



## Admissions and Fees Policy

Daisy Roots is registered with Ofsted. We provide care for up to 38 children between the ages of 4 and 11. Primarily serving the children of St Mary's School.

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 Daisy Roots
2. Those already attending
3. Order of registration

### Registration

When an enquiry regarding places is made, parents or carers will be sign posted to all the relevant information, including:

- Information regarding availability of places
- Details of the **Admissions and Fees** policy
- Signposted to our website, where our most relevant policies can be found

If a place is available, the parents and child will be invited to visit Daisy Roots for an induction. The child will be able to attend Daisy Roots as soon as the registration is complete.

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.

### Additional needs

Admission of children with additional needs will need to be assessed on an individual basis after consultation with the parents, school (where this is useful) and staff to ensure that all needs can be met within staff ratios. Children will be admitted providing the manager and the Daisy Roots team are confident that the Club can meet their needs without jeopardising the service/ quality of care to all at the Club and in accordance with the Disability Discrimination Act.

A child requiring further support may be admitted if a parent/carer can provide a Key Worker to work with the team and provide appropriate care whilst the child attends the after school/holiday Club.

Every effort will be made to accommodate children with additional needs.

- **Permanent place:**

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 bookings as long as there are places available. If a temporary place has been booked and is no longer required, Daisy Roots must be given 48 hours notice. If notice is not given, the place will still be charged for.

## Fee structure

Daisy Roots recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit (around nine in ten parents can save up to 70% on childcare costs by making use of this). We are also registered to accept childcare vouchers. Please speak to a member of our team.

- Fees are payable termly in advance
- Fees can be paid by electronic transfer or via childcare vouchers
- There is a charge of £12 for each 15 minutes of late collection, which will be added to your next invoice
- Fees are charged for booked sessions whether the child attends or not
- We offer a 10% discount for siblings

## Payment of fees

Fees are reviewed annually. Daisy Roots 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, Daisy Roots will write 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 Daisy Roots being withdrawn.

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

## Cancellation

A minimum of one months' notice is required to cancel your child's place at Daisy Roots.

This policy was adopted by Daisy Roots	Date: September 2023
To be reviewed: September 2024	Signed: Lauren Reeson