

ADMISSIONS POLICY

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

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, I can care for 6 children under the age of 8 years, of which 3 may be under 5 years old and of these 1 may be under 1 year old.

Opening Hours: My setting is open between **7:30am and 5:30pm**, but I always try to be flexible if needed.

Fees: From **Monday 7 September 2026**, my fees will be:

- **Childcare: £8.00 per hour**
- **Meals: £7.50 per day**
- **Non-consumables: £2.00 per day**
- **Extra-curricular activities: £1.50 per day**

Funded Early Education Entitlement: Funded early education entitlement is provided in line with Government funding guidance and is **free at the point of delivery**. Parents will never be charged for their funded hours, and these hours are **not dependent on purchasing meals, consumables, or activities**. All funded hours are clearly shown on invoices and kept separate from any additional charges, so everything is easy to understand and transparent.

Meals and Nutrition: Mealtimes are an important and enjoyable part of the day in my setting. I provide **fresh, home-cooked meals and snacks each day** to support children's wellbeing, development, and healthy eating habits. Meals are charged separately and are optional. Parents are welcome to provide their own packed lunches or alternatives if they prefer but must follow my guidelines to ensure the safety, suitability and consistency of food provided in my setting.

Any additional services, such as consumables or extra-curricular activities, are also optional and charged separately.

I offer a **stretched funding model over 46 weeks per year**, which means your child's funded entitlement is spread evenly across the year to provide consistent childcare. This does not reduce the value of the entitlement and remains in line with Government funding rules.

Occasional Charges: There may be times that other fees are added to your monthly invoice, but you will always be advised beforehand. These may include:

- **Late collection fee:** £5 per day.
- **Early arrival/late drop-off fee:** £5 per day.
- **Late payment fee:** £2 for each day a payment is late.

Outings and trips will always be pre-planned, and any additional cost will be discussed beforehand.

Payment: Your contracted regular payment is due in advance, either weekly or monthly and my preferred method of payment is via bank transfer, but alternatives can be discussed if needed. 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: Full fees for parent/child holidays, illness and absences are charged. I do not charge any fees if I am unable to provide my service due to illness. For further information, please see my Illness and Infectious Diseases Policy.

From September 2026, I will take **6 weeks' annual holiday each year**, rather than 4 weeks. These holidays will be charged at **50% of the normal fee**. I will always give at least 4 weeks' notice.

My setting is closed on bank and public holidays, but a fee will still apply as I use these days for training, deep cleaning, and other work-related activities.