

Admissions Policy

At Busikids we care for 72 children between the ages of 3 months and 5 years.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery uses the following admission criteria, which is applied in the following order of priority:

- Looked after children
- A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
- A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
- Children who have siblings who are already with us
- Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

We operate an Inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the Nursery operational plan) must offer the funded places for eligible children for early learning sessions specified by the local authority. At Busikids we currently provide a limited number of free funded places for children subject to availability and eligibility. These places will be allocated on a first come, first served basis and can be booked in advance.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

The funding pays for the hourly care of each child, it does not include meals and consumables.

The consumable fee includes emergency medication, suncream, extra hygiene items, and protective/spare clothing which is not covered by Government funding.

All other hours attended outside of the funding will be paid at full fee.

Invoices will be produced on the EYlog monthly, in advance. Fees are to be paid, in advance, on the 1st of each calendar month.

Fees will be reviewed again by September.

We offer a 10% sibling discount on the fees of the eldest child.

We are closed for a week at Christmas including New Year and all Bank Holidays. These are not charged.

Fees are reviewed at the discretion of Management.

We accept tax free childcare

For further information please follow this [link](https://www.beststartinlife.gov.uk/). <https://www.beststartinlife.gov.uk/>

2-Year-Old Early Years Education Government Funding – Disadvantaged 2 year old funding. This is not to be confused with the Working Families entitlement.

There are criteria you must meet to be able to claim this funding. If you think you may be entitled, please speak with the Manager or visit <https://www.beststartinlife.gov.uk/>

Busikids Day Nursery Terms and Conditions February 2025

Registration

- A non-refundable registration fee of £50.00 is required to secure a place at Busikids Day Nursery & Preschool (“the nursery”). £25 for siblings.
- Upon receipt of the registration fee, completed registration form and parent contract, the nursery shall confirm in writing that the requested sessions are booked.
- Fees will be required to be paid in advance.
- Should you provide proof of eligibility of funding when booking, then no registration fee is required.

Opening Times and Attendance

- The nursery is open between 7.30am and 6pm, Monday to Friday all year round. Busikids is closed for all Bank Holidays and the week between Christmas and New Year.
- A minimum booking of 2 separate sessions per week is required for all children.
- A full day is 8am to 6pm. Half days are 8am to 1pm and 1pm to 6pm.
- Breakfast club can be booked at an additional cost between 7.30am and 8am, two weeks’ notice is required of booking or cancellation.
- Extra sessions may be booked, at an additional cost if availability allows. Any sessions, breakfast club or extra sessions not attended, the fees are not refundable.
- Advance notice of holidays is required.
- Notification of absence or illness is mandatory on the day and each day thereafter if the absence is due to illness.

Payment of Fees

- The first four weeks fees must be paid in full 3 months prior to the start date. This sum is non-refundable but is offset as the first four weeks fees.
- Fees are to be paid, in advance, on the first day of each month.
- Extra sessions and Breakfast Club will be charged at the standard rates and must be paid for on booking.
- Once booked, fee will not be refunded if unused.
- Fees are not refundable for any periods of absence. This includes periods where Busikids is unable to operate due to events beyond its control. Such events may include but not be limited to acts of God or third parties outside of the nursery’s control including disruptions to

highways, public transport, utilities, pandemics, notifiable disease, industrial action, or other events.

- If your child is absent from nursery due to illness, holidays, or other unforeseen circumstances, fees are still applicable and are not refunded.
- In the event of non-payment of fees, the nursery reserves the right to withhold/terminate your child's place at nursery at any time.
- The nursery reserves the right to increase its fees at any time upon giving at least one calendar month's written notice of the proposed increase to all parents/guardians.

Cancellation/Termination/Changes to scheduled attendance days

- Four weeks' notice in writing is required to terminate a child's place at the nursery. Full fees are payable during a child's notice period and/or paid in lieu of notice.
- Four weeks' notice is also required to change the confirmed sessions your child attends. Please note we cannot 'swap' a day on an ad hoc basis.
- Busikids may give immediate notice of withdrawal of a child if unable to provide the adequate care to fulfil an individuals' needs.
- Busikids may give immediate notice of withdrawal of a child if a child exhibits repeated violent and/or uncontrollable behaviours, also if anti-social behaviour is displayed by families and carers and/or non-compliance with our policies and procedures as per our exclusion policy.

Personal details and property

- Parents/guardians are required to inform the nursery immediately if any of the information given on their child's registration and parent contract forms change. This includes mobile phone numbers, a change of address, GP details, emergency contacts, personal circumstances and details of those individuals allowed to collect.

Collection of a child

- Any person collecting a child must be known to the nursery, or the nursery must have been notified in advance of them collecting and the person collecting must be able to state an agreed password upon collection.

Liability statement

- The nursery is unable to accept responsibility for loss or damage to any children's possessions or clothing. All items of clothing and/or personal belongings must be named and fully labelled.
- The nursery accepts no responsibility for children whilst in the care of their parent/guardian on nursery premises.

Data Protection

- In the performance of its obligations under this Agreement, Busikids shall comply with the provisions of the Data Protection Act 1998 and the General Data Protection Regulation 2016/679 to the extent it is applicable.
- No information will be shared with other agencies without prior consent, unless it is deemed to be a safeguarding issue which poses any immediate risk of harm.
- Staff will undertake observations of the children in line with the Early Years Foundation Stage, in order to support and progress children with their development.
- We will gain permission for photographs and or social media
- It is understood that CCTV is recording the front exterior of this building.

Our policies

- Copies of Busikids policies are available on the website or at the Nursery upon request.

Acceptance

- The above terms and conditions are considered fair and reasonable. In the event of any term found by a Court of Law to be unreasonable, then the clause shall be removed but the agreement shall remain in full force and effect.
- These Terms and Conditions are subject to amendment at any time, any amendments will be communicated as and when they are made.
- By signing the Busikids registration form you agree that you have read and understood these terms and conditions and undertake to be bound by them in full.

This policy was adopted on	Signed on behalf of the nursery	Date for review
02.10.25	Charlotte Angel	02.10.26