Little Bears Daycare – Admissions Policy (10.1)

How we ensure Little Bears Daycare is known about in our community

We will ensure that the existence of Little Bears Daycare Nursery is widely advertised in places accessible to all sections of the community through word of mouth, Social Media and awareness through local Children Centre Services, Health visitors and clinics, Shropshire Early Years Chat and through our website.

We ensure that information about our setting is accessible in written and spoken form. Where appropriate we will seek the advice of EMAS in providing information in more than one language the use of an interpreter. We will describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and carers including childminders.

We will describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from gender, Special Educational Needs, disabilities, social background, religion, ethnicity, or from English being a newly acquired language. We consult with parents and families through questionnaire and day to day contact. We aim to meet Parents needs through opening times as long as it is financially viable for the setting to do so.

We are open Monday-Friday, 7:30am-6pm, 51 Weeks of the Year, closing only at Christmas for a week and Bank Holidays. Our Main sessions being 8-4 and 8-6. However, upon request we will consider flexibility depending on personal circumstance and availability. Our Price Lists are available upon request. Funding can be applied for above sessions, however bolt on hours can be purchased around the fixed sessions at our hourly rate.

How to apply

Request must be made via our form processor, which can be found on our website. Alternatively, if you are unable to access the internet, please do get in touch to discuss other options available. To keep track of our Admissions, we find the most effective way being the form processor to ensure we keep a paper trial.

Funding

24U

The 24U scheme offers 15 hours of free early years education to eligible children. Use the information on the childcare choices website to find out more about the scheme, whether your child is eligible and how to apply.

24U funding is not to be confused with the government's expanded 15 hours of free childcare for 2-year-olds which is for eligible working families.

Working Families Funding

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 (for 38 weeks of the year).

For more information please visit https://www.gov.uk/free-childcare-if-working

In order for us to process your funding, we require you to fill out a Parent Declaration form, which includes the code you will have received via your government gateway account.

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When can I use the entitlements from?

You can start using your entitlements from the term after your child turns the relevant age to use that entitlement. The relevant age for the working parent entitlement is 9 months old.

When your child turns the relevant age	When they can get their hours from
1 January to 31 March	Term starting on or after 1 April
1 April to 31 August (Applications open 12 May in 2024 as part of transitional arrangements)	Term starting on or after 1 September
1 September to 31 December	Term starting on or after 1 January

You are only able to claim the entitlements from the term after they become the relevant age because this gives local authorities and childcare providers enough time to prepare. If you're not working when your child turns the relevant age for the working parent entitlement, you may have to wait until the term after you start working to be eligible.

You need to log into your childcare account every 3 months to reconfirm that your details are up to date and that you remain eligible for the childcare entitlements for working parents and/or Tax-Free Childcare. If the code is not renewed, we will be unable to process your claim.

Oversubscription Criteria

If the Nursery is oversubscribed, applications will be considered first according to the following priorities set out below. When spaces are limited or a future available dates are possible these are arranged per age group room. **We take account of the following:**

- Children who require full time care
- Children who have preference to certain days which become available sooner than others?
- Children who have a brother or sister (living in the same household) already on roll in the Nursery.

Note – this category includes step-brothers/step sisters, adoptive brothers/sisters living in

the same household or children whose parents are married or cohabiting and live together

in the same household

- Children who are looked after by the local authority (i.e. in care or provided with

accommodation by the authority for a continuous period of more than 24 hours).

In-year admissions

Parents/carers can apply for a nursery place for a child at any time throughout the year. If there are no spaces available at the time of your application, your child's name will be taken into consideration. As soon as we have a space come in the future, we can add you to our system at this time as long as a deposit is taken to hold the space.

We will inform you as soon as we know whether your application has been successful. You are required to confirm that you still wish to take up a place within one week of receiving notification from us. If you fail to notify us then the offer of a place may be withdrawn. Once you confirm a fee paying place, a deposit payment is required to hold the place for your child. The monetary value of the deposit is published on your child's Famly Account. The deposit is refunded on your third invoice.

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Please note your child's deposit will be taken on completion of the application form. If you fail to take up a place, an administration fee will be charged.

You will be given a log in to a Famly Account, where we will share updates on your child's day i.e care routines, sleeps, snacks etc. This will also be the hub for notices and alerts as well as observations and development checks.

Before your child starts at the setting, all information below **MUST** be completed on the Famly to allow them to attend, this includes:

- Permissions
- Contact Information (at least two emergency contacts, with numbers, address' Place of work and number.)
- Allergy/Medical Information

We also ask that you fill in the "Basic Info" section, detailing your child's routine, likes and dislikes etc. This is really helpful to use as a starting point for us to follow to make the transition into the setting as seamless as possible.

This Policy Was Adopted By	Little Bears Daycare
Last Updated	22 July 2026
Signed on Behalf of Provider	Signed by: Laura Leath A0VC8B0940B14B1... 22 July 2026
Name of Signatory	Laura Leath
Role of Signatory	Chairperson of Little Bears Daycare