



## **The Little Firefly Admissions Policy**

### **We are an Ofsted registered early years provider and are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation**

A child can be enrolled at any point in the year as and when spaces become available. All children must attend a minimum of one full day each week (or the equivalent, where available) and consistent attendance on a regular basis is expected of all children. We offer a ratio of 1:4 at all times. This is in line with EYFS ratio requirements.

Due to high demand for places, parents wishing their child to attend our nursery setting must first express an interest via our website and pay the £10 waiting list deposit. This deposit is non-refundable (except in the case where families are applying for funded places only) and is just to secure a place on our waiting list. It does not guarantee a place at the nursery.

We will manage our availability and will offer places based on our criteria below via email. If a child is offered a place parents must confirm acceptance by the date stipulated by us. Otherwise, we reserve the right to offer the place to the next eligible family. Once the place has been accepted, we must receive the completed enrolment form and full payment for the enrolment fee and deposit within one week, otherwise the place is not secured. We will endeavor to inform parents by email at least 4 weeks before admission but on occasion, it may be less.

Families are required to commit to 1 day per week or the equivalent (2 sessions) per week, at the setting.

### **Admissions Criteria**

#### Category A

A child who is currently enrolled with us and would like to increase the numbers of days of attendance.

#### Category B

A child who at the time of application has a brother or sister (including children living as siblings within the same family unit) attending the nursery.

#### Category C

All remaining places will be allocated as they become available to families on the waiting list in the following order:

1. By start date first
2. Then by order of the date that the waiting list was joined.

Please note: We reserve to withdraw any offer of a place at nursery at any time.

### **Do you offer funded places?**

We offer a stretched offer over 45 weeks . This equates to 12.5 hours per week plus 2.5 residual hours per term to be taken by arrangement, where possible.

The Little Firefly Forest School charges for additional services (primarily for the provision of Forest School and other activities) that are beyond the standard day-care nursery provision.

The charges for this is as of April 2021 are:

Days of attendance (where 12.5 funded hours are used per week)	Charge for additional services and sessions not covered by funded hours (per week)
0.5 days per week	£14
1 day per week	£23
1.5 days per week	£36
2 days per week	£62
2.5 days per week	£92
3 days per week	£118

### **'Stand Alone' Offer**

We operate for 46 weeks a year and offer the stretched model of 45 weeks a year plus one week additionally which is not part of offer for FEF:

Stretched offer 45 weeks - 12.5 hours per week plus 2.5 residual hours per term to be taken by arrangement

### **Eligibility for Funded hours**

Free Entitlement Funding (FEF) :

15 hours of Universal FEF is available to all 3 and 4 year olds the term following their third birthday.

We do not currently accept funding for 2 year olds.

We offer a limited number of funded places, please get in touch with us to discuss this.

Where possible we will offer additional sessions to make up any residual hours remaining.

The Little Firefly

**Do you accept childcare vouchers?**

Yes, we are able to accept payment in the form of childcare vouchers.

**Can I swap my child's days?**

No. Please note that we are unable to swap your child's days of attendance, this is not permitted at any given time.

**Can I request additional ad hoc days for my child?**

Yes. You will need to email [thelittlefireflyforestschooll@gmail.com](mailto:thelittlefireflyforestschooll@gmail.com) with your request giving at least one weeks' notice. If we have availability, then we will confirm over email and add the additional cost to your next invoice. Sadly, we cannot accommodate late requests and cannot guarantee we will be able to accommodate your request.

**What is your notice period?**

Once you have accepted a place for your child, then you will be subject to our terms of notice which are outlined in our Terms and Conditions.

**Parental Conduct**

We understand the importance of building good relationships with all families within the The Little Firefly community and this is something we pride ourselves on but this relationship will always work in both directions. With this in mind, we ask that all parents (including prospective parents) are asked to communicate with all members of our The Little Firefly staff in a respectful, courteous and polite manner; a manner in which they themselves would wish to be addressed. This applies to all forms of communication with our staff including face to face, email and telephone conversations. Aggressive behaviour towards any of our staff in any way, will not be tolerated and may result in the withdrawal of your child's place and/or removal from our waiting lists.