

# Greenwich House Independent School

## Admissions Policy

Greenwich House Kindergarten and Creche is open 8am until 6pm Monday to Friday all year round. We close on Bank Holidays and the week between Christmas and New Year. Our morning session is 9.30am until 12pm, lunch is 12pm until 1pm and the afternoon session is 1pm until 3.30pm. All times booked outside of these sessions can be booked to the nearest fifteen minutes to allow for maximum flexibility for our parents/carers.

### **We currently offer the following funded hours:**

- Two year old funded places (15 hours term time only over 38 weeks) from the term after turning two.
- Two year old funded places (12 hours stretched over 47.5 weeks) from the term after turning two.
- Three & four year old places (15 hours term time only over 38 weeks, as well as extended funding 30 hours term time only over 38 weeks) from the term after turning three.
- Three & four year old places (12 hours stretched over 47.5 weeks, as well as extended stretched funding, 24 hours stretched over 47.5 weeks) from the term after they turn three.

### **From September 2024 we will also be offering:**

- 9 month old funded places (15 hours term time only over 38 weeks) from the term after they turn 9 months old.
- 9 month old funded places (12 hours stretched over 47.5 weeks) from the term after they turn 9 months old.

Funded places can be used between the hours of 9am and 4pm daily in accordance with the term time only and stretched funding calendars (available on our Tapestry Portal or by request).

We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

### **Registering your place at Greenwich House Kindergarten and Creche**

To apply for a place at Greenwich House Kindergarten and Creche you must confirm the start date and days booked in writing or via email. We require £25 deposit to secure your place (if you have requested additional paid hours), this will be fully refunded from your first invoice. Admission forms will be provided prior to your admission date and you will be

required to provide original copies of your child's birth certificate to confirm that your child has reached the eligible age for all early education funded places.

We have waiting lists if there are not enough places available for all applicants. We will allocate places in the priority of date the application was received (starting from the earliest). The waiting list will be maintained by the Kindergarten and Creche Manager. No deposit will be required until a place is secured.

Settling in sessions are tailored around each child's needs to ensure every child is happy and settled prior to starting with us. These will be discussed with parents/carers.

### **Notice periods**

Parents are required to give a 4 week notice period when deciding to withdraw their child from Greenwich House Kindergarten and Creche and will be invoiced for this period in the usual way.

### **Fees and payments**

We charge an hourly fee, charged to the nearest fifteen minutes. For those who receive funded hours, any hours booked either side of the funded hours will be charged at the hourly fee rate, this includes any hours booked over the funded allocation of hours.

There is an additional charge for those requiring a hot two course freshly cooked healthy lunch at an affordable price.

Healthy snacks must be provided daily as well as nappies. Drinks and wipes etc. will be provided at no additional charge.

Invoices are produced and sent out monthly at the beginning of each month with the request that they are paid within two weeks.

### **Complaints**

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with Greenwich house Kindergarten and Creche Manager, Michelle Morley, using the complaints procedure.

Policy updated April 2024.