



“A Confident Start in a Caring Environment”



HOME FARM CHILDREN'S NURSERY LTD (HFCN)

Admissions and Fees Policy

Last updated:	June 2025
Next review:	June 2026
Ratified By:	HFCN Board

Admission and Fees Policy

It is our intention to make Home Farm Children's Nursery accessible and inclusive to all children and families who wish to use our childcare Provision. We aim to make our Admissions Policy clear and transparent for all through open communications and procedures as reflected in our Equality and Diversity Policy.

- We welcome all children regardless of their physical, intellectual, social, emotional or communication needs and encourage them to take part in all aspects and activities to the best of their ability. We have wheelchair access to all areas of our provision by means of ramps and wide doors and a toilet that accommodates a wheelchair. Staff are trained in Makaton and are following the “Every Child A Talker” Programme to support children in their communication and language. This includes children with English as an additional language and we work in close partnership with outside agencies.
- We operate a waiting list system which is governed by: Availability in the room i.e. Ducklings room, Bunnies room, Goslings Room and Lambs-Preschool Room. Siblings already at the setting have first refusal.
- We work in close partnership with all people who may share care and responsibilities for each child, e.g.; to include extended family, carers, childminders etc., with the consent of the main carers permission.
- On admission all parents are informed of our policies and procedures accessible on our website.
- Parents are informed that personal information is kept in a lockable filing cabinet in line with Data Protection and Confidentiality Guidelines.
- Families are encouraged to contact Home Farm Children’s Nursery to discuss their childcare needs and we will try to accommodate them within our ability.
- We promote our nursery in ways to reach all sections of the community by advertising in a variety of ways, e.g. our own website, Facebook, Homewood School website, Day Nurseries website and Tenterden local newsletter and newspaper.

We are open from 8.00am to 6.00pm - Monday to Friday, 50 weeks of the year and can accommodate parent’s choices within these times. When we have a parent/carer who comes to our setting with English as an additional language or a hearing/ sight impairment, we will do our best to address and support them by contacting an outside agency who could fully support them.e.g, interpreter, and BSL user.

Note:

- On completing registration forms parents are asked to provide a password in case their child/ren are collected by someone else on short notice. This is confidential between Home Farm Children’s Nursery and the Parent/carer.
- Parent / Carer’s must supply the Nursery with a list of people that have permission to collect their child.
- Parent/ Carers are asked to provide the names of people who have legal contact on the registration form.
- Parents/Carers sign the registration form to say that they understand that information may be shared with outside agencies.

Fees Policy

- Fees must be paid monthly in advance (invoices are issued by the 5th of every month for that month). Failure to meet payment dates will result in the loss of any additional hours/sessions that are accessed outside the Free Early Education/or placement within the nursery if Free Early Education is not available. This process includes correspondence between the Nursery and parents/carers in an effort to redress any outstanding monies. If agreement cannot be made the outstanding balance will be referred to a debt collection agency

- We also accept Childcare Vouchers and payments through the Government Tax Free Childcare Scheme.
- A deposit of £ 100.00 is required at least seven days before a child starts at the Nursery. If the Free Early Education is being accessed, then no deposit is required.
- The Nursery is open 50 weeks of the year and is closed on bank holidays, statutory staff training days, one full week over the Christmas period and one week over the summer period for maintenance work. Payment is not required during these times.
- In the event that Home Farm Children's Nursery has to close because of flood, snow etc. then the parent will have money refunded on a pro-rata basis in respect of the days in which the Nursery was closed. However, if a child is sick or on holiday then the fees are still payable.
- Lunch fees are included on the invoice for those who have lunches regularly at Nursery. Parents can opt to supply their own food for their child. Those sessions that are a one off, may pay on a daily basis. If notice is given to cancel lunch due to any planned absences, there will be no charge.
- A minimum of four weeks' notice is required for any child leaving the Nursery or reducing their attendance. The deposit will then be used towards the fees within this period of notice.
- Failure to give four weeks' notice will result in the deposit being retained by the Nursery.
- No refund will be paid if a child does not attend the nursery at the agreed times. This includes holidays and illness.
- The nursery will give priority to siblings and children from the Tenterden area and Trust Members

Free early Education for 9 months to 2-year-olds

- Eligible working parents can get 30 hours free early education for children from 9 months old starting the term after the child turns 9 months, subject to an income/ benefit criteria. You can find out if you are eligible and apply online at www.gov.uk/childcare. Any sessions accessed outside of the 30 hours a week or accessed in half terms and holidays will be charged at our normal session rates.

Free early Education for 3- and 4-year olds

- In England all 3 and 4 – year – olds get 15 hours of free childcare weekly. You may start to claim the free early education the term after your child's 3rd birthday (January, April or September). Working parents can claim an extra 15 hours (30 total) by applying via www.gov.uk/childcare and meeting certain criteria. A copy of your child's birth certificate must be presented with the parental declaration form stating how many hours a week you will be claiming. At that point if you would like to access only your 15 or 30 hours free early education you can do so.
- A monthly invoice will show the hours as free early education. Any extra sessions will be charged at our normal rate. If you have any questions about funding please ask