and gives them additional funding to support learning and development for children
- Receives 15 hours funded place which is only provided over 38 weeks of the year, (term time)

Working parents from children from the age of 9 months

- Receives 30 hours funded place this can be provide 38 week (term time) or stretched offer (all year) please speak to a member of management who can through the options with you.

If you live and work in England you may be entitled to 30 hours funded childcare support from the term after your child turns 9 months old, until they start school.

You can usually get funded childcare for working parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

The amount of funded childcare you can get depends on:

- your child's age and circumstances
- your income (and your partner's income, if you have one)
- your immigration status