



Preschool and Daycare

<http://www.buildingblockspreschool.co.uk>

*'Where Play is a learning experience'*



## **Admissions Policy**

Building Blocks preschool and Day care offers places to children aged from 2 to 5 years.

The nursery is open between the hours of 8. am and 6.pm Monday to Friday, 51 weeks a year excluding public holidays. The nursery morning session is 8 am. – 1 pm and the afternoon session 1 pm- 6 pm. A short day session from 9 am. - 3pm. Is available on request too.

BB preschool is in line with anti-discriminatory practice, equal opportunities, and is inclusive to all. A copy of 'Equal Opportunities Policy and 'Supporting children with Special educational needs and disabilities' is available on request.

## **Enquiries**

On enquiry, an information pack will be given to prospective parents and an introductory visit will be arranged. This will enable parents to meet with staff and explore the surroundings of the preschool.

Management will inform parents on all aspects of the preschool, and will answer any questions parents may have.

## **Waiting list**

Preschool places are subject to availability and staffing levels. If there are no places available, parents will be given the opportunity to join the waiting list. When a place becomes available within a suitable age group, parents of a child at the top of the waiting list will be contacted and offered a place.

## **Registration**

On booking your child into BB preschool you will be asked to complete registration & collection forms, permission slips, and a terms and conditions contract.

- A Registration fee of £100 (nonrefundable) will be charged per family, and a deposit of Deposit: £50 (which will be held until notice is given and is used for the payment for the last month's fees).
- Parents claiming only FEET funded hours or only 15 hours of Free Early education for 3 and 4 year olds will not be charged any deposit or registration fees.
- For children who are eligible for Government funding (FEET or claiming only their

free entitlements for 3 and 4 year olds) parents will contact the Building Blocks manager at the point of entry.

Parents will be given a copy of BB preschool's relevant policies and procedures, once they have registered their child in BB preschool.

### **Fees**

BB preschool fees are to be paid monthly in advance on the first day of each month by direct debit or child care vouchers only. The fee is calculated to take in account public and Christmas holidays and will remain the same for the whole year. An annual review will take place in January each year. There is a 5% discount for Siblings.

There is a late payment charge for any fees received after the first of each month. The charge is £5.00 for every five minutes of late collection of your child. Please see Terms and Conditions of the contract.

Extra hours are available on request, half hour sessions will be counted as hourly sessions. There will be one month's notice for any decrease in hours.