

Admissions and Fees

As an Ofsted Childcare Registered provider, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit

The Nursery is registered to take 84 children. The nursery will accept children between the ages of 0 and 5 years.

The manager will always strive to provide places but there may be times when places are full and the nursery has a waiting list.

Registration

When a parent/carer contacts the Nursery enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, availability of Early Years Funding, and informed of whether there is currently a suitable place available for their child.

If a place is available the parent/carer and, where possible, the child will be invited to visit the Nursery and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration Form to confirm their child's place, and pay a £50.00 deposit to secure their place.

Fees

The Nursery fee structure is as follows

Under 2 years

£5.50 per hour £53.00 Full Day £925.00 full time place per month

Early Start 7.30-8.00: £2.75

2 – 3 years

£5.00 per hour £48.00 Full Day £870.00 full time place per month

Early Start 7.30-8.00: £2.50

3+ years

£4.70 per hour £45.00 Full Day £820.00 full time place per month

Early Start 7.30-8.00: £2.35

Breakfast and After School Club

£4.70 per hour (to include breakfast/tea and delivery/collection to/from Eastfield)

Parents and carers may pay by cash, cheque, standing order, online payment or child care vouchers. Fees are due a month in advance before the 1st of the month.

Sibling discount for the older child is at 15%.

The level of fees will be set by the Registered Person and reviewed annually in the light of the Nursery's financial position. The Nursery will be sympathetic to requests

for flexible payment arrangements. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Manager/ Registered person at the earliest possible opportunity.

Parents are made aware that if fees are not paid on time, a late payment surcharge will automatically be applied on 10th of the month in which the fees are due. This surcharge will be 10% of the outstanding balance, or £10.00 where 10% of the outstanding balance would be less than £10.00.

Parents/carers are encouraged to speak to the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Nursery. If fees are paid persistently late or not at all with no explanation, the manager will investigate the matter and discuss different payment plans.

The Manager/ Registered Person has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Nursery being forfeited.

If all options have been explored and the fees are not paid the Nursery may be forced to withdraw the child's place.

Waiting List

To ensure that admissions to the Nursery are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Nursery's waiting list procedure will be explained and then activated on the parent/carer's behalf
- Parents/carers will be encouraged to submit their request for a place for their child to the Nursery in writing. The details of this request will be placed on the waiting list, in the order that they are submitted
- The waiting list will be kept and used on a 'first come first served' basis. The Nursery will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Nursery
- When a vacancy at the Nursery becomes available, the Manager will contact the parent/carer highest up on the waiting list
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Child settling in procedure

Before a child is due to start at the nursery a number of preliminary visits will be booked to ensure the child is happy and content being left. Parents will be informed of how many sessions will be required after the first initial preliminary visit when the staff can assess how they believe the child is going to cope with the situation.

Please refer to our Transitions policy for further information about starting at nursery.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

**This policy was adopted at a meeting
of:**

St Ives Nursery

held on:

6th April 2017

Signed on behalf of the
Proprietor:

Signature:

Role: Office Manager

This policy was
reviewed on:

Date:

Signature:

This policy was
reviewed on:

Date:

Role: