**Policy adopted at a meeting with company director, Secretary, and treasurer**

**Policy Review date - 1st January 2024**

**POLICY STATEMENT**

Rising stars nursery (South Harrow ) accepts children from 24 months to four years of age. It is our intention to make our setting accessible and inclusive to all families from the local community and we aim to ensure our **admissions and fee policy** is fair and clearly communicated. Our nursery is opened from 8 :30am to 3:30 pm Monday to Friday 38 weeks in the year. We are closed during all school holidays including August during the summer, bank holidays and Christmas.

**Funding entitlements**

Rising Stars Nursery is registered with Harrow council to provide **Free Early Years Entitlement** known as the Nursery Education Grant for all **eligible** 2 year olds. All 3 and 4 year olds are eligible for funding. Each child is entitled to **15 hours per week** which can be taken flexibly over a minimum of 3 days each week. 3/4 year olds are eligible for 30 hours of childcare a week over 38 weeksof the year for qualifying children of working parents.

**The New Government scheme -April 2024/25**

From September 2025, eligible working parents of children aged 9 months and above will access 30 hours from the term of following their child turning 9 months.

With the introduction of the new parent entitlements for 2024/25 working parents are entitled for 15 hours the same as disadvantaged parents from April 2024.

**Additional Hours**

This can be arranged with the nursery manager and paid for in advance depending on occupancy levels.

**NON-FUNDED CHILDREN**

Non funded 2 year olds children would be charged privately on an hourly basis. Each child must attend nursery for a minimum of 12 hours a week over 3 days. (Please refer to our fee structure for hourly rates.)

We require a **month'**s notice for any arranged hours to be changed.

**All fees are due and payable one full month in advance by standing order, cash, Bacs Transfer or Childcare Vouchers/tax free childcare scheme.**

**Non attendance, Sickness, and Holiday**

Fees are payable during periods of absences, sickness and family holidays. There is no monetary refund for the above and absences cannot be made up. In the case of a family emergency please write or speak to nursery manager.

OUTSTANDING FEES :

As per your contract payments must be made in full and in advance before the 5th working day of each month.

Late payments will incur a fine of £10 plus 5% each day and thereafter. Parents will be issued with a reminder invoice, statement of fees and a letter asking payment to be made within 7 days of the letter. Failure to do so will result in a second letter informing parents not to bring their child into nursery until outstanding balance is paid in full.

Fees are reviewed annually and any fee increase will be notified. within 30 days prior to commencement of the new fee policy.