

Honey Pot Under Fives Centre

Admissions and Fees

Statutory Framework – 3.68-3.76

Admissions

When a parent/carer contacts the setting enquiring about a place for their child they will be given all the relevant information that they require including details of the Admissions and Fees policy, and informed of whether there is currently a place available for their child. The manager will show the family around the setting and explain how the nursery works e.g. planning, transitions etc.

If a suitable place is available the parent/carer and, where possible, the parent and child will be invited to visit the setting. Parents will sit down with their child's key person and fill out the relevant paperwork. 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 Admissions Form to confirm their child's place. Included on the Admissions form is an Emergency Medical Treatment form.

Once the admission is secure a date will be set between the manager and the parents/carer for the child to attend the setting for their first session.

Waiting List

The waiting list will be kept and used on a 'first come first served' basis. Priority of spaces will be given to military families in the first instance. Honey Pot under Fives Centre is unable to give a time frame of when spaces will become available. At no time will information be given out regarding the waiting list. There is a separate waiting list for each room. The list will be based on the date of enquiry and on child/staff ratio in each room. If a place is offered and refused, and you still wish your child to remain on the waiting list, the date of refusal will stand as your new date of enquiry.

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 a place for their child, they will be asked to complete the Admissions Form and follow the remaining steps of the admissions procedure outlined above.

If the parent/carer concerned no longer wishes to take up the place, they will be deleted from the waiting list and the parent/carer of the next suitable child on the list will be contacted. Spaces will not be held for any reason unless paid for.

Fees

The Honey Pot understands that the cost of registered childcare may seem expensive. However, providing a high quality, safe and stimulating service for all 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 Chair person along with the Management Committee and reviewed in 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 on a monthly or on an agreed day prior to the start of the month in question.

The Honeypot requests that fees be paid within 7 days in receipt of the bill. Bills will be issued on the first working day of the month.

Four weeks' notice is required by Honeypot under Fives Centre should you wish to take your child out of the setting. If parents wish to take their child out before the four weeks has ended the full amount owing must still be paid. Four weeks notice is also required when reducing children's hours. If wishing to swap sessions but hours remain the same this will be done without notice being required if it can be accommodated.

If the fees are not paid on time, the Management Committee will notify the parent/carer in writing and request payment at the earliest opportunity.

The Committee has the right to issue a formal warning to the parent/carer and inform them that continued late payment would result in their child's place being forfeited. This will be done in writing. The manager may agree to allow the child to continue to attend for the remainder of the week.

Parents are encouraged to speak to the Manager if they have a query about the fees policy, or if, for any reason, they are likely to have any difficulty in making a payment on time. Parents/carers are encouraged to do this at the earliest opportunity to avoid jeopardising their child's place. Any queries will be dealt with in the strictest of confidence.

To be reviewed August 2017
To be reviewed by Sarah Holliday