



NORTH STAR NURSERY
ALLOCATION POLICY FOR NURSERY PLACES

1. General Policy

- 1.1. The allocation of nursery places will be the overall responsibility of the Nursery Manager, in consultation with the Management Committee where necessary.
- 1.2. The nursery policy is that all children attend nursery for a **minimum** of three sessions per week¹.
- 1.3. All allocations will be made approximately 2-3 months prior to the intended start date, to minimise vacant spaces for considerable lengths of time.
- 1.4. The following priorities will be taken in to account when allocating a place (in order):-
 - The client is a RC² or nursery employee
 - The child has a sibling or siblings already in the nursery
 - Intended start date of care required
 - The client is an immediate family relative³ of an RC or nursery employee
 - Quantity of sessions required (the child requiring the highest number of sessions will be given priority)
 - Date of initial enquiry
 - Best match to available sessions following discussions with client
 - Payment of a non-refundable deposit to secure a nursery place
- 1.5. Once an allocation has been made, that place will not be re-allocated until the child leaves the nursery.
- 1.6. On acceptance of a place, a deposit of £100.00 is required to secure the place. This is non-refundable upon cancellation of the place. If the place is taken up, the deposit will be refunded when the child leaves the nursery (offset against the final invoice).
- 1.7. The nursery requires a minimum of 4 weeks' notice, prior to the agreed start date, for a client to make reductions in the number of sessions they require or to cancel their place without incurring any further charges. If such changes are made within 4 weeks of the agreed start date then client will remain responsible⁴ for payment of fees at the following rates:

¹ The nursery manager may waive this requirement in extenuating circumstances. However, the nursery will not allocate a place to a child for fewer than 3 sessions per week on an ongoing basis and any such arrangements are expected not to last for more than one month.

² RC employees include the Research Councils, UK SBS, Innovate UK and the UK Space Agency.

³ defined as parent, child, sibling

⁴ The nursery may waive this requirement in extenuating circumstances

Cancellation of place or reductions in sessions:

The client will remain responsible for the payment of 1 month's fees in full from the agreed start date (pro-rated to the number of sessions booked).

Deferral of start date:

Once a contract is signed, should a client wish to defer the agreed start date then the client will remain responsible for the payment of fees at a reduced rate of 50% of the monthly fee due from the agreed date to the new start date. The deferred period can be for no longer than 3 months. Alternatively a client who is not in a position to pay deferral costs would need to cancel their place (note 1.7.) and their childcare requirements will be re-allocated on our potential client list taking in to account the priorities in 1.4.

- 1.8. All financial transactions will be handled directly by the nursery with the client.
- 1.9. The Nursery Manager will report regularly to the Management Committee on allocation matters.

2. Appeals process

- 2.1. Any parent wishing to appeal the decision made regarding the allocation of a nursery place for their child should follow the steps outlined in the Complaints Procedure which is available to view on the nursery website or on the noticeboard in the nursery.

3. Policy on places for nursery staff

- 3.1 Available places can be offered to the children of nursery staff and will attract a discount on Research Council rates, provided that the conditions set out below are satisfied.
- 3.2 This policy will apply equally to all permanent members of nursery staff employed directly by North Star Nursery Ltd. who have successfully completed their probationary period.
- 3.3 The child will not normally be placed in a room which is directly supervised by the parent.
- 3.4 The commitment to a placement is permanent until the child leaves the nursery.
- 3.5 Nursery staff who leave the employment of North Star Nursery Ltd. will no longer be eligible for a discount.

This policy links to:	Equality and Diversity Policy Allergy Inclusion Policy Special Educational Needs and Disabilities Policy Consent Forms Complaints Procedure
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Policy Review History	
January 2013	v.1
January 2015	v.2
February 2017	v.3

This policy will be reviewed in February 2020 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.

Signed **Dated**

Print **Nursery Manager**

Signed **Dated**

Print **Reviewing Committee Member**