

Admission and fees policy

Little Stars Nursery intends to make our provision available to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

Other matters are taken into account in deciding which child can be offered a place in the nursery are:

1. Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.

2. When the application is received (extra weight is given to those who have been on the waiting list longest).

3. The nursery's ability to provide the facilities for the welfare of the child. However, we will ensure that the description of the setting and its practices makes the nursery accessible to children and/or parents with additional needs. We will also ensure that information about the setting is provided in alternative formats wherever necessary, e.g. Braille, signing, bi-lingual, etc

4. Extenuating circumstances affecting the child's welfare or his/her family – are usually referrals from Social Services.

5. Children who are siblings of those already with us.

We never have discriminated, and have no intention in the future of discriminating, against any child on the grounds of sex, race, religion, colour or creed.

Admissions Policy – Payment of fees.

The schedule of fees is reviewed annually – usually for April each year, but the nursery reserves the right to review fees sooner if necessary – for examples if costs suddenly rise or if the National Minimum Wage increases substantially.

Parents are always given notice of the fee increase at least a month in advance and are provided with the revised fee structure for that year.

6 weeks written notice MUST be given by Parents if they want to withdraw their child from our nursery and vice versa.

If the notice from parents is not given on time, the deposit will be lost in lieu of administrative fees and costs towards a replacement.

**Payment**

Little Stars Nursery is a private company that strives to provide a safe, warm and friendly childcare environment, where children can develop, grow and achieve their maximum potential mentally, physically, educationally and socially.

We deliver our service in return for an agreed fee from parents and carers, and all fees should be paid promptly and in line with the policy set out in this document.

Little Stars Nursery expects the following from all parents and carers that use its services:-

1. All parents/carers are required to pay a refundable deposit of 2 to 4 weeks. This fee will be refunded to parents/carers when their child will be leaving the nursery or include in the last month invoice fees.

If the deposit is paid and the place won't be taken by the parent, or if the child will be withdrawn from the nursery without the 6 weeks notice DEPOSIT WON'T BE RETURNED.

Account when at least 6 weeks notice is given in writing and providing that no fee is outstanding at the time of leaving the service.

2. All monthly fees are payable by the end of each month in advance. Monthly fees are non- refundable.

3. Failure to pay fees on time will result in the nursery charging an additional 'Late payment fee' @ £5.00 per day.

4. Nursery got a right to refuse the child entrance to the setting when fees are overdue.

5. Where prices are paid by a third party such as Social Services, Employer, College or any other third party, Little Stars Nursery requires parents/carers to inform their sponsor of this policy in advance of the arrangement.

We will request written evidence from parents and/ or carers whose fees are partly or wholly covered by a third party in advance of the child being accepted into the nursery.

5. The name, address, job title, and telephone contact details of the parent/carer's sponsor will be provided with confirmation of the method and date of payment.

6. The company reserves the right to charge a late fee. In certain circumstances, Little Stars Nursery may waive the requirements for a deposit, where sponsors are Public Sector Organisations but will charge for late payments of fees unless an arrangement has been agreed with prior notice.

7. Where a third party sponsor ceases to pay fees, the responsibility for paying future fees will revert to the parents/carer with immediate effect. In such circumstances, the sponsor must inform Little Stars Nursery immediately.

Failure to do so will make the sponsor liable for any future payments until written notification is received by us.

8. Little Stars Nursery will need to determine whether such responsibility can be taken without undue financial pressure on the parent or carer, which may expose Little Stars Nursery to financial risks. If it is determined that the parents/carers are able to meet the financial responsibility of paying future fees (based on the evidence of paid employment etc.) we will request a refundable deposit from the parent/ carer provided no such deposit has been made before( no deposit required for government-funded places). Under special circumstances and with the written agreement, Little Stars Nursery may agree to collect deposits in instalments.

9. Parents/carers who fail to pay their fees on time will be issued with a letter requesting a meeting with The Manager to arrange prompt payment of the fee or discuss the possible temporary suspension of services until the fees can be paid.

10. The nursery reserves the right to terminate the contract with the parents/carers with one week's notice if a parent/carer fails to pay fees within 24 hours of receiving a letter from the Manager or where the fees are not paid in line with any agreement reached after the first meeting with the Manager. The nursery reserves the right to offer vacant places to other parents/ carers on the waiting list.

11. Where a child is collected after the closing hour or outside booked sessions of our services, the nursery will charge a flat fee of £5.00 with an additional £5.00 per 5 minutes. The nursery reserves the right to waive this charge in exceptional circumstances. Where a child is frequently picked up after the closing hour of the service (i.e. by frequent we mean at least three times in a month) the nursery reserves the right to terminate the contract giving two weeks' notice providing all outstanding fees are paid in line with this policy (including any charges for late picking up) Where fees remain outstanding, the Nursery reserves the right to terminate the contract with one week's notice.

12. If parents/carers leave the service without providing proper termination notice and/or with an outstanding fee, the nursery will contact you immediately to make immediate payment. Failure to pay the fee in this circumstance your account will be forwarded to a debt recovery agent or pursue the matter through the Court. In such cases, a further 25% of the outstanding fee will be included on your account.

13. One month's notice will be provided prior to the increase in fees. The new fees will be subject to the policy stated in this document.

Fees are required monthly; the due date is displayed on the monthly invoice which parents/carers receive each month. The preferred methods of payment are bank transfer.

**Two to four weeks** deposit and month in advanced are required before the child starts to attend the nursery.

Deposit is non-refundable if the parent decides not to take place from the starting date on the application.

6 weeks notice and charges for notice period will apply.

Minimum 4 half days or 2 full days is required to book.

**Calculation of fees**

Fees are calculated that they are the same amount each month irrespective of the number of days in each month.

The weekly fees are multiplied by 52 and then divided by the 12 months to make 12 regular amounts payable each month.

All Fees are payable all year round regardless of all holidays including the two weeks at Christmas, bank holidays and inset days when the nursery is closed. There is no summer closure.

Invoices are sent electronically by email. If you would prefer to receive a paper invoice by post, we will make a monthly charge of £5 to cover the additional cost of this.

Non-payment of fees

The following will occur in the event of non-payment:

The reminder invoice will be sent on the day the payment is due ( last day of the month )

• The Manager/Owner will liaise with the parent/carer and discuss issues concerning non-payment

• A payment plan will be agreed if necessary

• If payment is not forthcoming before the next invoice is due the child's place will be withdrawn until payment is made.

The deposit will be held by the nursery to cover non-payment fees

Tax Credits

Little Stars Nursery is registered with Ofsted, therefore where appropriate parents/carers can claim tax credits. Details are available upon request.

Childcare Vouchers

Little Stars Nursery will accept childcare vouchers to enable parents to make savings on their Nursery fees through salary sacrifice. Details are available on request.

Please provide the following information in writing:

• Child's name and nursery

• Parent's name

• Amount of payment

• Date payment will be received in Little Stars Nursery bank account (it is recommended that the e-voucher is set up to leave your account on the 21st of each month)

• Date of due fees to which the payment relates

• Name of the company operating the scheme you will be using

Tax-Free Childcare

Please advise us in advance of your payment reference number. This will help us identify your payment and credit the correct account. Your Tax-Free payment reference number can be found on-line.

To apply for Tax-free childcare, please go to :

<https://www.gov.uk/tax-free-childcare>

**2, 3 AND 4-YEAR-OLDS EARLY YEARS ENTILETMENT**

Qualifying two-year-olds and every 3 and a 4-year-old child from the term after their third birthday is entitled to up to 570 hours funded nursery provision a year until the term before they start school. These sessions are known as the 'Universal Entitlement'.

In addition, working parents/carers of 3 and 4-year-olds who meet the qualifying criteria are eligible for an additional 570 hours (1,140 in total) funded nursery provision a year until the term before they start school. These sessions are known as the 'Extended Entitlement'.

Parents/carers apply for extended entitlements via the government website

<https://www.gov.uk/30-hours-free-childcare>

The nursery will require a 30 hours eligibility code, which parents/carers must first apply for on-line through the

[Government's Childcare Service](file:///C:\Users\katez\Downloads\Government's%20Childcare%20Service) - [https://childcare-support.tax.service.gov.uk](https://childcare-support.tax.service.gov.uk/).

Both entitlements are subject to Government, and Local Authority terms and conditions which we are obliged to work within and which may change without notice.

Parent need to apply for eligibility code termly

**When to apply**

You can apply from when your child is 2 years and 36 weeks old.

| **When your child turns 3** | **When they can get 30 hours from** | **Recommended time to apply** |
| --- | --- | --- |
| 1 September to 31 December | Term starting on or after 1 January | 15 October to 30 November |
| 1 January to 31 March | Term starting on or after 1 April | 15 January to 28 February |
| 1 April to 31 August | Term starting on or after 1 September |  |

You can apply outside of these recommended dates, but you might not receive your code in time. You must have a valid code by the end of the month before a new term starts.

You have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid.

Limited 2 year old funding spaces are availibe at our nursery.

Extra fees apply for unfunded hours and consumables. Please see explanation below.

**HOW WE DELIVER THE EARLY YEARS ENTITLEMENT**

It is Little Stars Nursery policy to support parents/carers by offering the Early Years Entitlement.

1. Early years Entitlement hours are stretched over 52 weeks.
2. Extended Entitlement is available for children who attend full-day sessions only.

Under the Universal Entitlement, the first 11 hours per week are funded for 52 weeks of the year. The funded hours per week are doubled to 22 for those qualifying for the Extended Entitlement. Parents/carers may choose from any of our full-day available sessions, with a maximum of 10 funded hours in any one day.

**What we charge for**

The Early Years and Extended Entitlement funding is intended to deliver **free, high quality, childcare**. It is not designed to pay for the costs of meals, drinks, snacks, other consumables, extra hours or additional activities ( yoga, sports sessions, nursery trips, outings, public transport charges )

To cover this, a consumables charge is made for funded sessions.

The charge is intended to contribute towards all the resources consumed during the Early Years and Extended Entitlement funded sessions. In addition to meals, drinks and snacks, the fee covers the following:

- Toys, games and other resources (other than fixed equipment) that are short-lived and not capitalised - e.g. seeds, bubble solution, caterpillars, playdoh, sand etc…

- Art & craft items, including pens, paper, paints, card, borders for displays, scissors, glue, etc

- Dressing up and role-play items etc.

- Home corner items such as fruits, veg, pots etc.

- Sand, soil & messy play

- Catering Supplies, including plates, cutlery, beakers, clingfilm, labels, wipes, etc

- Cleaning, toilet, hygiene, janitorial supplies

- Stationary, printing and other office supplies

- Batteries

- First aid items

**Disruptions to Service (Force Majeure)**

In cases of disruption to service, Little Stars Nursery will do everything in its power to operate the service where it is safe to do so. However, severe disruptions may require the closure of the nursery or reduction in service. In such cases, fees remain payable during any period of closure. Examples of force majeure include but are not limited to extreme weather (including snow and ice), another natural hazard outside human control or third parties outside of the nursery's control including disruptions to highways, public transport, utilities, terrorism, industrial action and forced government restrictions.