



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	£205	£45:00	£27:50 (7:45-12:45)	£26 (1-6:00)

Child 2-5 Years

	Per Week	Per Day	AM	PM
Cost	£200	£44:00	£27 (7:45-12:45)	£25 (1:00 -6:00)

Before your child starts the nursery we ask for a **£100 retainer** to secure the place and. This fee may be returned to you the day your child leaves the nursery if fees are up to date and paid and the balance is clear.

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

Review January 2021

- 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)

At Spring Grove, 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 2 year and 3 year government funded hours. If you are eligible for the 2 year funding, you will need to provide proof to the management team, we can do checks online for you aswell.

Two Year funding

- Receives 15 hours funded place
- Can spread the 15 hours over the 52 week period to cover term time which takes it to 11 hours
- Another option is to take the 15 hours per week, however this is only providing over 38 weeks for the year due to term time
- If you still want your child to attend these hours during term time and you do not spread the 15 hours over the 52 weeks, you would be charged at full fee prices

Three Year funding

- Receives 15 hours or 30 hours funded over the 38 week period
- Your child will be eligible for three year funding the term after they turn three
- If you still want your child to attend these hours during term time full fees will be charged

