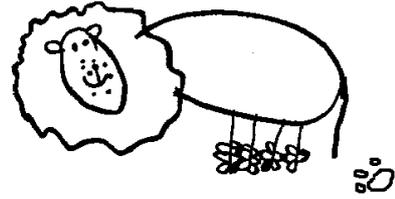


# Bristol University Nursery



## **Admissions Policy**

### **Introduction**

Bristol University Day Nursery is primarily for students and staff of the University of Bristol. All children will be considered fairly, irrespective of gender, race or disability. The nursery will look at cases of adopted children and children with special educational needs on their individual cases; priority may be given in some instances.

The nursery operates a waiting list system and on receipt of a returned application form the child will be put on to the waiting list. When a place becomes available those on the waiting list will be e-mailed, it is the applicants responsibility to ensure that we have up to date contact details. On the acceptance of an offer for a place at the nursery a non-refundable registration and membership fee will be charged\* and a refundable deposit of the equivalent of four weeks fees will secure a place for the child. This deposit is refunded when the child leaves the nursery, provided that eight weeks' notice is given and fees are paid.

Please note that places at the nursery are allocated to the general public only when demand from parents who study or work in the University has been met. Places are limited, and we usually have a long waiting list.

### **Opening Days/Hours**

The nursery is typically open from 8.30am until 5.30pm from Monday to Friday. Children can be booked in for a full day (8.30-17.30), a morning session (8:30-12:30, or 8:30-1:30, including lunch) or an afternoon session (1:30-5:30, or 12:30-5:30 including lunch). The nursery is open all year round, except for Bank Holidays, days when the University is closed and for staff training days after the New Year and August Bank holidays. We do not charge for these days. All annual closure dates are available on the Nursery website ([www.bristol.ac.uk/nursery/parents/dates](http://www.bristol.ac.uk/nursery/parents/dates)).

There may be times when the nursery must close due to unforeseen circumstances such as bad weather or the spread of illness or disease, parents will be notified on the nursery website and Facebook page, and then by email. Please see our contingency policy for more information.

\*not applicable to completely funded places

The nursery provides an option for all year-round care or term time only sessions. Term time only is an option for students and follow the university term dates.

**Accessing the Funded Early Education Entitlement to 2 year olds from working families, Eligible 2 year olds, 3&4 year olds – Universal hours and 3&4 year olds – Extended hours (from working families)**

**Operational Method**

We will offer funded hours on the following basis:

- Both All Year Round (47.5 weeks per year) & Term Time Only (38 weeks per year)

**Funded Hours**

We are registered with Bristol City Council to offer funded hours to 2 year olds from working families, Eligible 2 year olds, 3&4 year olds – universal hours and 3&4 year olds – extended hours

**2 year olds from working families**

Expanded funded hours are available to children from the term after their 2<sup>nd</sup> birthday.

2 <sup>nd</sup> Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Parents must apply via by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

Between September 2024 and August 2025, only half of the child’s expanded hours are available. We will be able to offer 12 all year round (AYR) / 15 term time only (TTO) expanded funded hours per week

**Eligible 2 year olds**

Universal free hours are available to some 2 year olds whose parents are on no or low incomes. Parents must apply online for a place with Bristol City Council [www.bristol.gov.uk/freeplacefortwos](http://www.bristol.gov.uk/freeplacefortwos) and be checked for eligibility before a funded place can be offered.

Eligible 2 year old funded hours are available to eligible children from the term after their 2<sup>nd</sup> birthday.

<b>Eligible 2 Year old 2<sup>nd</sup> Birthday</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Eligible from...				Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

We will be able to offer 12 AYR / 15 TTO universal funded hours per week. Parents will **not** be able to use both Eligible 2 year old universal hours and expanded hours at the same time.

### **3 and 4 year olds – Universal hours**

Universal funded hours are available to all children who are 3 or 4 (as long as they are living in England). Funded hours are available to all children from the term after their 3<sup>rd</sup> birthday.

<b>3rd Birthday</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Eligible from...				Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

We will be able to offer 12 AYR / 15 TTO universal funded hours per week.

### **3 and 4 year olds – Extended hours (from working families)**

Extended funded hours are available to children who are 3 or 4 children from the term after their 3<sup>rd</sup> birthday.

<b>3rd Birthday</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Eligible from...				Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Parents must apply via by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

We will be able to offer 12 AYR / 15 TTO extended funded hours per week.

Parents of 3 and 4 year olds can use both universal and extended funded hours in combination (i.e. 24 AYR / 30 TTO funded hours per week)

### **Eligibility Codes** (for working families)

Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. It is the parent/carer's responsibility to keep their child's eligibility code valid at all times.

Verification checks will be made on Bristol City Council's Provider Portal, using the following data:

- a. Your 11-digit eligibility code
- b. Your National Insurance Number(s)
- c. Your child's date of birth
- d. Your written consent(s) from your signed EYR1 Parental Declaration Form to verify eligibility.

Grace Periods – If you do not reconfirm the eligibility code and the code becomes invalid, the 'grace period' starts. The grace period is a short period of time where a child can still access their extended / funded hours. Once the grace period has expired:

- 2 year olds from working families will have to pay for all childcare provision privately but may be eligible to apply for an Eligible 2 year old place if they meet the criteria (see above for the weblink).
- 3 and 4 year olds from working families will only be able to access their universal funded hours and must pay for any additional childcare provision.

If this happens, we will discuss what to do about the sessions you have lost. Codes which are already in their grace period must be reconfirmed before claims can be made for expanded or extended funded hours.

- Bank Holidays are not funded by Bristol City Council. If your funded hours fall on a bank holiday, the funded session will not be rescheduled.

## **Admissions Methods**

Admissions are made on the following basis:

- undergraduate students
- post graduate students
- siblings of those who already attend the nursery
- university staff
- attends a minimum of four sessions (half days) or two full days

## **Refundable Deposits**

On the acceptance of an offer for a place at the nursery a refundable deposit of the equivalent of four weeks fees will secure a place for the child. This deposit is refunded when the child leaves the nursery, provided that eight weeks' notice is given and all fees are paid.

## **Membership and Registration Fees**

When the child joins the nursery a sum of £5.00 is payable. This charge formally constitutes parents' membership of the University Nursery Parents Association, in which it is hoped they will play an active part. A registration fee of £20.00 is charged, which must be paid by bank transfer on return of the acceptance slip.\*

## **Tax Free Childcare/Universal Credit** (for paid childcare and consumables)

We are registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Tax-Free Childcare is the system that is gradually replacing the old childcare voucher scheme - paying for childcare through the employer. You may be eligible for Universal Credit; is a payment to help with your living costs. You may be able to get it if you're on a low income, out of work or you cannot work.

## **Invoicing**

We invoice on a monthly basis, this will detail the charge and funded sessions attended, any meal and consumable charges and any additional late payment or collection fees.

Children claiming hours all year round will be eligible for 12 hours per week (570 hours / 47.5 weeks = 12 hours per week)

Children claiming hours term time only will be eligible for 15 hours per week (570 hours / 38 week = 15 hours per week)

\*not applicable to completely funded places

Parents who are employed by the university are able to use a 'pre-tax' scheme, where some nursery fees are deducted from their wages prior to them being taxed, and similarly parents are able to use childcare vouchers. This will be included on the invoice.

### **Payment of Paid Childcare**

Our fee structure is as follows.

Staff	Children aged 0-2 years	Hourly rate 0-2 years	Children aged 2-5 years	Hourly rate 2-5 years
Full day	£62.85	£6.45	£57.54	£5.85
AM	£29.84	£7.46	£26.24	£6.56
AM +Lunch	£42.10		£37.60	
PM + Lunch	£42.10		£37.60	
PM	£29.84		£26.24	

Student	Children aged 0-2 years	Hourly rate 0-2 years	Children aged 2-5 years	Hourly rate 2-5 years
Full day	£50.25	£5.05	£46.02	£4.58
AM	£23.40	£5.85	£20.64	£5.16
AM +Lunch	£34.05		£30.60	
PM + Lunch	£34.05		£30.60	
PM	£23.40		£20.64	

Others	Children aged 0-2 years	Hourly rate 0-2 years	Children aged 2-5 years	Hourly rate 2-5 years
Full day	£74.73	£7.77	£67.44	£6.96
AM	£36.44	£9.11	£32.72	£8.18
AM +Lunch	£50.35		£45.70	
PM + Lunch	£50.35		£45.70	
PM	£36.44		£32.72	

*Above fees include all meals, snacks and cows milk. Please provide nappies and any other milk. Full day 8.30-17.30, AM 8.30-12.30, AM+Lunch 8.30-13.30, PM+Lunch 12.30-17.30, PM 13.30-17.30.*

### **Payment of Consumables**

Our consumables charge is £0.50 per hour for all children claiming funded hours. We will include the charge on your usual invoice, but please come and speak to a member of the management team if you feel you are unable to cover these costs.

To support the payment of consumables and paid childcare, working parents can use their Tax Free Childcare Allowance. Click here for more details on how to claim [Tax Free Childcare](#) giving up to 20% government support for all childcare costs. For

families who are working and claiming [Universal Credit](#), there is up to 85% government support for all childcare costs, and you can claim in advance.

A breakdown of our consumables are as follows:

<b>Consumable Items</b>	<b>Hourly Cost</b>
Health and Hygiene	£0.05
Celebrations and Events	£0.05
Extra-curricular	£0.34
Clothing	£0.02
Enhanced resources	£0.04
<b>TOTAL</b>	<b>£0.50 per hour</b>

### **Payment for Meals and snacks**

We provide a daily meal and snacks at the cost of £4.80 per day.

### **Payments from 3<sup>rd</sup> Parties (Colleges and Universities)**

Funded hours cannot be claimed at the same time that they are paid for by a third party. We will need to receive written confirmation as soon as possible can work out which hours are **a)** paid by the college / university, **b)** covered as funded hours and **c)** paid for by parent/carer.

Student parents may not always be eligible for expanded / extended childcare unless they meet the eligibility criteria found here [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Sibling Discount**

We do not offer a sibling discount.

### **Late Collections**

We charge £5.00 for every 5 minutes a child is collected late. This will be added to your invoice.

### **Notice Periods**

Parents accessing funded hours are asked to make a termly commitment. This means that once parents sign the EYR1 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start following term (Sept, Jan, April).

The only group who can give a shorter notice period are Eligible 2 year olds who only need to give 1 months' notice. Please approach a member of the management team directly to discuss this. For additional hours or extra charges our notice period of 8 weeks will still apply.

Parents accessing additional hours that are not funded are required to provide eight weeks notice of leaving and the deposit will be returned when there is no debt on their account.

## **GDPR and Appeals**

### **The General Data Protection Regulation (GDPR) Policy**

As a data controller, we must comply with the Data Protection Law. Hyperlinks to Bristol City Council's own Data Protection Policy and Privacy Notice will be shared via the EYR1 Parental Declaration form.

Please see our website for our GDPR policy.

### **Appeals Process**

If you have any complaints about any aspect of our delivery of funded hours, please contact Bristol City Council to discuss your questions and concerns. Please email the Family Information Service, [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) or call 0117 357 4192.

Thank you for choosing University Nursery Parents Association (UNPA) as your preferred childcare provider. Please keep a copy of this policy for your future reference.

### **Our Information**

Bristol University Nursery (UNPA) 34 St Michaels Park, Bristol BS2 8BW,  
01179270677, [university-nursery@bristol.ac.uk](mailto:university-nursery@bristol.ac.uk) Ofsted number 106918

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