

## **Admissions Policy**

Apple Tree Nursery welcomes children from 3 months to 5 years old. Places are allocated on a first come, first served basis. When we are running at full capacity we will manage a waiting list. Priority will be given to siblings of children already attending the nursery. We ask that children attend a minimum of three sessions per week (one session is a morning or afternoon). This will give continuity to your child and help them to settle into their new environment.

When you decide to send your child to Apple Tree Nursery you will be invited to visit, where your child can stay and play, giving you the opportunity to look around and chat to staff, who are more than happy to answer any questions you may have.

Once we received the completed paperwork and retainer fee we will agree a settling in programme and a start date for your child. Fees are payable one month in advance via cash, standing order and/or childcare vouchers.

Apple Tree Nursery does not offer flexible spaces or provide the option to swap sessions. Any additional sessions will be charged at the normal half day or full day price.

## **Partner Provider Funding**

Apple Tree Nursery is a Partner Provider nursery and works in Partnership with Perth and Kinross Council to provide high quality Early Learning and Childcare (ELC).

Children are entitled to 1140 hours of funded ELC. Within Apple Tree Nursery this is spread across the 48-week nursery session. Children are eligible for funding the term after their third birthday. Parents and carers can apply for split funding - that is, a nursery placement with more than one provider. **Please note that the TOTAL funding available is a maximum of 1140 hours per year.**

Parents must apply for a funded space in the January of each year their child qualifies.

## **Eligibility for Early Learning and Childcare Places**

Please speak with management regarding the funding start date for your child.