

**Full time, Part time and Funded Sessions for 0-5 year old children.**

**Before and After School Care with transport and a holiday club for school age children.**

**Open 7am till 6.30 Monday to Friday. Established 1977. Proprietor/Principal: Mrs Marilyn J Beal**

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**Twixus Garland Hill Limited Admissions Policy**

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.

**Waiting List**

We operate a waiting list, and parents are encouraged to book early for places. At the time when registration can be confirmed, a fee of **£30** is necessary to secure the place only for children paying nursery fees. There is no fee required for funded only families. This fee goes towards your child’s first uniform at Twixus which will be issued on or before your child’s first day at Twixus. If you withdraw your application we will not refund your fee and it will be used as an administration charge.

Our times, sessions and fees are published on a separate document and reviewed annually. You will receive a full welcome pack with all relevant information when you visit the nursery for the first time.

Our admissions policy is on a first-come, first-served basis, but with the following exceptions:

* Current children who wish to increase or change sessions are given priority over children on the waiting list
* Siblings of children currently attending have first priority

Prior to a child attending **Twixus**, parents must:

* give a copy of the child’s birth certificate.
* sign the Bromley Early Years Parent Contract – stating the hours your child claims and attends. This is an agreement to allow us to claim the government funded place if required.
* Produce a proof of address, normally on a recent utility bill.
* Sign our various terms and conditions in our contract and registration Form. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, sessions, doctor’s contact details, special needs, behavioural issues, and allergies. Parental consent is required for data protection, medicines, photos, swimming, sun cream, school age care, parent conduct, attendance and fees
* Agree to inform Twixus of any special educational, health or behavioural issues prior to admission so that any special measures for the care of the child can be put in place prior to attendance.

**Providing government funded places** – 2 year old funding 15 hours, 3 and 4 year funding universal 15 hours and extended entitlement (30 hours)

All funded sessions are in line with the Government’s Statutory Guidance and Local Authority requirements. 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.

Please note admissions for the free nursery education are reviewed on a termly basis.

All funded or paid for sessions must be booked in advance and any changes or cancellation (notice to leave) must be made in writing or by email.

**Notice Periods**

• Regular booked (non funded) sessions require 1 calendar months notice from the first of the month to leave

• Grant Sessions only – you are allowed to move your child to another setting with no notice period, however please bear in mind claims are now submitted for each calendar month so please give us as much notice as possible so that your claim can be finalised in good time.

**Government Funding free offer for 2, 3 and 4 year olds.**

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|  | **2 year old funding 15 hours** | **3 and 4 year old Universal 15 hours** | **3 and 4 year old Extended Entitlement (30hours)** | These hours are free and will be allocated on a first-come, first-served basis. The hours offered may be adjusted or an alternative offer may be given at the discretion of the Manager.  Fees for meals will apply if required. |
| **Free Offer** | **Monday to Friday 9.15am until 2.15pm 3 Sessions per week only for**  **38 weeks a year** | **Monday to Friday 9.30am until 2.30pm 3 sessions per week only for**  **38 weeks a year** | **Monday to Friday 9.30am until 2.30pm 5 sessions per week for 38 weeks a year (using 25 hours per week only)** |
| **Free Offer** | **Monday to Friday 8.30am until 4pm 2 Sessions per week only for**  **38 weeks a year** | **Monday to Friday 8.30am until 4pm 2 Sessions per week only for**  **38 weeks a year** | **Monday to Friday 8.30am until 4pm 4 Sessions per week only for**  **38 weeks a year** |
| **Intake** | Term after child turns two until term after their third birthday | Term after child turns three until compulsory school age | Term after parents applies or term after child turns three until compulsory school age please note code must be kept up to date every 3 months |  |

**Policy updated 7/5/2021**

Twixus (Garland Hill) Limited: Garland Hill House, Sandy Lane, St Pauls Cray, Kent, BR5 3SZ

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