



# 3.1 Admissions Policy

## Production Places

Section 1: Children & Families			
Initial Policy Approved By:	The WonderWorks RSP Ltd	Version Number:	2
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Review Details:		
Date	Reviewed by:	Comments (list changes and refer to page if applicable)

### Policy Statement

The WonderWorks (the company) aims to ensure that the Warner Brothers. Studios Leavesden (WBSL) community, without prejudice, can apply for a place at our Leavesden nursery setting (the nursery) through an open, fair, and clearly communicated admissions policy.

This policy is for all participating productions operating from WBSL.

### Allocation principal

This policy focuses on our 'production day service'. This consists of a production 12-hour day (0700-1900) intended to accommodate parents working on active productions, for the duration of their production contract with The WonderWorks.

Individual productions are requested to 'reserve' production day allocations through an Engagement Agreement as set out below.

The Nursery will Manage requests for places directly from production parents, but if there is high demand for places it will then be the responsibility of the named production to allocate these spaces fairly between crew members.

Should there be a need to rotate the families using these allocations (for example - when shooting crew give way to break-down crew), we will need 7 days-notice to complete the required paperwork, and this would be done in partnership with the named production.

### **Production day service - Policy**

Film and Television productions based at Warner Bros. Studios Leavesden are invited to support their employees by reserving 'production day' allocations within the nursery facility.

To be eligible for this service, participating productions are required to sign an Engagement Agreement with The WonderWorks, which can be obtained as follows:

Warner Media productions - email: [ukproductionhr@wbprod.com](mailto:ukproductionhr@wbprod.com)

Non-Warner media productions email: [productions@thewonderworks.co.uk](mailto:productions@thewonderworks.co.uk)

This should be completed no less than two months prior the date nursery services are to commence and includes the following terms:

- The production agrees to under-write a minimum of two and maximum of five production day slot allocations, which are intended to be used by associated cast and crew during the production life cycle (including pre-and post-shoot).

Allocations will be made available at a fixed price of £92 per child for a 12hour nursery day between the hours of 0700 and 1900 local time. Additional opening hours may be available subject to mutual agreement and additional charges.

- The production will pay to The WonderWorks a refundable deposit equivalent to the value of one month's fees no less than 28 days prior to service delivery commencement.

Unless a specific request is made by the production these reserved places will be split across different age groups and rooms, depending on availability, staffing, and capacity, and will be allocated by the nursery on a first come first served based for production families.

- If there is an extraordinarily high demand for places from a single production, or in a specific age group, the production will be responsible for the allocation of nursery places between its cast and crew. It will provide the nursery with the names of those families that will be using the spaces.
- On the 28th day of each month The WonderWorks will invoice participating families for the nursery days they have utilised, considering any government credit entitlements.
- The WonderWorks will invoice the production for any un-used sessions (days) during the same period. This assists the nursery with costs incurred whilst unable to sell the same spaces elsewhere and ensures the spaces can remain available to the production when needed.

- A production space is available for the duration the production is signed up with The WonderWorks. This date has been agreed by the production and only the production can request an extension of this date. The start and end dates of production spaces will be confirmed in writing through our **Engagement Agreement** with the production, with parents in their **contract** and in their childcare place **offer letter**. Approximately 2 months before the agreed production end date the Nursery will discuss with parents what their post-production childcare needs are. The WonderWorks will endeavour to hold available a limited number of additional spaces to accommodate parents moving between productions as well as providing emergency places as needed, however this is subject to us being able to meet our existing commitments to ongoing and active productions plus to our Standard users. We must always meet our statutory requirements in terms of staffing and/or staffing ratios. If a parent wishes to continue to use childcare at The WonderWorks and they are no longer assigned to an Active production who has a signed engagement agreement in place, the nursery will:

- Look for availability for a Standard childcare place at The WonderWorks and facilitate the move across if available. Parents will be talked through the difference between a production and a standard place. A new offer letter and contract will be completed.
- Allocate and transfer to a new production place, as long as a new production name can be provided and the production have or are working towards signing an engagement agreement to underwrite the child's place at The WonderWorks.
- End the child's place in the nursery, and work in partnership with the parents to provide a smooth transition to a new childcare arrangement.

### **Unable to provide childcare**

The Nursery must adhere to the Statutory Requirements laid out in the Early Years Foundation Stage. It is an offence if we do not meet these requirements. In the very unlikely event that a reserved production childcare place cannot be fulfilled, the nursery may have to decline the place. On this occasion there will be no charge to the parent and the production will be credited for the unfulfilled space.

### **Paperwork**

All users of the service will be required to complete both our registration and 'settling in' forms to ensure Ofsted compliance and document the child's individual needs. Emergency childcare and short notice childcare can be provided, and paperwork will be e-mailed to a parent. Please note that we cannot care for a child without this paperwork fully completed and returned to us. If a parent needs assistance with paperwork they should ask the nursery and a member of the team will try to help as much as possible.

## Settling In

Wherever possible the nursery will recommend a settling in period or between 1 and 3 shorter sessions before they start properly. These sessions allow babies and children to spend time in the nursery and for both the parent and the child to get to know their keyperson. However, we do understand that production spaces may be used for emergency childcare needs and therefore be used at short notice. The team in the nursery will do all they can to help short notice starts and may ask to have a telephone or video call with parents to find out about their child and their needs, or to complete some additional key pieces of 'getting to know me' information via a short questionnaire.

## Emergency and Ad-Hoc Childcare

Ideally a minimum 3 week lead in for childcare is advised. This provides time to allocate your child's place, share information about their needs, meet your keyperson and settle your child into nursery. But we do understand that when working on a production, parents may have occasions when either childcare needs change last minute or ad-hoc/emergency childcare is needed.

Please note the Nursery office is open from 7am-7pm. If you think emergency or a last-minute change to childcare is required, please contact the nursery before 5.30pm the day before. It is better to telephone the nursery so that you know a member of the team have taken your request. We can then check availability and staffing, this provides us the time to exchange important information for your child before they come to the nursery. This means a smoother and faster drop off the following day.

After 5.50pm please put emergency request for childcare in an e-mail with the subject line of EMERGENCY CHILDCARE. We will try to respond during the evening, but this is not always possible, and a response may not be sent until first thing the following day. Please be advised that you should not arrive at nursery without a confirmed childcare place. If there is not a place available, the nursery team will not be able to invite the child into their care.

If childcare is needed the same day, again please do not arrive at the nursery without calling first. Please call the nursery and a member of the team will confirm availability for the day.

## Government Funding

- Parents/carers or legal guardians of children aged 3-4 years using this service may be entitled to claim up to 11 hours of government funding per week (known as universal 15-hour childcare offer). Parents/carers or legal guardians of children aged 3-4 years who earn more than the UK minimum/living wage for at least 16 weeks per year may claim up to 22 hours of government funding per week (known as the extended 30-hour childcare offer), however:

- Some additional weekly charges will be applied to meet costs such as food and other extras.
- Parents must sign a funding form held at the nursery to claim these hours.
- Parents must provide any applicable funding codes to the nursery for the nursery to claim these 'free' hours back.

- Many parents will also be eligible for the Tax-Free Childcare scheme, which entitles them to reclaim 20% of their childcare costs, up to a maximum of £500 every three months. You cannot get Tax-Free Childcare at the same time as claiming Working Tax Credit, Child Tax Credit, Universal Credit or childcare vouchers.

### **Useful Contacts**

General Enquiries, Leavesden Nursery - [leavesden@thewonderworks.co.uk](mailto:leavesden@thewonderworks.co.uk)



Starting on a production at WBSL

- Find out if your production has reserved places by contacting your production or the nursery. Contact the nursery by using the website enquiry form, phone or email
- Discuss childcare requirements with Nursery Team
- Book a show around if required
- Good to book early-places allocated on a first come first served

At least 3 weeks before childcare is needed (preferable)

- Complete a Registration form
- Place will be confirmed in writing via offer letter
- Parent contract (production space) will be signed
- Settling in sessions organised

1 week before starting at Nursery

- Settle session 1. Meet Keyperson, complete settle paperwork
- Settle session 2 stay and play
- Settle session 3 stay and play

First Day at Nursery

- Child starts at nursery

6 weeks before end date of production space

- Discuss ongoing childcare needs after production end date
- Provide new/next production information, complete paperwork, new offer letter provided and parent signs new contract
- Agree last day for child in nursery if they are leaving
- Request to register child for long term 'Standard' place in nursery. Nursery to confirm if place available via offer letter and new 'Standard' Contract signed

