

Admissions Policy

Enrolment

Having read the prospectus and visited the premises, parents/ carers are asked to fully complete an enrolment form and to pay a non-refundable registration fee of £100 per family (This may be waived under certain circumstances at the directors discretion), to secure their child's particular sessions at a Rum Tum Tugger's Nursery.

On signing the enrolment form, the parent/carers agrees to abide by the following terms and conditions of contract.

1. Unless a special arrangement is made, children over the age of 24 months are expected to wear nursery uniform and black plimsolls, indoor shoes or slippers whilst on the nursery premises.
2. Absences from nursery should be made known to the nursery staff by telephone as soon as possible.
3. All holidays, including public holidays are charged at the normal rate of attendance.
4. All sick leave and other absences are charged at the normal rate of attendance.
5. Unless special arrangements are agreed in advance, all fees will be paid by standing order, one month in arrears.
6. Regular payments made by cash or cheque, may be subject to administrative charges.
7. Fees returned unpaid will incur a £10 administrative penalty.
8. Late payments may incur a £10 penalty for each week or part week after the due date.
9. All fees become payable on the 7th day of each calendar month.

10. All parents/carers will give four weeks' notice where possible to change sessions
11. Generally, the nursery does not allow swapping sessions, but can do so at the discretion of the management.
12. All parent/carers will give four weeks written notice of their intention to withdraw a child from nursery or will pay one-month fees in lieu of notice.
13. Non-payment of fees or breach of any other conditions may result in the nursery terminating the contract immediately. Four weeks' fees in lieu of notice will be enforced.
14. When a child leaves nursery any outstanding fees must be paid in full. Non-payment of fees will result in your account being sent to our debt collection agency. Any fees accrued will be added to the outstanding fees as per your contract. Interest may also be added to your account in line with our outstanding fees policy.
15. On signing the enrolment form, the parent/carer agrees to abide by all of the policies and procedures set down in the nursery's guidelines.

Waiting List

High demand for places at a Rum Tum Tugger's Nursery necessitates the use of a Waiting List. It is managed in the following way.

1. Children from families in crisis or those children in the care of the local authority may be offered places in priority over any other children on the waiting list.
2. Children under the minimum age for admission will be added to the waiting list for a place to become available on or soon after they reach the age of admission.
3. Children of admission age requiring a specific selection of days or sessions will be added to the waiting list until those sessions can be met.
4. Registration fees become payable when the nursery can guarantee to match the parent/carer's required sessions.
5. If a registration fee is paid and the parent/carer decides to turn down the place, no refund will be made.
6. As places become available, those children who have been on the waiting list longest or have taken alternative places in lieu will be offered those sessions, irrespective of the days that are available. If these sessions are not suitable, they will be offered to others based on longevity on the waiting list.
7. Existing pupils wishing to change sessions will be similarly added to the waiting list. All requests for additional sessions should be made in writing to the nursery management.
8. The management reserves the right to show discretion in certain circumstances.

Moving Rooms

Generally, children will move rooms the term after their birthday (staying with their academic age group) as long as there is a space in the next room for them to move into. In the event of there not being space available the current room will ensure that planning is appropriate for the age and stage of the children and that they have full access to the curriculum in the next room.

Sometimes it is in the best interest of the child to move them up into an older room before the appropriate term or to keep them down in a younger room for a time. This is always agreed in advance with the parents and where necessary in conjunction with other professionals.

All terms and conditions are subject to change depending on the needs of the nursery at the time.

Reviewed November 2019 by Jillian Pascale