

## Admissions and Fees

The Athelstan Nursery is committed to providing a fair and open admissions system that offers a competitively priced and good value service. As a provider of registered child care, we both encourage and actively support eligible parent/carers and taking up the child care element of their Early years entitlements.

### Admissions

When a parent/carer contacts the setting 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 and information of whether there is currently a suitable place available for their child.

If a suitable place is available the parent/carer and where possible the child will be invited to visit the setting for a show round. Only when the registration form has been signed and returned will the child be offered a nursery place.

Once a place has been secured the nursery manager will allocate a key person who will make contact to arrange settling in sessions. At this stage the provisions of the settling in policy will come into operation.

### Waiting List

To ensure that admissions to the setting are offered on a fair and transparent basis, the following procedure will apply to the management of waiting list;

- 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 settings waiting list procedure will be explained and then activated on the parent/carers behalf.
- Parents/carers will be encouraged to visit the setting as stated in admissions above and submit their request for a place for their child in writing along with a completed registration form. Details of this request will be placed on the waiting list, in order that they are submitted.
- The waiting list will be kept and used on a 'first come, first served' basis. The setting will advise the parent/carer of how long they are likely to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the setting.
- When a vacancy at the setting becomes available the Manager will contact the parent/carer whose child is suitable to the place and is highest up on the waiting list.

- If that parent/carer when contacted no longer wishes to take up the place, the parent/carer of the next suitable child on the list will be contacted. Details of the parent/carer and child will be destroyed.

## **Fees**

The setting understands that the cost of registered child care 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 setting, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the registered person and reviewed annually in light of the settings financial position, its future strategic plans any other broader economic or social considerations deemed relevant.
- Payments of fees should be made within the stated date on the invoice.
- A week before payment is due for those outstanding a gentle reminder in writing will be issued.
- If fees are not paid on time, the setting will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Manager 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 setting being forfeited or sessions reduced for those entitled to 15hrs or those accessing the extended offer.
- If fees are paid persistently late or not at all with no explanation, the setting will be forced to terminate that child's place. Under exceptional circumstances the Manager may agree to allow the child to continue attending the setting for the remainder of that week.
- 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 in the setting.

## **Late collection fee**

A late collection fee will apply to any child not collected at the correct departure time as stated on our arrivals and departure policy.

A fee of £2.50 will apply for every 15 mins entered after the arranged departure time. This will be invoiced to the parent and carer.

Nursery Manager: \_\_\_\_\_ Trustee: \_\_\_\_\_

Policy Date: \_\_\_\_\_ Review Date: \_\_\_\_\_