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## Admissions Policy

### Statement of Intent

At YMCA Brunel Group, we believe that all children, parents/carers and families applying for a childcare place should be treated fairly in accordance with anti-discriminatory, equal opportunity and inclusive practice.

### Aim

Our Ofsted registration provides a maximum number of children for each setting, and our spaces are categorised by ages for children and to provide the best possible care.

We plan and risk assess the use of our space to maximise the health and safety of the children and adults who are in the setting.

### Methods

The procedure for enrolment/registration is:

- Parents may make an initial enquiry via our web site [www.ymca-bg.org](http://www.ymca-bg.org)
- Parents may download registration documents from our web site
- Parents may phone for or collect information to complete
- The family is invited and encouraged to visit and meet everyone
- Start date and settling-in visits for the child and parent/s are arranged
- A registration fee is required. This is non-refundable. For Early Years Entitlement only, parents do not need to pay a registration fee.
- We may need to change these procedures to fit in with special circumstances, including a pandemic.

### Administration of Waiting List

If we are unable to offer the child a place immediately, the child will be placed on the waiting list until a place becomes available. Our waiting list is administered as follows:

- All childcare places are allocated on a first-come first served basis
- We will do our utmost to support the needs of any sibling of an existing child applying to the nursery
- We will always try to accommodate children where there is a safeguarding, social or specific need

### Settling in

Once a place has been offered and accepted, we offer a minimum of two x 2-hour settling-in visits, free of charge. We recommend that parent/s stay for at least the first hour to familiarise themselves with the building, the staff in the room and the routines of the room. This is a good opportunity to chat informally with staff, to share information on your child's likes and dislikes and your home routines. We have an "All about Me" form that we use for this. You will have the opportunity to get to know us and build up a sense of trust and mutual respect. The settling in sessions give parent/s the opportunity to fill out all the admission and consent forms so we have an accurate set of records ready for your child's first day.

We offer home visits in some of our settings.

Until you and your child feel settled with us, we welcome your phone calls or emails about your child's session. Our on-line journal for early years gives the opportunity for parents to see how their children are getting on.

### **Childcare Fees**

- When a place is offered the first month's fees are paid in advance
- Regular payment for your child's place at the setting is required monthly in advance. Please discuss other options with us. In some circumstances, we accept weekly payments
- We will not retain a place if fees are not paid and will not issue a second invoice where the first has not been paid
- Fees cannot be refunded if your child is absent for any reason and we will not be able to exchange any days due to holiday or sickness
- All parents are required to give four weeks' notice in writing to withdraw their child or reduce their sessions and when booking holidays. Immediate cancellation or reduction of hours will render the parents liable to the normal four weeks fees in lieu of notice.
- Parents must collect their children on time and for each quarter of an hour late or part thereof; parents are liable to a charge of £10. Please contact us if you unavoidably delayed

### **Retainer Charges**

- 50% is charged of childcare fees during all holiday periods booked for your child providing you have given 4 weeks- notice.
- 50% is charged to retain your child's place on fees above **ALL** funded sessions booked
- There is no retainer due for term time only children who access Early Years Entitlement funding only

All other policies relating to YMCA Brunel Group are available for you to read at the childcare setting or on our web site.

**Signed on behalf of YMCA Brunel Group**  
(original signed copy held at registered office)



Mike Fairbeard

**Role of Signatory**

Chief Executive

**Date of Review of Policy**

January 2027

**Approved by trustees**

31<sup>st</sup> January 2026