

# University of Warwick Nursery

## **Admissions Policy**

The nursery exists to provide Day Care for the pre-school children of staff and students who work in the University. There is always a high demand for places in Nursery and so we are unable to offer places to families where there is no connection with the University.

Persons wanting to place their child in the university nursery must, in the first instance place their name on the waiting list. This may be done on-line via the nursery website, over the phone or in person at the nursery reception.

Generally places are offered on a first come first served basis, however due to the demand for places any vacancies will be offered on a "best fit" basis if the next person on the waiting list either wants sessions that are not available or a delayed start of two terms or more.

We will always prioritise in favour of the younger siblings of children already attending the nursery.

Once a course of study has ended or employment with the University has terminated, children attending Nursery will have to be withdrawn by the end of the current term.

## **Arrangements for booking places**

Once a place has been formally offered to a family, the parents will be issued with a booking form. This form will be renewed annually for parents who are employed at the nursery, or termly form for parents who are students.

Parents must indicate on this form which session they require; this will have been agreed with the Nursery Manager before hand and is subject to availability.

Parents may request to change their booking, subject to availability, giving one months notice.

At the end of each booking period (financial year end or term end) we will guarantee the parent the same booked sessions as had been booked previously, unless advised that these would not be available.

## **Waiting list**

The nursery maintains a waiting list of families wishing to place their children in the nursery.

Children's names are entered onto the waiting list either in advance of their required start dates i.e. while a mother is on maternity leave and is not required for many months' time, or if an application is made to start immediately and there are no vacant sessions.

Sometimes the name of a child who is already attending nursery is put on the waiting list when parents have requested a permanent change to the sessions booked and there are no vacancies available.

When a place becomes available the manager will look at the waiting list to identify a child who is waiting for a place on the sessions that are now vacant.

We will always priorities places for children already attending the nursery.

If there are no children in this priority group requesting a place, it will be offered to the first person on the list who has requested the sessions now available.

Each autumn term the manager will write to all those who are on the waiting list but could not be offered a place on or before the beginning of the autumn term. This will be to ascertain if they still wish to remain on the list. Any parent who fails to respond to this communication will automatically be removed from the waiting list.

Once it has been established who wishes to remain on the waiting list, places will be then be allocated on a first come first served basis, to start in the summer vacation of the following year.

A letter will be sent out to the family offering a place and requesting a deposit as confirmation of acceptance of the place.

The deposit is currently set at £100 or 1 weeks' fees, whichever is higher. This is non-refundable under any circumstances, but will be off-set against the fees when the child begins attending nursery.

## **Nursery Fees**

1. Nursery fees payable are fixed each year by the University Financial Group
2. The collection of fees will be made by the Nursery in co-operation with the payroll office, for staff, and the student finance office.
3. There are a few, limited, circumstances were fees will be collected by monthly invoice, such as were a parent is attending as a visiting researcher and are neither on the university payroll system or registered as a student.
4. The nursery is registered to accept childcare vouchers and it is possible to split payments between two partners in order to take advantage of the childcare voucher scheme.
5. Parents who are members of staff may enrol in the University salary sacrifice scheme, terms and conditions apply to this and advise should be taken from the nursery office or the local tax office
6. Any dialog concerning the payment of fees should be directed to the Nursery administrator.