



Admission Policy & Procedure

Applications will be dealt with on a first come first served basis, subject to availability.

Your child's place will be secured when we receive a full day's fee as a deposit along with a completed admission form. (Please refer to prospectus for current daily fees). This deposit will be deducted from your child's final week's fees. Your deposit is non-refundable once a place has been confirmed.

You will be contacted as soon as possible after receipt of your application to confirm your child's place.

If a space is unavailable at the time of application, your child's name can be placed on our waiting list if you so wish. Please discuss this with a member of the management team.

Skylark Day Nursery is open for 50 weeks of the year. It is closed from 23rd December re-opening after New Year each year. It is also closed for the last week of August each year, re-opening after the Bank Holiday Monday. You will not be charged for the two weeks we are closed. An alternative day may be taken in lieu of a Bank Holiday, provided it is booked in advance of the date, subject to availability.

Fees are still payable if your child is unable to attend due to illness.

Fees are payable one month in advance and are due the first day of the month that your child attends, then every month thereafter by standing order. A fee statement will be issued with our bank details when your child starts at Skylark, then once per term thereafter; January for the spring and summer terms and in September for the autumn term. Fees are calculated so that you pay the same amount per month over a term. If you wish to book any extra sessions to those stated, these must be arranged with the Manager and paid for at the time of taking the extra sessions. We accept cheques (up to £50) or cash payments for extra sessions. All sessions booked must be paid for.

If you wish to alter your child's sessions the notice required is 1 full term if your child receives Government funding, or 1 months notice for all other children.

If payment is not received within 5 working days after the first of each month a £2.00 charge will be added per day until the balance is paid. Your child's place is available subject to payment of fees on time.

Failure to keep up payments will result in one reminder letter before we begin legal proceedings. Your child's nursery place will be suspended until outstanding fees have been paid. If you have any concerns about payment please speak to a member of the management team immediately.

We are registered to receive nursery vouchers from a variety of providers, for example 'Leapfrog', and 'Accor' and are happy to accept vouchers from other tax exemption schemes with prior arrangement – please speak to a member of the management team.

Government funding is available for all children the term after their third birthday. This will be taken into account when calculating your child's fees and will appear on your payment statement.

If you wish to withdraw your child from nursery 2 weeks' notice must be given. Fees are payable during this time should you withdraw your child before the notice period is over.

Completion of the application form and confirmation from the Nursery of a place means you understand and accept these terms and conditions.

Skylark Day Nursery, Murray Street, Falsgrave, Scarborough, YO12 5AB.
Telephone: 01723-375757
E-mail: admin@skylarkdaynursery.com
Owners: Sarah Emms and Tracey Elliott-Hobson.
Deputy Manager: Nicola Butcher
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