

Admission and Charging Policy Nursery

Effective Date 19th May 2026	Next Review Date 1 Apr 2027	Version Version 2	Reviewed by Lorna Hodgett Centre Manager
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PURPOSE

Welcome to Acorn Childcare Centre - Nursery Provision. We are delighted that you are considering our nursery for your child's early education and care.

This Admissions and Charging Policy applies specifically to our nursery provision and is designed to ensure a transparent, fair, and consistent process for all families. We are committed to providing a safe, nurturing, and stimulating environment in which children can grow, learn, and thrive.

This policy outlines the criteria, procedures, and expectations for nursery admissions, attendance, and fees. Our approach reflects our values of inclusivity, equality, and respect for diversity. Please read this policy carefully and contact us if you require further clarification.

ADMISSIONS

Families wishing to apply for a nursery place are encouraged to contact our friendly and knowledgeable team on 01780 766493 or via email at enquiries@acornchildcarecentre.co.uk.

A nursery prospectus is available on request or to download from our website.

Prior to your child starting at the nursery, a fully completed Admission Form must be submitted. This ensures that we hold all relevant information required to support your child's safety, wellbeing, and development.

Nursery rooms: Children are placed into rooms according to their age and stage of development:

- Little Acorns / Tiny Acorns : 6 weeks - 2 years (all year round)
- Super Seedlings: 2 - 3 years (all year round)
- Great Oaks / Mighty Oaks: 3 - 5 years (term time or all year round)

Session availability is subject to staffing ratios and space.

AREA	PROCEDURE
Deposits & Admin fee	<p>To secure a wrap around care place, a £100 deposit per child is required. Deposits must be paid before your child's first session. The deposit is refundable once the final account has been settled and all outstanding fees cleared unless the child's place is withdrawn before their start date.</p> <p>An admin fee of £100 is required when booking your child's place if you are using chargeable hours. This fee is non-refundable. If a parent initially starts on funded hours only but later increases their child's hours to include chargeable hours, the £100 admin fee will then become payable.</p>
Bookable Sessions	<p>Session fees vary by room due to statutory staffing ratios.</p> <p>Little Acorns / Tiny Acorns (6 weeks - 2 years)</p> <ul style="list-style-type: none"> • Busy Bunnies Early (07:30-08:00, incl. breakfast): £4.10 • Busy Bunnies Late (08:00-09:00, incl. breakfast): £8.15 • Morning Session (09:00-12:00, incl. snack): £24.45 • Afternoon Session (12:00-15:00): £24.45 • Teatime (15:00-16:30, incl. light tea): £12.25 • Night Owl (16:30-18:00): £12.25 <p>Super Seedlings (2 - 3 years)</p> <ul style="list-style-type: none"> • Busy Bunnies Early (07:30-08:00, incl. breakfast): £3.95 • Busy Bunnies Late (08:00-09:00, incl. breakfast): £7.90 • Morning Session (09:00-12:00, incl. snack): £23.70 • Afternoon Session (12:00-15:00): £23.70 • Teatime (15:00-16:30, incl. light tea): £11.85 • Night Owl (16:30-18:00): £11.85 <p>Great Oaks / Mighty Oaks (3 - 5 years) (Same fees as Super Seedlings)</p> <p>Nursery fees are inclusive of a broad range of enriching activities, which may include:</p> <ul style="list-style-type: none"> • Funergy • Language activities • Music and movement <p>Activities are planned in line with the EYFS framework and tailored to children's developmental stages.</p>
Food Provision	<p>Breakfast, snacks and light teas are included where specified within sessions.</p> <p>Lunch</p> <p>Parents may provide a healthy packed lunch or choose to order a hot school meal during term time.</p> <p>Hot meals are freshly prepared on the school site in line with School Food Standards and consist of two courses, fresh fruit, and bread. Meals must be ordered via the School Grid app. Please speak to the Acorn admin team to set up an account.</p> <p>Hot meals are available during term time only. Packed lunches are required during holiday periods.</p> <p>Allergies and Dietary Requirements</p> <p>We take food allergies and special dietary needs very seriously and aim to accommodate children with specific food allergies or intolerances. Parents are required to inform us of any known allergies or dietary restrictions upon admission, and we will work with you to ensure your child's dietary needs are met.</p> <p>Where possible, we will offer alternative options that are safe for your child. However, it is the responsibility of the parent to notify us promptly of any changes to the child's dietary needs.</p>

Settle Session	We offer a free two-hour settling-in session prior to your child's formal start date. Parents/carers are welcome to stay initially to help their child become familiar with the environment, routine, and staff. We then encourage parents to leave their child with our experienced nursery team to support a smooth transition.
Nappies and personal care items	Parents are asked to supply their child's own nappies, wipes, and creams. Staff will monitor supplies and notify parents when items are running low. If nursery supplies are required due to items not being replenished in time, a charge of 20p per item used will be applied.
Ad-Hoc Sessions	Ad hoc sessions may be booked subject to availability and completion of an Admission Form. Please contact the Centre office to enquire.
Part-Time Sessions	Part sessions are charged at the full session rate. Staffing ratios must be maintained regardless of attendance time. Session times cannot be adjusted.
Funded early years entitlement (EYE)	Funded places are offered in accordance with the Early Years Entitlement Code of Practice and the Local Authority Provider Agreement. Parents are responsible for applying for funding via www.childcarechoices.gov.uk . Please note: <ul style="list-style-type: none"> • Funding cannot be claimed until a completed Parent Declaration Form has been submitted and validated. • Parents remain liable for all fees until funding has been received and confirmed. • Funding can be applied to eligible sessions after 08:00. • The 07:30-08:00 session is not funded and will be charged if used. We offer: <ul style="list-style-type: none"> • 15 funded hours (term time) or 12 hours stretched • 30 funded hours (if eligible) or 24 hours stretched Funding calendars are available via email and on our website.
Payments	From 1 September 2025, nursery fees will be invoiced in advance. Children registered prior to this date will continue to be invoiced in arrears under existing arrangements. Payments are due within the timescale stated on the invoice. Bank transfer is preferred. Cheques are accepted. Cash payments must be made at the Centre office and a receipt will be issued. Invoices and statements are issued by email to the named bill payer(s) on the Admission Form.
Discounts	<ul style="list-style-type: none"> • 10% discount for children of staff employed by Malcolm Sargent Primary School • 30% discount for children of staff employed by Acorn Childcare Centre • One 10% sibling discount per family is available and is applied to the oldest child's nursery sessions, provided the child attends contracted sessions beyond funded hours. • It is the parent's responsibility to notify the office if a sibling discount is required. Discounts cannot be applied retroactively.
Late Collection	If a parent/carer anticipates being late, the Centre must be informed as soon as possible. Late collection charges apply at £20 per 30-minute period or part thereof, per child. For example, collection at 18:35 would incur a £40 charge.

Non-Collection	If a child is not collected and no contact can be made with parents or emergency contacts, the Centre will follow safeguarding procedures, including contacting the local authority children's services emergency duty team if required.
Non-Payment of fees	<p>We understand that families may occasionally experience financial difficulty and encourage early communication.</p> <p>Where fees remain unpaid:</p> <ul style="list-style-type: none"> • The Manager will liaise with the parent/carer • A payment plan may be agreed • Continued non-payment may result in withdrawal of the child's place and offsetting of the deposit • Legal recovery may be pursued as a last resort <p>All financial matters are treated confidentially</p>
Tax credits and childcare vouchers	The Centre is Ofsted registered and accepts childcare vouchers. Parents may also be eligible to claim tax-free childcare or childcare elements of Universal Credit. Please note that unused childcare vouchers cannot be refunded directly by the Centre.
Withdrawing from Nursery	<p>Families must provide one month's written notice if they wish to withdraw their child from the nursery. A closing statement will be issued and the deposit refunded once the final balance is settled.</p> <p>Please see Parental contract for more information on withdrawing your child from nursery.</p>
Closures	The Centre is closed for one week between Christmas and New Year, and on bank and public holidays.
Review of fees	Fees are reviewed at the discretion of the Directors. Families will be given one month's notice of any fee changes.
Policies	All of our policies can be found on our website and are reviewed every year. Any major changes will be communicated to parents via email and/or Tapestry
Nursery Session changes / cancellation	<p>A minimum of one month's written notice is required to cancel or amend contracted nursery sessions, whether funded or unfunded.</p> <p>Sessions remain chargeable during periods of absence, including illness.</p> <p>Parents are asked to notify the Centre of absences in line with our Attendance Policy.</p>