

BLACKSHAW NURSERY PLACE SHARE POLICY

1. INTRODUCTION

Blackshaw Nursery operates an equal opportunities policy and recognises that 'place sharing' offers the nursery facility to those who do not choose to work full time.

2. DEFINITION

Place sharing is an arrangement whereby two children share one single place.

3. EXISTING PARENTS

Existing parents who wish to share a place for their child should approach the Childcare Co-ordinator who will check the waiting list to see whether a suitable sharer is available and ascertain whether or not a place share would be a feasible option. If a suitable sharer is available and it is agreed that a place share agreement should be entered into, both sets of parents must accept the terms of the place share policy within 5 working days of the offer (section 8). If the procedure proves unsuccessful the existing parent will be advised that the place cannot be converted to a place share at the present time.

4. FILLING A VACANT PLACE

The nursery will accept applications for a place share, either from a pre-matched pair or individual applicants. In the case of individual applicants, the nursery will notify both sets of parents if a child of the correct age is available when a place becomes vacant. If a suitable sharer is available, the allocation of the place will be assessed against the same criteria as other applicants. Both sets of parents must accept the place in writing within 5 working days of the offer.

5. PLACE SHARE – NURSERY USAGE HOURS

A fulltime place entitles the parent to a maximum 45 hours per week of nursery care. The place sharers must not overlap at any time and must not exceed the proportion of hours available. Once days are established and the nursery has been informed, sharers cannot 'exchange' days with their partner without prior agreement from the nursery management team. Max hours of usage for 3 days per week is 27 hrs and 2 days paper week is 18 hrs.

6. SETTLING-IN PERIOD

The settling-in period, where a child is gradually introduced to the nursery will take place on a pro-rata basis, spaced over a one week period.

7. FEES AND SUPPLEMENT

Fees for a place share will be as stated on our website.

8. PLACE SHARE AGREEMENT

A place share agreement which must be confirmed in writing between the nursery and the place sharers will form part of the contract on which the place is offered. The agreement must state that each sharer fully understand the place share policy and agreement and its terms.

9. REPLACING SHARERS

If one sharer leaves, the place share agreement relating to the place share will terminate. The procedure below may be followed:

- a) The remaining sharer will be offered the opportunity to accept the full-time place. If this is not convenient to the sharer, the nursery will offer to endeavour to try and find another partner
- b) If it is agreed that a new sharer will be sought, the waiting list will be examined to try and find a suitable sharer. If a suitable share is found the procedure as stated in paragraphs 3 & 4 will be followed.
- c) If within 5 working days, the nursery has failed to produce a suitable replacement sharer, consideration will need to be given as to whether it is viable to continue with the place share arrangement with the remaining child at the nursery.
- d) If the outcome is a decision that it is not feasible to allow the remaining child to stay at the nursery on a part-time basis, it may be necessary to terminate the place share contract and ask the remaining child to leave. This of course will not happen until every possible avenue has been explored.

File: place share policy
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