



SMILING FACES PRE-SCHOOL

Admissions Policy

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Waiting List

We operate a free waiting list, and parents are encouraged to book early for places. At the time when a booking can be confirmed, a deposit of £20 is necessary to secure the place. This deposit will be deducted in the final balance when your child leaves us providing the correct notice period is given. Deposit is non-refundable if the correct notice is not given.

Our admissions policy is on a first-come, first-served basis, but with the following exceptions:

- Current part-timers who wish to increase or change sessions are given priority over children on the waiting list
- Siblings of children currently attending have next priority

Prior to a child attending Smiling Faces Pre-School, parents must:

- Give a copy of the child's birth certificate,
- Sign a copy of the Parent Contract – stating the hours your child attends. This is an agreement to allow us to claim the government funded place.
- Sign our terms and conditions in our admission form. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent etc.

Providing government funded places – 2 year old funding, universal 15 hours and extended entitlement (30 hours)

All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed but this should be booked a month in advance. Please note admissions for the free nursery education we have a termly intake.



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All funded or paid for sessions must be booked in advance and any changes or cancellation must be made in writing or an email;

- Regular booked sessions require 6 weeks' notice
- Ad Hoc sessions require 1 weeks' notice (dependent upon availability)

All settings registered to accept government funding must have a free offer for 2, 3 and 4 year olds.

	2 years old funding	Universal 15 hours	Extended Entitlement (30hours)	
Free Offer	Two full days and a half day or 5 AM sessions, or 5 PM sessions Monday to Friday (38 weeks a year)	Two full days and a half day or 5 AM sessions, or 5 PM sessions Monday to Friday (38 weeks a year)	Five full days (Monday-Friday 38 weeks a year)	These hours are free and will be allocated on a first-come, first-served basis.
Intake	Term after child turns two	Term after child turns three until compulsory school age	Term after parents applies and child turns three	



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Fees are reviewed yearly and any increase will be implemented with a 4 weeks' notice to parents.

Current Prices

Age	Charges
2-3 years old	9am-12pm (Morning session) £24.00
	12pm-3pm (Afternoon session) £24.00
	9am-3pm (Full Session) £48.00
3-5 years old	9am-12pm (Morning session) £18.00
	12pm-3pm (Afternoon session) £18.00
	9am-3pm (Full Session) £36.00

Late collection £5.00 for each 10 minutes after collection time

Late fee payment £10.00