



Cornerstone Nurseries Admissions Policy

Cornerstone Nurseries operate a separate waiting list for each age group. Parents must complete an application form and return this to the Nursery Manager/administrator in order to go onto the list. There is no charge to be placed on the waiting list.

Each application is considered individually and without discrimination with priority given as follows:

1. Vulnerable children and children in care
2. Existing families
3. Children from outside the nursery

All forms should be completed fully with a start date included.

The nursery will keep your application for one year only unless you contact the nursery before the end of this period and ask us to keep you on our list.

It is our policy to contact parents via email to confirm the nursery place. Please ensure we have your correct email at the time of registering.

On acceptance of a place a registration fee is payable, the registration fee is charged at £75 per child and covers admin costs, reserving your space, arrangement of your child's settling in sessions. The registration fee is non- refundable.

Children's uniform can be purchased at parents' request by filling in an order form.

Although there is no minimum amount of sessions a week that every child at Cornerstone Nurseries must do, we recommend at least two half day sessions per week as this helps the child to settle in and to help with their weekly routine.

No child will be accepted into the nursery without having previously attended pre visits.

Fee Payments

All sessions must be paid for including those missed for reasons such as illness and family holidays. It should be noted that the nursery charges for Bank Holidays due to the way fees are calculated and staff salaries being paid, however please note, we do not open on bank holiday dates.

The non refundable registration fee is payable upon us confirming your place. This is due before you start with us.

A refundable deposit of two weeks fees is also payable upon confirmation of booking, this deposit is only refundable with 1 month's notice given of termination of place.

Invoices are due for payment one month in advance on the 1st of each month.

We reserve the right to charge a late payment fee of £25.00 if we have not received payment on time and there has been no communication from the parent/carer.

A late collection charge applies if a child is late being picked up on more than one occasion and without any correspondence from a parent/carer. This stands at £10 for every ten minutes after the child's allocated time, unless in exceptional circumstances such as adverse weather conditions or an emergency.

Government funding "The Grant"

Cornerstone Nurseries accept the standard Universal and stretched Universal government funding allocated the term after your child's 3rd birthday. The standard universal funding is over 38 weeks of the year and can not be used in the holidays. You are allocated 15 hours per week to use.

The stretched grant funding is over 52 weeks a year (11 hours over 51 weeks and 9 hours on the remaining week) which means sessions that are funded only can also be attended during the standard school holiday periods.

If your child attends just for funded hours and attends over the Breakfast, lunch or tea period you will be required to pay for these meals and would be invoiced monthly by the nursery. We also make an additional charge for Consumables for funded children only.

You may be entitled to the additional 15 hours funding making a total of 30 hours, again this is term time only although you can stretch this to 22 hours per week. Parents will need to apply online for this at <https://www.childcarechoices.gov.uk/> where you will be given an eligibility code to pass on to the nursery. Forms to apply for this funding will be given to you when your child becomes eligible and you will need to reconfirm your eligibility with HMRC every 3 months.

Where 30 funded hours are not available, shared care with another setting taking part in the scheme can be used to maximise all children's "free" hours.

Cornerstone Nurseries participate in all main voucher schemes. Tax free childcare may be an option for you if you aren't able to claim for the vouchers and you can apply for this at the same link as above. Most parents will also be eligible for working tax credits, visit www.taxcredits.inlandrevenue.gov.uk for help and information.

Swaps

As a nursery we like to help and be flexible as possible for our families which is why we offer swaps at our discretion with at least 24 hours notice and only if there is availability within the room on the day you would like to swap to. Swaps must be for another day within the same week. We are unable to swap sessions for child illness or holidays.

Extra sessions

We offer extra sessions within the nursery if we have the availability within the room. Once an extra session is booked an email to confirm will be sent. We are unable to refund this once confirmed. We do normally require 2 weeks notice for extra sessions but sometimes we may have space if you call on the day.

Non attendance

Please ensure you inform us of any sickness or holiday. If your child does not come into nursery, we have a duty of care to call you to ask why. If your child has been off nursery for 2 weeks with no communication it is company policy to cancel a child's space.

Reviewed 25/03/24 CJS Review Annually