



## MANOR WOOD CHILDREN'S CENTRE

### Nursery Admissions and Fees Policy

#### Rationale

Manor Wood Children's Centre Nursery aims to provide a fair and transparent admissions system. The fee structure will always be applied fairly and consistently.

Manor Wood Children's Centre Nursery aims to offer a competitively priced high quality childcare service for families in the local community. Priority for places will be given to;

- Children from the Manor Wood Children's Centre outreach and Primary catchment,
- Siblings
- Children who are eligible for a 2-year-old FEEE place,
- Looked after children,

However, if there are places available children may be accepted from other local areas.

#### Implementation of Policy Admissions

- Parents/carers may contact the centre for more information by telephone on 0113 2693515 or e-mail: [cc@manorwood.owlcotesmat.org](mailto:cc@manorwood.owlcotesmat.org)
- Parents/carers will submit a new enquiry via the Family link
- Parents/carers will be invited to have a look around the nursery on open days.
- Should we be able to offer a placement, parents/carers will be sent a registration form link to complete and on agreement of the terms and conditions of admission, will be asked to pay a new starter fee in order to secure the placement.
- Parents/carers will be contacted to arrange a date for the child's home visit, approximately 3-4 weeks before the child is due to start.

## Waiting List

Parents/carers will be required to submit a nursery enquiry via the Family link. The details of this request will be placed on the waiting list. Manor Wood Children's Centre Nursery aims to offer a competitively priced high quality childcare service for families in the local community.

- If and when a place becomes available contact will be made via the Family app/telephone to the highest priority on the waiting list. If confirmation is not received by the requested date the placement will then be re offered to the waiting list.
- If the parent/carer still wishes to take up the place for their child, they will be asked to pay the new starter fee to secure the booking.

## Fees

Manor Wood Children's Centre understands that the cost of childcare places a large financial commitment on the parent or carer. However, the cost of organising, providing and running a childcare service for children is high, and the centre must ensure that fees collected enable the nursery to remain viable and to sustain the high quality of provision on offer at Manor Wood Children's Centre.

- Early Bird Session 7.30am-8.00am is £3.00 per session booked in addition to full days.
- We request a minimum of 2 days 8.00am-6.00pm.
- Current monthly fees are as follows:

BOOKING PATTERN	MONTHLY INVOICE	MONTHLY INVOICE inc 15 hours FUNDING IF ELIGIBLE
2 days	£595.00	£297.50
3 days	£892.50	£595.00
4 days	£1190.00	£892.50
5 days	£1487.50	£1190.00

- Invoices will be processed through the FAMILY app and are due to be paid in advance by the 16th of every month.
- Payments can be made via Direct debit bank transfer and tax-free childcare
- The level of fees will be set by Manor Wood Children's Centre and are reviewed regularly with the support from school and its governors. If a new fee level is felt necessary to maintain standards at the centre, parents/carers will be given one month's notice of any change in the level of fees or charges.

- Alternative payment arrangements may be considered, following consultation with the Centre Manager, for a limited period of time if a family is experiencing difficulties and it is in the best interests of the child for the place to continue.
- We are closed for Bank Holidays, and also shut between Christmas and the New Year. Early closure on the 24th December. We have 5 training days throughout the year. Please see the nursery calendar for when they will take place.
- Fee payers will not be charged for the closing week at Christmas however if your child's day falls on a training day or Bank holiday you will still be charged your normal fee for the day.
- We organise trips throughout the year and try to get as many children, parents and staff involved as we can. This may mean that the nursery provision is closed. We will inform parents when this takes place.
- Manor Wood Children's Centre endeavours to remain open all year round except for the days stated on the calendar, however if due to unforeseen circumstances or adverse weather we may have to close. Fee payers will be charged their normal fee for each closure day.

Please note that all payments are non-refundable, and child absences and holidays taken must be paid for to ensure the sustainability and viability of the centre.

### Late Payment

- If fees are not paid in full by the invoice due date, an additional £25 fee will be automatically added to your account for any late or overdue payments.
- If your account remains unpaid for over a week, this could impact your child's place with us.
- If parents/carers are experiencing difficulties, they are advised to speak to the Centre Manager, who will assist where possible to ease the situation and try come to an amicable solution.
- The Centre Manager will issue a formal written warning to the parent or carer if late or non-payment continues over a period of time, and if the parent/carers has made no attempt to explain the situation.
- If fees are paid persistently late, or not paid with no explanation, we reserve the right to terminate the child's place.
- Late collection of children after the official finish time of 6.00pm will incur a charge of £15.00 per 15mins late, per child per day. Persistent late collection of children

may jeopardise a child's place at the Centre. If additional payments are not made, or parents do not speak to the Centre Manager to discuss the situation, the child's place may be terminated.

- Parents/carers must give 4 weeks notice required in writing to signal that they wish to terminate/amend their child's place at the centre and payment for the notice period must be received in full.

Any queries or concerns about payment of fees or admissions to the Centre should be discussed with Carmel Barton, contact details listed below.

Contact Details: email- [cc@manorwood.owlcotesmat.org](mailto:cc@manorwood.owlcotesmat.org)

Manor Wood Children's Centre. Carr Manor Road. Leeds. LS17 5DJ.

0113 2693515

Family app

