

# ADMISSIONS, FEE'S & FUNDED HOURS TERMS & CONDITIONS



Updated by Rachel Traczyk  
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This Policy sets out the Nursery's practices in relation to our terms and conditions for admissions, fee's and funded hours. We aim to be transparent and clear in our procedures.

Little Sparrows welcomes all types of families, fathers, mothers, other family relatives and other carers. It is our intention to make Little Sparrows genuinely accessible to children and families from all sections of the local community.

## **Waiting List**

Due to a high demand for places, parents wishing their child to attend our nursery setting must first join the waiting list. Spaces are limited and subjected to availability. A non-refundable registration fee must be paid to join the waiting list.

Our waiting list will be determined by the date of registration and whether a place is available within the age group required and the overall maximum number. Whilst we aim to allocate spaces on a first come basis, we also take into account other factors:

- current children increasing/changing attendance days
- siblings joining
- a child requiring a full-time place over a part-time place
- child to staff ratio's, age of the child and registration requirements
- the nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements

## **Minimum Attendance**

We have a minimum attendance policy where all children must attend a minimum of two full days each week and consistent attendance on a regular basis is expected.

## **Deposit**

If a child is offered a place parents must confirm acceptance by the date stipulated by us. Otherwise, we reserve the right to offer the place to the next eligible family. Once the place has been accepted, we must receive, within 7 days, the refundable payment of a 2 week deposit (Ts & Cs apply). The deposit is the number of days the child attends per week x 2 at the nursery fee rate.

The place is not secured until payment has been made, and the offer may be withdrawn. We will endeavour to inform parents of an offer by email at least 4 weeks before admission, but it may be less.

For children joining us from January 2025 onwards, our registration fee and deposit fees are as follows:

- A non-refundable registration fee\* of £100 to be paid, to be added to the waiting list.
- A refundable \*\* deposit of two weeks, is due within 7 days of acceptance.

\*Children who are claiming funded only places must complete the registration form however, the registration fee and deposit is exempt.

\*\* If fee's are unpaid, the Nursery reserves the right to withhold the deposit until any debt is settled.

Prior to a child with known additional needs being admitted to the nursery, consultation will take place between parents and any professional outside agencies, if involved, as this is useful for all parties concerned and will enable us to provide the best possible service to both parents and child.

## **Funded Places**

We accept the Government funding for children from 9 months of age. We are open all year round, therefore paid attendance during the non-funded holiday period is expected (T & C's apply).

The Government requires Parents to confirm their details every 3 months or the funding will expire. Without an eligibility code Parents will not be able to receive the funding and Nursery fee's will apply. If Parents fall out of eligibility, there will be a short grace period, allowing Parents time to re confirm their eligibility to HMRC.

For any Parents who are no longer eligible for the working Parent entitlement, the funded hours will cease or revert to the 15 hours (for 3 & 4 year olds) and nursery fee's will apply for remaining hours. If Parents wish to withdrawal their child, the Nursery's withdrawal terms apply.

**15 Hours Government Funded Entitlement Places** – The Government funding covers 38 weeks of the year. The amount provided by the Government does not cover the nursery's rates which includes the cost of meals, other consumables or additional services, so we ask for a contribution towards these. For children under the age of 3, Parents will need to pay for the remaining 14 weeks of the year at our daily rate. We do not offer funded only places for under 3's unless the child is claiming two year funding for supported families.

The 15 hour funding can be used for either; 3 mornings 7.45 – 12.45 or 3 afternoons 12.45-5.45. If a child attends 3 whole days the funding will only cover the 3 afternoon places and Parents will be charged the Nursery morning rate on the 3 days.

**30 Hours Government Funded Entitlement Places** - If you are taking part in the 30 hour scheme (funded for 38 weeks of the year) you will be expected to pay for the remaining 14 weeks at our daily rate. The amount provided by the Government does not cover the nursery's rates which includes the cost of meals, other consumables or additional services, so we ask for a contribution towards these.

The 30 hour scheme can only be used for 3 whole days (10 hours each day, 7.45-5.45)

It is important to note, it is imperative that we operate at maximum capacity throughout the year and as such, we reserve the right to make any suitable offers necessary to ensure we remain at capacity, at any time. This includes any offers made outside of our normal admissions criteria.

**Funding for supported families** – We offer funded only places for vulnerable or supported families, however these spaces are limited and dependent on availability and individual need.

#### **Term Time Places (dropping funded days)**

We operate all year around and to meet our operational costs, means we can only provide limited spaces for 3 & 4 year olds who wish to drop their funded days during the holiday periods. Parents are still required to continue to pay for their child's non-funded days throughout the holiday periods at the Nursery rate. For example, if your child has 3 funded days per week and pays one day at the Nursery rate, Parents must continue to pay 1 day per week during the non-funded holiday period.

To continue to hold your child's place during the 14 non-funded weeks, there is a holding fee of £50 per week.

We do not offer any term time only places for children aged under 3 (within the exception of vulnerable or supported families)

Parents must agree in advance which days of attendance their child will be attending during the non-funded holiday time. There may be circumstances where the days of attendance could change if it benefits the Nursery.

Parents who wish to drop their funded hours during the 14 weeks holiday time, will need to email Cheryl to enquire about the availability of joining the wait list.

#### **Absences and closures**

As part of our safeguarding policy, the Nursery must be notified when your child is absent due to illness, holidays or any other reason.

There is no refund or waiver of fees for absences from the Nursery such as illness, holidays, bank holidays or any closures of the Nursery outside of its control. Included but not limited to, snow, flooding, strikes, infectious diseases, epidemics and terrorist attacks. The Nursery will not refund any fees for Nursery closures on public holidays or other Nursery designated closure days. Fees take these closure days into account.

#### **Notification of Termination – dropping days or complete withdrawal**

Parents must provide a minimum of one calendar months' notice in writing of any intended withdrawal from the nursery (partial or complete). If parents wish to terminate their child's place completely, they are liable to pay for the one calendar months fees of the notice period. If parents wish to withdraw their child without notice, one month's fees in lieu of notice is paid.

Failure by the parents/guardian to provide one calendar month's notice or any notice at all shall render the parent/guardian liable to the nursery one month's fees.

Any request for change of sessions must be in writing giving one month's notice of any reduction in sessions. The Nursery has the right to terminate with immediate effect and without notice if our T & C's are breached, have outstanding Nursery Fees owed, or if it is in the best interests of the Nursery and/or the welfare of your child, other children at the Nursery or staff.

#### **Fee's**

Please contact the Nursery Manager for the current breakdown of payable fee's and charges.

Fees are payable monthly in advance, by the 30<sup>th</sup> of each month. Fees continue to be payable if a child is absent whether it is due to illness or holidays and when the nursery is closed for Bank holidays. In cases of prolonged absence through illness, parents should consult with the Nursery Manager about fee payment.

The Nursery will not refund or waiver any fees for absences or closures as outlined above. In the event of a pro-longed closure, the Nursery applies any discretionary discount, solely as a gesture of goodwill and will not constitute any variation of our Parental Declaration.

We are in receipt of nursery education funding for eligible children aged from 9 months. Where funding is not received, then fees apply. Although every endeavour will be made to give reasonable notice of intended fee increases, the nursery reserves the right to increase fees without notice.

**Late Payment**

A late payment charge 1 % of fees owed per day will be levied should you fail to make payment on the specified date. Late payment charges may be avoided if prior arrangements are made with the nursery manager.

For your child to keep their place at the setting, fee's must be paid on time. If fee's are unpaid, the Nursery reserves the right to withhold the deposit until any debt is settled. Unpaid fees may be sought by way of Legal Action being taken to recoup monies owed. Each child's attendance at the nursery is conditional upon continued payment of any necessary fees and/or presentation of child care vouchers.

**Late Collection of your child**

Parents must inform the Nursery should there be any unforeseen circumstances that cause the late collection of your child. A late collection charge will be imposed of £15 per each and very full or partial block of 15 minutes. A record of dates and times of children collected after these times will be recorded and two members of staff will remain on site until the child is collected.