



Admissions



This setting will ensure that the community is aware of our existence & that every family will be welcomed regardless of culture, background & religion.

Our role in providing outstanding quality care for children alongside their families means that we must gain relevant information prior to confirming a child's place. Gathering key information about a child's medical needs, background and any relevant additional needs, ensures that we do everything possible to meet children's individual needs, keeping them happy, safe + developing.

All children attend a minimum of three full days a week. We aim to provide care for your child on your chosen days, however:

If we cannot accommodate a place for a child due to lack of availability, we will place you on a waiting list and update you regularly with current and upcoming availability, based on the following criteria:

- priority to existing working families wishing to increase their days, or siblings of children who currently attend the setting
- allocate places based on booking dates and then children's starting dates
- consider whether priority will need to be given to a child based on extenuating circumstances that is affecting their welfare

Government Funded only places are only available for families wishing to access the setting for 15 hrs termtime only:

- Where possible children who receive 15 Education Funding will not be expected to attend longer than 3hrs per session & therefore not expected to pay a top up fee, these places are subject to availability & priority will be given to children who need to attend the full session.
- The spaces available for children only attending 3 hrs per session will be reviewed during the second half of each term & if the place is to be revoked to give access to a child requiring use of the full session, the standard one months' notice will be given
- We will continue to consult parents to ensure that the group attends meetings & events that affect the needs of the community.

Review August 26



Payment of fees

This payment policy is made available to all parents by being included in the Welcome pack

- Fees are payable for 52 weeks of the year. The Nursery will close on weekends, bank holidays and for some additional days over the Christmas Period. We may also close for staff training or full group meetings/discussion. Notice will be given for closure dates.
- Fees must be paid monthly in advance and before the 5th of each month. If you are unable to arrange your payments to keep in line with this, then an individual payment arrangement must be arranged in writing with Julie Addyman.
- Failure to adhere to the payment requirements will result in a 10% late payment fee. This will be added monthly until the outstanding balance is cleared.
- Non-payment of fees will result in your child's nursery place being terminated and legal action will be taken against you.
- Should the setting be forced to close by the Local Authority, Parents/Carers will pay 25% of their child's invoice – non-refundable for the first month. Subsequent months paid at 25% will be credited to your account and be deducted from your child's new invoice when he/she re-joins the setting.
- One Calendar months' notice is required to terminate your child's place.
- This policy also applies to any other business or service paying fees on the family's behalf

Review August 26

Payments received at the door

Cheques cannot be accepted.

Do not accept envelopes that have not been checked by you.

Cash:

Don't let the parent leave until it has been checked & receipt given.

Count the cash in front of the parent (even if it is in a sealed envelope)

Write a receipt.

Write it in the cash book whilst the parent is there.

Put the cash in an envelope clearly marked with their name and the amount.

Put the envelope in Julies drawer.