Daisy Chains Nursery
South Ashford Youth Centre
St Stephens Walk
Ashford
Kent
TN23 5BD

FEES, ADMISSIONS, & DEPOSITS POLICY

Initial Enquiry and Waiting List

Enquiry: Enquiries are accepted by phone, email, website or in person.

Visit: The next step would be for the parent/carer to attend the setting with their child for a familiarisation visit.

Waiting List: If places are not immediately available, families can opt to be placed on a waiting list.

Applications and Registration

Application: Parents must submit a completed Registration Form to request a place. The form should highlight:

i. Child's full name, date of birth, and address
ii. Child's birth certificate number (as per KCC's guidelines)
iii. Parents'/carers' contact details (including emergency contacts with a minimum of two)
iv. Parents' NI number for funding eligibility *where applicable*
v. Up to date funding code (if applicable)
vi. Medical information (allergies, health conditions, medication details)
vii. Dietary requirements
viii. Special Educational Needs and Disabilities (SEND) information
ix. Cultural and religious needs
x. Details of who is authorised to collect the child
xi. Parental consent for photographs, outings, and emergency medical treatment

Deposit

Security Deposit: For funded hours, a Security Deposit of £50 is required to secure an offered place. For private fee-paying parents, the deposit is the equivalent to 4 weeks of the private fee amount.

Funded Places: For children strictly utilising the 15 or 30 government-funded hours, the deposit is fully refundable, subject to terms (*see below*).

Private & Top-Up Places: For private fee-paying or top-up spaces, the deposit is held on account. It is refunded upon the child leaving the nursery or allocated towards the final invoice.

Minimum Enrolment, Notice Periods, & Deposit Forfeiture

Minimum Enrolment Period: All registrations are subject to a mandatory Minimum Enrolment Period of six weeks from the child's official start date.

Notice Requirement: A minimum of 4 weeks' written notice to the Nursery Manager is required to withdraw a child or permanently reduce contracted hours. Notice is not required for funded children.

Deposit Refund Conditions: The Security Deposit is refundable by 6 weeks of attendance, provided that:

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i. The child has completed the 6-week Minimum Enrolment Period
ii. The 4 weeks' written notice was fully served (*private fee payers/hybrid funding* only)
iii. All outstanding private session invoices, top-up fees, uniform payments, late collection fees, or snack charges are settled

Forfeiture of Deposit: The nursery will retain the Security Deposit in full or in part to mitigate operational loss if:

i. The parent accepts the place but fails to start on the agreed date
ii. The child is withdrawn prior to completing the 6-week Minimum Enrolment Period
iii. The parent fails to provide the required 4 weeks' written notice (private/hybrid fee paying parents), in which case the deposit will offset the fees owed in lieu of notice.

This remains complaint with the guidance set by the Department for Education and our Kent County Council.

Fee Structure & Additional Charges
Sessions & Rates: Private fees and top-up hours are billed at the following standard rates:

i. Full Day (6 Hours): £52.90 per session
ii. Half Day (3 Hours): £28.50 per session

Invoicing: Fees are calculated monthly and billed in advance on the 1st of each month. Invoices must be paid in full by two weeks from the invoice date.

Absences: Full fees apply for all child absences, including illness, family holidays, and official Bank Holidays.

Late Collection Fees: We require parents to promptly collect their children from the nursery by the end of their scheduled session. Any delay or late collections adversely impact the operations and safeguarding compliance of the nursery, and therefore attracts uncompromising late collection fees. These are as follows.

1. £20 – up to 15 minutes late.

2. £40 – over 15 minutes.

Whilst these charges are intended to act as a deterrent, any accrued unpaid late collection fees may negate your child's enrolment into the next term until all fees are discharged.

Optional Uniform Purchases: Nursery uniform items are entirely voluntary and not a condition of enrolment:

- Polo T-Shirts: £5.00 each
- Sweaters: £8.00 each