



Admissions, Fees and Cancellations

Policy statement

Dunnington Children trades as Over the Rainbow and is registered with Ofsted; our registration number is EY281807. We provide care for children between the ages of 2 and 11 years old. 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/Universal Credit. We are also registered to accept childcare vouchers and with the Tax-Free Childcare scheme. We welcome children receiving 2 year old funding, the universal 15 hours, the extended funding entitlement for 2 year olds for those eligible families, 3&4 year old funding, and families entitled to the extended 30 hours 3&4 year old funding.

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:

- Siblings of children already attending the Over the Rainbow
- Those requiring the greatest number of sessions/hours per week
- Children living in the area attending other schools
- Siblings of children who live in the area attending other schools

Registration

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

- Information regarding availability of places
- Details of the **Admissions, Fees and Cancellation** policy
- Registration form including medical information, booking form, privacy notice, photo permission form and key policies

If a place is available, the parents and child will be invited to visit the Setting for a taster session. 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 Registration Form, including all contact details, permissions and signatures to confirm our policies and procedures will be adhered to, before their children can attend the Setting. Parents can book a childcare place on a permanent basis or they may book a casual childcare place. We cannot guarantee places are always going to be available on an ad hoc basis.

Cancellation of a Permanent place:

Once booked, if a child does not attend the session for any reason, including sickness and holiday, you will still be charged. Reasonable adjustments will be made in line with the Equality Act 2010 for children attending the Setting with SEND. If you wish to cancel the place altogether, four weeks' notice in writing or via email must be submitted to the Manager.



Covid 19

We do not offer refunds/credits for

- Child sickness
- Parent/carer sickness
- Child COVID-19 diagnosis/self-isolation
- Parent/carer COVID-19 diagnosis/self-isolation
- Group COVID-19 closure/self-isolation (due to child/staff/parent/carer/school staff)
- School closure (any reason inc. COVID-19)

We do credit for

- Enforced local/UK lockdown (COVID-19)
- By order of Government, Local Authority or Environmental Health

Casual bookings:

We will accept casual bookings if there are places available. If a place has been booked and is no longer required, you must give the Setting 48 hours in written notice. If notice is not given, the place will be charged for.

Fee structure:

Breakfast Club - £5.50

Pre School – Half Day (9am-12.30pm or 11.30pm-3pm) £17.50 or Full Day (9am-3pm) £32.50

Lunch - £3.20

After School Club - £11.00

Holiday Club – Full Day £30.50

Additional Charges for Early Years Funded 2,3 & 4-year-olds Half Day £2.25/Full Day £4.00

- Fees are payable monthly in advance
- Holiday Club fees must be paid in advance
- Holiday Club places require 2 weeks' notice of cancellation
- Fees can be paid by cheque, electronic transfer, childcare vouchers, cash or standing order
- Statements are sent out monthly which detail booked sessions and any payments received
- There is a charge of £10 per 15 mins, per child for late collection
- **Fees are charged for booked sessions whether the child attends or not unless cancelled within the timescales set out above**

Payment of fees

Fees are reviewed annually. 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. Over the Rainbow seeks to avoid parents getting into arrears with their childcare costs. Any queries regarding fees should be directed to the Manager. If fees are not paid, the Setting will write to the parent or carer. If the parents or carers are having difficulty making payments on time, we recommend that they arrange a meeting with the Manager within 7 days of receiving their statement/invoice.



Where there is no satisfactory explanation for repeated late payment, the Manager will contact the parents or carers to discuss payment options. The Manager will contact the parent/carer advising them that continued late payment will result in their child's place at the Over the Rainbow being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Setting will cancel the child's place until full payment is made, confirming this in writing.

The Trustees may feel it necessary to refer deficits to HM Courts and Tribunals Service and make a Money Claim. If a court claim is made against the parent/carer due to non-payment, an interest rate of £2 per day up to the day of judgment will also be charged. All court fees will be added to the parent/carer's account for payment.

This policy was adopted at a meeting of	Over the Rainbow
Held in:	Feb 2024
To be reviewed in:	Feb 2025
Signed on behalf of the setting:	kprice
Name of Signatory:	Kelly Price
Role of Signatory:	Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and record keeping Page 39 [3.78-3.81]*