

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 shown around the nursery given a brochure containing all the relevant information they require and informed of whether there is currently a suitable place available for their child.

If a suitable place is available the parent/carer will be asked to complete and sign the Admissions and Emergency Medical Treatment Form to confirm their child's place. A deposit of £50 will be taken to secure the nursery place. A date will be arranged for the child's first session at the nursery and 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 basis, the following procedure will apply to the management of waiting lists:

- Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements; Length of time on waiting list & Children who are siblings of those already with us.

Fees

Payment of fees should be made in advance monthly, on the first the month. Individual payment arrangements will be negotiated between the Manager and parents/carers.

The level of fees will be set by the Registered Person 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

If the fees are not paid on time, the nursery 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 nursery being terminated.

As your child approaches three years, you will be advised of the reduction in your fees due to nursery grant funding.

The nursery accepts all child care vouchers, including busy bees, Fideliti, Care 4 and Accor.

The nursery is closed for a week over Christmas and the new year. No fees are payable for this week.

Illness

Please note that you are paying for your child's place not their attendance. Fees are payable for any days a child is absent from nursery.