



Northumberland Street
Alwick
Northumberland
NE 66 1 LT
Tel: 01665 510 241

ADMISSIONS, BOOKINGS AND FEES POLICY

It is the responsibility of:

Lisa Lowes (Proprietor/Owner/Manager)

To ensure this policy is followed at all times.

Please note we have colour coded responsibilities in this document:

Management responsibilities are pink

Staff/student/volunteers responsibilities are green

Parent/carer responsibilities are yellow

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1. POLICY STATEMENT

Our nursery is a full day care setting offering half and full day care; sessions are permanent and contractually bound. We aim to make our full day care setting accessible to all children and families. Our procedures will be open, fair and clearly communicated, information about our setting is accessible and where appropriate, in more than one language.

Our setting is fully inclusive and fully embraces the Equality and Diversity Act 2010 with regards to admissions, bookings and fees. We aim to monitor the background of children and families joining our setting to ensure that our intake is representative of social diversity.

The nursery is open 8am-6pm

Sessions are:

- Full day 8am-6pm
- Morning session 9am-1pm
- Afternoon sessions 1pm-5pm

We are registered for 60 children

40 children between the ages of 0- 3years

24 children between the ages of 3-4.11 years

Each child must do a minimum of the same two sessions per week (n.b a full day session equates to two sessions). (See also admissions section 2).

With regards to fees we recognise that child care fees create financial difficulties for many families; our fees will take into consideration:

- Parent's needs for affordable childcare.
- Children's right to have the best possible experiences whilst in our care.
- Recognising the commitment, hard work and dedication of the professional staff who within our setting.
- Maintaining staff/child ratio's.
- Remaining financially sustainable.

This policy will be reviewed **Annually**.

1. ADMISSIONS

We consult children and families about our setting to ensure we accommodate a broad range of family needs.

Availability of childcare spaces within the nursery takes into account:

- Staff/child ratios
- Age of the child
- Our ability to meet the child's individual needs.
- Children who's siblings of those already with us and availability of sessions (n.b. a family wanting a full-time place will usually take preference over one only requiring part-time).
- Extenuating circumstances affecting the child's welfare or his/her family.
- Place and length of time on the waiting list.

WAITING LIST:

Parents must put their child's name down on our waiting list to show interest in their child registering at Rainbow Day Nursery (free of charge); this does not secure a childcare place.

The list is arranged in application order and reviewed by the manager Lisa Lowes every 2 months to ascertain if childcare places are available.

The manager (Lisa Lowes) may at times close the waiting list where the likelihood of securing registration (and childcare place) is unrealistic.

REGISTRATION:

Where a childcare place becomes available parents/carers are contacted. If they still want a place they are given a registration form, this must be returned to Rainbow within 14 days with the registration fee of £100 to secure a child's place (see fees section).

2. BOOKINGS (sessions):

The original sessions requested on the registration form cannot be changed, although may be reduced prior to the child starting.

REGULAR SESSIONS:

- Cannot be changed on an intermittent basis (i.e No changing days for the week or child has missed that day so the next day needed).
- May be changed on a permanent basis (reduced or increased). Parents must give 4 weeks' notice to reduce sessions permanently; a permanent increase in sessions will be dependent on availability of sessions.
- Parents must give 4 weeks written notice to terminate their child's place.
- Once a there has been a reduction of sessions or notice to terminate a childcare place the place is lost and cannot be regained.

ADDITIONAL HOURS:

Can be added to the beginning of a morning session (8-9 am) or end of an afternoon session (5-6), this must be agreed in advance with staff/management. These are charged according to nursery fee rates.

ADDITIONAL SESSIONS:

- Additional days may be booked at the discretion of the manager (see also fees).
- Families with outstanding accounts may not book additional days/hours.
- At least 24 hours notice must be given to cancel extra sessions.
- Parents who continually book extra sessions and do not turn up may lose their right to request additional sessions.

SCHOOL ½ TERM SESSION REDUCTION:

- Children's sessions may be reduced by up to half during school ½ terms- (up until the term after their 3rd birthday) this arrangement must be made for all holidays and must be the same days each holiday.
- When children receive their free 15 early education funding (the term after their 3rd birthday) they can attend term time only.
- These arrangements must be discussed with and confirmed by Lisa Lowes.

3. FEES

DEFINITION OF PARTIES

- Rainbow Day Nursery Alnwick LTD to whom fees are to be paid.
- Parents/ carers/ specific body is responsible for payment of fees in respect of childcare provided by the above.
- Agreement to a childcare place is an acceptance of fees this is agreed by both parties on signing of parent contract. In the event of parents separating/divorcing the main carer/person who books the session will be held responsible for payment of fees.

REGISTRATION FEES

The £100 non returnable registration fee is paid with the registration form; this is deducted from the first month's fees.

SESSION FEES:

- Refer to the cost of our childcare places and include all meals and snacks (additional dietary needs such as gluten free food may be included in the childcare cost at the discretion of the manager).
- Are charged at the age agreed rate (0-2; 2-3; 3+) whether the child attends or not. (This includes absence from illness or holiday).

- Will increase by approximately 5% annually; parents will be informed of any fee increase in advance.
- **Are due 4 weeks in advance** by cheque, cash, direct payment or childcare vouchers.
- Cancelled additional sessions fees with at least 24 hours notice, may be waived at the Manager's discretion.
- Do not include:
 - Formula milk
 - Nappies/ wipes/ creams
 - Some trips and outings.
 - Children's' paracetamol/teething products

ADDITIONAL ITEMS THAT MAY BE ADDED TO FEES:

- Extra hours/sessions (These are charged for at the same rate as the family's regular care whether the child attends or not).
- Late collection fees (see late collection policy).
- Sun-cream in summer months.

ADDITIONAL ITEMS THAT ARE DEDUCTED FROM FEES:

- Nursery training days, bank holidays and nursery holidays (reimbursed on bills).
- Sibling discount (5% per child, not including the first child).
- 3 year old Early Education funding the term after the child's 3rd birthday.
- 2 year old funding (where applicants meet the criteria).

CHILDCARE VOUCHERS:

- We are registered with most organisations; the preferred method is automatic payment into nursery's bank account, clearly showing the payers name and surname.
- Parents must set up their childcare voucher account through their work organisation and agree it with nursery management.
- Families must organise payment of fees; amending payments accordingly and can choose their preferred date of payment.

WORKING TAX CREDITS, CHILDCARE GRANTS, PARENTS LEARNING ALLOWANCES and ACCESS TO LEARNING

- Some parents can claim money through the working tax credit system to help pay towards childcare.
- All parents who claim the above have a responsibility to ensure nursery receives payment, if not this may be classed as fraud and all non-payments will be reported.

EARLY EDUCATION FOR 3 & 4 YEAR OLDS

- All children are entitled to 15 hours free nursery education per week the term after their 3rd birthday and until the end of the school year in which they have their 4th birthday (school term time only and for up to 38 weeks per year). This may be shared between settings; the amount of hours claimed at the nursery will be deducted from fees.

CARE TO LEARN AND CHILDREN'S SERVICES REFERRALS:

- The appropriate authority will be responsible for payment of fees as agreed.

RAINBOW DAY NURSERY STAFF CHILDCARE FEES:

Rainbow Day Nursery staff may:

- Negotiate a fee package which includes a reduced payment of child care fees (including waiver of registration fee), this is at the discretion of the manager and must be prearranged prior to the child being registered.
- Organise a salary deduction from their wage each week to be paid directly to Rainbow day nursery.

WAIVER OF FEES

- No refund or waiver of fees will be made in the event of absent through illness or holiday.

NOTICE AND FEES IN LIEU OF NOTICE

- 4 weeks notice must be given for the cancellation of a place. Fees in lieu of notice will become payable immediately if the required notice is not given.

LATE PAYMENT/UNPAID FEES

- Parents will be contacted via letter to remind them of any outstanding invoice. On receiving this letter all outstanding fees must be paid within 1 week. Payment may be made in instalments at the agreement and discretion of the management.
- If the parent has not paid the fee after this date the manager will send a further letter referring to possible exclusion of the child and the charging of a late payment fee.
- 1 week after this date the manager will send a further letter giving notice of legal proceedings if no contact is made.
- The nursery withholds the right to refuse entry to any child and its family who have outstanding fees. The child can return if fees are subsequently paid in full.
- The manger withholds the right to add interest to any outstanding fees.
- Should any parent have difficulty paying their fees they must contact the nursery immediately.

LATE COLLECTION FEES

- Parents will be required to pay a late collection penalty of £7 per 30 minutes.

- Parents who consistently pick their child up late may have their registration revoked.
(See also late collection policy).

EYFS key themes and commitments

Keeping safe	Parents as partners	The learning environment	Active learning
Health and well-being		The wider context	

LEGAL FRAMEWORK

- Children’s Act 1989 & 2004
- Consumer Contract regulations 1999
- Data Protection Act 1998
- Disability Discrimination Act (DDA) 1995, 2005
- Equality and Diversity Act (2010)
- Every Child Matters (2004)
- Human Rights Act 2000
- Legal framework
- Race Relations Act 1976 & Amendment 2000
- Sex Discrimination Act 1976,1986
- Sexual Discrimination (Gender Reassignment) 1999
- The Equality Act 2006
- UNICEF 1989

Useful contact numbers:

Tax Credit helpline	0345 300 3900
Child benefit helpline	0845 302 1444

Or visit:

<http://www.hmrc.gov.uk/>

<http://www.northumberland.gov.uk/default.aspx?page=1926>

This Policy Was Agreed By All Staff on:

February 2013

Date to be reviewed

February 2014

Signed

Name of signatory

Lisa Lowes

Role of signatory

Employer/Manager