

Moat Barn Nursery

Admissions and Fees policy

Statement of intent

Moat Barn Nursery is committed to providing a fair and open admission system that offers a competitively priced and high quality service.

Aim

We aim to ensure that all children and families have access to the setting through open, fair and clearly communicated procedures. We both encourage and support actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit Scheme.

Methods

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 in our Welcome Pack, and informed 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 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 Registration Form, Medical Form and Consent/Agreement Form.

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 setting. At this stage, the provisions of the Settling In policy will come into operation.

We aim to be flexible around attendance patterns to accommodate the individual needs of families, as far as operationally possible.

We monitor the gender and ethnic background of children joining the group in order to fulfil national and local reporting requirements and to ensure that our setting is open and inclusive to all families.

Waiting list

To ensure that admissions 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 one available, the waiting list procedure will be explained and then activated on the parent/carer's behalf.

- Parents/carers will be encouraged to submit their request for a place for their child in writing to the Manager. The details of this request will be placed on the waiting list, in the order that they are submitted.
- The waiting list will be kept and used on a 'first come first served' basis. The Club 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 setting.
- When a vacancy becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the admissions procedure outlined above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Fees

We recognise that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is expensive and to ensure the continued high standards and sustainability of the service, we must ask that parents/carers respect our policy in respect of fees.

- The level of fees will be set by the Registered Person and reviewed annually in the light of the setting'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.
- We will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Manager at the earliest possible opportunity.
- If the fees are not paid on time, the Manager 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 being forfeited.
- If fees are paid persistently late or not at all with no explanation, we will be forced to terminate that child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending 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.

This policy was adopted at a meeting of Manager & Assistant Moat Barn
Manager Nursery

Held on _____

Signed on behalf of the Management Committee/Proprietor _____

Role of signatory (e.g. chairperson etc.) _____

Manager

Review date _____

As Required