

Asmall Nursery And Out of School Care

Admissions and Fees Policy

A place is offered on a first come first serve basis and is open to everyone. However, spaces are only secured when the full deposit is paid and the pack with all the relevant information has been handed back to Nursery.

When all places have been filled a waiting list will be established. Consideration will be given when taking a place is requested for a child who has additional or complex needs. We will ensure that our setting is able to provide for the child's needs before acceptance e.g. staffing levels and appropriate resources are available. This may also include if staff having specific training. These areas will be considered to ensure we provide the best care and opportunities for all the children who attend.

If a place is available, the parents and child are invited to visit the Nursery to look around the environment and meet the staff. New Nursery will also be able to access play sessions when they start in order that they feel secure and happy before spending a full session or day with us. This may cover a period of two weeks or maybe extended depending on the child's needs and if the Nursery can accommodate. The sessions offered are usually three lots of one hour sessions.

In the case of Out of School Care, parents will be able to visit the provision if they request and the child will be able to meet the staff and other children to become familiar with them.

The child will be able to attend the Nursery or Out Of School Care when accepted once all forms are received.

If no places are available the parent will be informed and the child's name will be added to the waiting list. As soon as a place becomes available then parents will be informed.

Booking procedure

Parents must complete the necessary paperwork for registration before their children can attend the Nursery or Out Of School Care.

- **Nursery places**

Once a place is booked, if a child does not attend for whatever reason, you will still be charged for this place. If you wish to cancel the place altogether then

one month's notice is required and the relevant fee charged for this period. Fees will not be charged when the setting is closed.

- **Temporary booking (Out of School Care only)**

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and no longer required, Out of School Care must be given 24 hour's notice. If notice is not given then the place will still be charged for.

Fee structure

Fees are to be paid in advance monthly.

Fees can be paid by cheque, cash or bank transfer.

Fees will be accepted via various voucher schemes provided through employers. We are registered for several and the Nursery manager will be able to inform any parent on the schemes we accept.

Fees are charged for booked sessions whether the child attends or not.

Refunds will not be given for non- attendance.

Fee structure (Out of School Care)

Fees are payable for any sessions booked or attended on the day.

Fees are payable for any booked session have to be paid in advance or on the day of attendance.

Fees are charged for any session booked if the 24 hour cancellation period has not been given.

Payment of fees

Fees are reviewed annually by the Management Committee. The Nursery and Out of School Care will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the Manager at the earliest opportunity. Any queries regarding fees should be directed to the Manager.

If fees are not paid, the manager will speak to the parent or carer requesting payment.

Where there is no explanation for repeated late payment, the manager will contact the parents to discuss payment options.

If a parent or carer does not follow with payment after payment options have been offered, a parent may be advised that the situation may be passed on to the Management Committee to be resolved.

A child's place may be withdrawn if a parent/ carer does not pay their child's fees for either Nursery or Out of School Care.

Late collection fees are chargeable.

