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Policy statement – Admissions and Fees

It is my policy to ensure that parents are advised of the fees that I charge and what these fees include and exclude. I aim to make my setting accessible to children and families from the local community through open, fair and clearly communicated policies and procedures.

Provision

As outlined in the EYFS framework, I am restricted to the number and ages of children that I may care for at any one time. As part of my Ofsted registration, when working with my assistant, I am able to care 10 children under the age of 8 years, 6 of which may be under 5 years old and [enter the no. of children] of these may be under 1 year old.

I drop off and pick up from the following settings and schools:

Acomb Primary School,
Our Lady's Queen of Martyrs School.

Opening hours

My setting is open at these times:

Monday:	08:00 – 18:00
Tuesday:	08:00 – 18:00
Wednesday:	Closed
Thursday:	08:00 – 18:00
Friday:	08:00 – 18:00

Fees

My fees are as follows:

Daily rate £55

Occasional charges

There may be times that other fees are added to your monthly invoice. These may include:

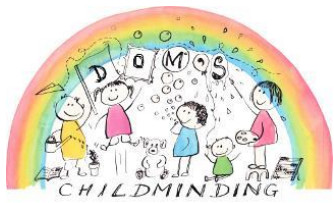
Late collection fee: £5 per x5minutes late collection.

Early arrival/Late drop off fee: £5 per x minutes.

Late payment incurs a fee of £10 per day/week.

Inflation and annual fee Increase.

I review my fees every year in May and calculate the fees for the following year in advance. I provide 3 months notice of any change in fees.



Calculation of fees

I calculate the number of days care based upon the contract for a year (pro-rata) and divide this by 12 to result in a fixed monthly payment. This calculation includes time that I take off so that the monthly payments are reduced in terms of the actual days provided each month, but it is a fixed monthly payment. This makes it easier for us both to budget throughout the year. Additional cost of meals etc are included in the average and then a balancing payment / credit is calculated at the end of each term.

Deposit

It is my policy to charge a deposit. If your child is taking up a funded place, this deposit will be fully refunded when they take up their place as planned and will be allocated against your first invoice.

Please see your contract for details of the different types of deposit.

Payment

Your regular payment is due on 1st of each month

My preferred mode of payment is by bank standing order. I will provide you with my bank details.

I accept payment via most childcare vouchers. Please check with me as to whether I accept the vouchers provided by your workplace. I am also registered with the Government's Tax-Free Childcare system.

Holidays and unplanned absences

My setting remains closed on bank and public holidays.

If I have to close my setting at short notice, for example because of sickness or emergencies, I or one of my assistants will contact you by WhatsApp. Short-term emergency care may be provided by one of my assistants until other arrangements can be put in place or until parents/carers can collect their child.

For further information see my **Illness and infectious diseases policy**.

This policy is to be read in conjunction with my **Childcare and early education entitlement funding policy**.

Date policy was written	19/09/24
This policy is due for review on the following date	20/09/26

This policy supports the following EYFS requirements:

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements

Staff:child ratios, Health