



# FOUNDATIONS

## DAY NURSERY

Est. 2010

### Admissions

At Fun Foundations Day Nursery we care for children between the ages of 6 weeks and 12 years.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the NMS. When considering admissions we are mindful of staff to child ratios and the facilities available at the nursery.

The nursery use the following admission criteria which is applied in the following order of priority:

- Looked after children
- A child known by the local authority to have special educational needs (SEN)/Additional Learning Needs (ALN) and whose needs can be best met at the preferred nursery
- A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
- Staff children
- Children who have siblings who are already with us
- Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.

We operate a waiting list and places are offered on an availability basis. If the allocated space is not taken when offered, children will return to the bottom of the waiting list.

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.

Prior to a child attending nursery, parents/carers must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

All ad hoc school holiday sessions will require payment in full at the time of booking to secure the place.

### **The Childcare Offer for Wales. (30hrs funded early education and childcare)**

At Fun Foundations Day Nursery we currently provide funded places under the Childcare Offer for Wales for children aged 3-4 years old for 48 weeks of the year, subject to availability. These places will be allocated in the following priority:

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**Focused on holistic development**



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- The existing children enrolled at the setting
- Looked after children
- A child known by the local authority to have special educational needs (SEN)/Additional Learning Needs (ALN) and whose needs can be best met at the preferred nursery
- A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
- Staff children
- Children who have siblings who are already with us
- Children whose parents live within the area.

Those children that are enrolled at nursery using the Childcare Offer Funding will not be automatically booked into the setting during the school holidays. Parents will be required to book these sessions in writing with the Nursery Manager.

Those children that are enrolled at nursery will be able to book their term-time session for the school holidays due to considerations given to staff to child ratios and the facilities available at the nursery. If additional sessions are required the above priorities will be considered and a waiting list will be compiled.

### **Flying Start and Two Year Old Offer**

At Fun Foundations Day Nursery we currently provide funded places for Flying Start and Two Year Old Offer funding. The childcare available through Flying Start and Two Year Old funding is for two to three year olds. It includes 12.5 hours a week, for 39 weeks of the year, of funded high quality childcare.

For further information and to establish eligibility for the Childcare Offer for Wales and/or Flying Start, contact your local Family Information Services 01446 704704.

All funded sessions provided are in line with Welsh Government guidance. 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. We do reserve the right to limit and/or have specific funded sessions according to our business requirements.

Signature	Date for review
A. Ferguson.	June 2026