

ADMISSIONS AND FEES

Our Nursery is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

Admissions

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 how to complete an Admissions Enquiry Form and the next steps to be taken.

Upon receipt of the Admissions Enquiry Form, a visit will be organised with a room leader or member of nursery management within 15 working days. During this visit, the Nursery Visit Form will be completed and any important information noted.

Subject to availability and the Nursery's ability to meet a child's specific needs an email will be sent to parents/carers within 10 working days of a site visit to either offer a place or explain the reason why a place has been declined. In the event of a place being offered, an admission pack will be shared at the earliest opportunity, and this shall not be a period longer than 10 working days.

Once the admission pack is received and the parent/carer has agreed to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment the Nursery Secretary will contact the parent/carer concerned to arrange a date for the child's first session at the Nursery. At this stage, the provisions of the Settling In policy will come into operation.

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 asked to fill in a registration form in order to submit their request for a place for their child to the Nursery. 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 Nursery Secretary will contact the parent/carer whose child is suitable for the place and is 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.

Fees

The Nursery understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Nursery, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Nursery's Management Team and reviewed annually in the light of the Nursery's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- Payment of fees should be made monthly in advance e.g. July sessions must be paid in full no later than 30 June.
- If the fees are not paid on time, a 10% late payment charge will be made.
- The Manager has the right to issue a formal warning to the parent/carer and inform them that late payment may result in their child's paid sessions at the Nursery being stopped.
- Parents/carers are encouraged to speak to the Nursery Secretary 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.