



Admissions and Fees Policy

Each setting of ABC Childcare Services is registered with Ofsted.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the setting
2. Those requiring the greatest number of sessions/hours per week
3. Children of the Primary School (where our pre-school and out of school clubs are based)
4. Children living in the area attending other schools
5. Siblings of children who live in the area attending other schools

Registration

When an enquiry is made, parents or carers will be given all the relevant setting information, including:

- Information regarding availability of places
- Information about ABC Childcare Services
- Child Record Form
- Contracted hours and fees form
- Parent's contract
- Permission request form
- Ofsted report

When a place has been confirmed, parents and carers will receive a link to view the following policies online:

- Admissions and Fees policy
- Alcohol, drugs and no smoking policy
- Behaviour management policy
- Complaints procedure
- Equal opportunities



- Fire evacuation procedure
- Missing child procedure
- Risk assessment policy
- Safeguarding policy
- Sick child policy
- Uncollected child
- Use of cameras and mobile phones within the setting

If a place is available, the parents and child will be invited to visit the setting for an induction. The child will be able to attend the setting as soon as the completed forms are received.

If no places are available, the parent will be informed, and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, before their child can attend the setting and pay the relevant registration fee.

- **Permanent place (to include Term Time only or Holidays only contracts):**
Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.
- **Temporary booking:**
We will accept temporary or occasional (ad hoc) bookings as long as there are places available. If a temporary place has been booked and is no longer required, the setting must be given 48 hours' notice. If notice is not given, the place will still be charged for.

Fee structure and administration cost.

Fees are charged per hour for permanent places (i.e., all year round, term-time only or holidays only). A £50.00 deposit must be paid prior to your child starting.

ABC Childcare Services Cheshire Limited is a company registered in England and Wales.
Registered number: 08118781. Registered office: 129 Gainsborough Road, Crewe, CW2 7PJ



Fees for temporary places are slightly higher and referred to as ad hoc. The setting recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit. We are also registered to accept childcare vouchers and payments through the Tax-Free Childcare Scheme.

- Fees are payable monthly in advance by the 5th of the month
- Fees can be paid online via bacs transfer, voucher, or Tax Free Childcare.
- There is a charge of £5.00 per child per quarter of an hour for late collection.
- Fees are charged for booked sessions whether the child attends or not.
- We offer a 10% discount for the eldest sibling.

Payment of fees

Fees are reviewed annually by the registered person. The setting will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the manager at the earliest opportunity. Any queries regarding fees should be directed to the manager.

If fees are not paid, the setting will email to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that they arrange a meeting with the manager as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the setting being withdrawn.

If the fees remain unpaid after all the above options have been explored, the setting may have to cancel the child's place.

Reviewed annually



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