

**BI-NUR-003 NURSERY ADMISSIONS POLICY**

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Define the approval authorities for the document			
Document version	Document approved by	Position	Date
1.0	Nursery Management Committee		23 February 2023

Distribution			
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23 February 2023	1.0		
This policy should be assigned to the following groups; Please tick one box for each group.			
Group Name	Mandatory	Group Name	Mandatory
All Users	<input type="checkbox"/>	Heads of Department	<input type="checkbox"/>
Trustees	<input type="checkbox"/>	BCE Staff	<input type="checkbox"/>
Researcher (Wet)	<input type="checkbox"/>	Nursery	<input checked="" type="checkbox"/>
Researcher (Dry)	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
BSU Staff	<input type="checkbox"/>	Credit Card Users	<input type="checkbox"/>
BSU Users	<input type="checkbox"/>	Ionising Radiation Users	<input type="checkbox"/>
Notes:			

Associated policies, procedures and guidance
This policy should be read in conjunction with:

## 1. Admissions Statement

- 1.1. It is our intention to make our Nursery genuinely accessible to children and families from all sections of the community. The Nursery is registered on the Early Years, Childcare and Voluntary Register and can accommodate up to 90 children. In nursery we accept children from 6 weeks of age until the term before their fifth birthday.
- 1.2. Priority is given to children of employees at The Babraham Institute.
- 1.3. A tier system operates to order what priority is given on the waiting list.
- 1.4. This policy applies to:
  - First tier: Institute staff, this includes anyone paid directly by the Babraham Institute, the BBSRC (as long as they are based at the Babraham Institute), and the BBT or from research grants held by the Institute Group Leaders. The latter includes all PhD students and postdoctoral scientists whose line manager is a BI Group Leader and who do the majority of their work within BI facilities, regardless of the source of their stipends or salary. All staff mentioned under Tier one, as long as the majority of their work is carried out at the Babraham Institute, are eligible for discounted fees.
  - Second tier: Siblings of children already attending nursery. This priority applies whilst the sibling continues to attend nursery. If the child attending leaves the family will no longer have 2<sup>nd</sup> tier priority for other children.
  - Third tier: Staff working for Babraham Research Campus companies, not including BRC. BRC company employees do not benefit from discounted nursery fees.
  - Fourth tier: All other families living or working locally.
- 1.5. Babraham Nursery will always strive to provide places for all children but there may be times when The Nursery is full. If this is the case the child will remain on the waiting list until either a place arises or they ask to be removed from the list. The waiting list is arranged in date order from the receipt of waiting list registration form and fee.
- 1.6. We aim to be flexible about attendance patterns so as to accommodate the individual needs of families and offer various booking patterns.

## 2. Fees

- 2.1. Fees are reviewed annually and all parents are given one month's (four weeks) notice before any amendments take place. There is a reduction in fees for Babraham Institute, BCS and BBT personnel only. – Please note this reduction does not apply to any on-site companies or MRC personnel (details of which can be found on the BRC intranet). When

registering new parents are required to indicate which company they work for and proof of employment may be requested.

- 2.2. The Nursery asks for all requests regarding a child's booking pattern to be requested in writing to the office. Once extra sessions are agreed full fees will always be charged.
- 2.3. Fees can be paid in a number of ways. The Nursery accepts a large number of childcare vouchers from various companies, both in paper and virtual format. We also accept cheques and payment via BACS or a standing order. Parents that are employed by the Babraham Institute are also able to use salary sacrifice. For further details regarding payment options please contact the office/reception, further details regarding fee payments are also outlined in the terms and conditions.
- 2.4. One month's written notice (four weeks) is required if a parent decides to withdraw their child from the setting. If less than one month's notice is given fees will continue to be accrued until this date is reached.
- 2.5. All parents are required to sign a Statement of Terms and Conditions before joining The Nursery which clearly states the agreement between parents and provider.

### **3. Further information**

- 3.1. This policy was adopted at the staff meeting in May 1997 and was adopted by the Nursery Management meeting held in May 1997, fully revised in March 2010 and updated in October 2012 and September 2013, 2014, 2016 & 2018.
- 3.2. Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner named on the cover sheet can be contacted with any queries.