



# Admissions policy

Places will be allocated on a first come, first served basis. Priority will be given to siblings of children already attending the Footsteps. We also consider priorities for children with SEN.

Children are admitted fairly and are able to be involved in all activities. His or her needs are catered for regardless of ethnicity, colour, gender, religion or disability.

## **Early Education Funding (EEF)**

We do not require any notice period for children receiving EEF.

## **Deposits**

A deposit is required to secure your child's place once a place had been offered to you in writing.

Full time Place: £400

Part time Place: £200

This deposit will be held by Footsteps Day Nursery & Pre-School until your child leaves and on the basis that no fees are outstanding and that we have received four weeks written notice.

## **FFE**

Please note that children who only attend the setting for their funded nursery place, no deposit will be taken.

## **Fees**

- Fees are charged on a monthly basis.
- No charge is made the week between Christmas and New Year when the Centre is closed.
- No discount is given for holidays or sickness. It is our policy to review our fee structure annually.
- If you are late to collect your child a late fee is charged at a rate of £20 per hour. If a regular pattern emerges we reserve the right to give you 4 weeks written notice to terminate your child's place.
- Payment of fees is a month in advance and are due on the first of each month. You will receive an invoice two weeks prior to the invoice due date. We reserve the right to charge for late payment of fees at a rate of 6% interest. However, if you are receiving difficulty in paying your fees please speak to Kelly Carter and we will try to support you as best we can.