



# ADMISSIONS AND FEES POLICY

VERSION/DATE:	May 2025
NEXT VERSION DUE BY:	May 2027

*'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 Universal Credit, Tax Free Childcare and Government funded hours.'*

### **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 the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child. We as a nursery feel that the frequency the child comes to nursery is important so to help with this the minimum amount of sessions, we provide are 2 full days.

If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the Nursery and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the contract and pay a deposit to confirm their child's place. Once the admission is secure, the Manager, or a designated member of staff, 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 space available, the Nursery's waiting list procedure will be explained and then activated on the parent/carer's behalf. 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 Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.

### **Fees**

The Nursery understands that the cost of registered childcare and extended school's services 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 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

Payment of fees should be made weekly or monthly, on an agreed day prior to the start of the week or month in question. Individual payment arrangements will be negotiated between the Manager and parents/carers.

Fees are payable on Bank holidays, over the Christmas period when the nursery closes, if your child is ill or on holiday and if the nursery closes due to adverse weather conditions.

## **Payment**

Payments are accepted via direct bank transfer or via your Tax-Free Childcare account. The bank details needed to make these payments are:

Account Name: **SVAT Lavender Farm Nursery**

Sort Code: **30-90-88**

Account Number: **35548568**

Bank Name: **Lloyds Bank**

Due to a number of accounts falling into arrears, the nursery has reluctantly decided to enforce stronger sanctions on late payments. Therefore, accounts that are not cleared by the end of the month will incur daily late payment charges of £5.00 for a maximum of 5 working days. If accounts are not cleared within the 5 days then your child's nursery space will be terminated. Please be advised that payments are due in advance and therefore there should be no accounts with a carry forward amount from one month to the next.

Under exceptional circumstances, the Manager may agree to allow the child to continue attending the Nursery for the remainder of that week.

Parents/carers are encouraged to speak to a member of staff or 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 jeopardizing their child's place at the Nursery.

If there continues to be no payment then the nursery will start court proceedings.

We have lots of requests for letters from parents for different agencies and we are happy to facilitate these requests for a small admin charge of £25 per letter. This can be added to your child's monthly invoice.