

# Admissions & Fees Policy

## Towcester Cottage Nursery



KidsStop is committed to providing a fair and open admission system that offers a competitively priced and good value service to all its customers.

### 1.0 Admissions

When a parent/carer contacts the setting about a place for their child, they will be informed whether there is a suitable available place for their child and invited to visit the setting and speak to the in-setting team.

At the time of the visit parents/carers can access all the relevant information they require including details of the Admissions and Fees Policy via KidsStop's website by scanning the available QR Codes within setting.

If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to sign the Charging Policy, Admissions & Fees Policy, complete and sign the necessary online registration forms, and make payment of a registration fee to secure their child's place.

Once the admission is secure, the Manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first settling in period at the setting. At this stage, the provisions of the settling in policy will come into operation.

### 2.0 Waiting List

To ensure that admissions to the setting are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, KidsStop's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/Carers will be encouraged to submit their request for a place at KidsStop using the Enquiry button on the Nursery page of the KidsStop website. The details of this request will be placed on the waiting list.
- The waiting list will be kept and used on a 'First come first served bases. If it is known that a place is due to become available, KidsStop admin will advise the parent/carer of how long they are likely to have to wait for a place at KidsStop. If there isn't a place soon to become available, places will only become available by way of a cancellation by an existing family. Any information on an upcoming place will only be an estimate and will not constitute a binding guarantee from the setting.
- Once a place becomes available at KidsStop, either the KidsStop admin or Manager will contact the parent/carer whose child is most suitable for the place and the highest up on the list.
- If that parent/carer concerned no longer wishes to take up the place, then the next suitable child for that place will be contacted.

### 3.0 Fees

KidsStop understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe, and stimulating service for children is not inexpensive and to ensure the continued high standards and sustainability of KidsStop, it must be asked that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the registered person and reviewed annually in the light of KidsStop 's financial position, its future strategic plans and by any other broader economic or social considerations deemed relevant.
- Payment of fees should be paid monthly, and payment must be received by KidsStop before or by the first day of the invoiced month. Individual payment arrangements will be negotiated between Nikki the KidsStop Manager only and parents/carers.
- Parents/carers wishing to negotiate payment dates or any other alteration to the standard of this policy should arrange a meeting with Nikki the KidsStop Manager at the earliest possible opportunity, where she will try to support. Any alternative payment plans are not guaranteed and will only be accepted and supported if viable for the business.
- If the parent/carer does not pay the fees on time KidsStop admin will write to the parent/carer to request payment at the earliest possibility and apply a **£15 a day late payment fee** until payment is received.
- The Manager has the right to issue a formal warning to the parent/carer for persistently late payment of fees, this then possibly leading to the child's place at KidsStop being forfeited.
- If fees are persistently paid late with no explanation KidsStop has the right to terminate that child's place at the setting. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the setting just for the remainder of that week.
- Parents/carers are encouraged to speak to Admin or the Manager if they have any query about the fees policy, or if for any reason they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity to avoid jeopardising their child's place at the setting.
- Fees are invoiced monthly and will need to be paid alongside one months' notice if you wish to terminate your place at KidsStop. This will need to be paid whether your child attends for the notice period or not.

### 4.0 Payment

As a provider of registered childcare, we aim to offer as many methods of payment as possible.

Payment via BACS is accepted, and we ask that you reference your payment with your child's full name. Payment using our app is now available to reduce admin costs.

KidsStop is registered with all childcare voucher schemes, please notify admin on [admin@kidsstop.co.uk](mailto:admin@kidsstop.co.uk) and they will provide you KidsStop's account number for your chosen voucher scheme.

KidsStop also accepts payments using the Government Tax Free Childcare Scheme, please notify admin of your child's unique reference number by emailing [admin@kidsstop.co.uk](mailto:admin@kidsstop.co.uk).

If you are or intend on furthering your studies, KidsStop is also registered with the Childcare Grant Payment Service where your student grant can contribute towards your childcare fees. For further details, please email [admin@kidsstop.co.uk](mailto:admin@kidsstop.co.uk).

### Declaration

I confirm that I have read and understood this policy and agree to pay the appropriate fees for I have requested.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once signed, save this document to your device before returning otherwise it will return blank and email to [admin@kidsstop.co.uk](mailto:admin@kidsstop.co.uk)

| <b>Version &amp; Issue Date</b> | <b>Signed</b> | <b>Review Date</b> |
|---------------------------------|---------------|--------------------|
| V2 – December 2025              | Manager       | April 2026         |

# Charging Policy

## Towcester Cottage Nursery



As a childcare provider, KidsStop aims to provide a variety of sessions that are as affordable and flexible as possible to suit the needs of the families we provide care for.

This policy aims to transparently outline in detail all charges associated with the different sessions we offer. At KidsStop, we understand that every family's circumstances are different, and we aim to provide as many options as possible to suit those circumstances.

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## 1.0 Standard Chargeable Sessions

Table 1 outlines the standard sessions we offer to families paying for 100% of their childcare.

|   |   |
|---|---|
| <b>Full Day Session</b><br>8:00 to 18:00 (10 hours) @ £11 an hour<br>22% Discount<br><b>£85</b> | <b>School Day Session</b><br>9:00 to 15:30 (6.5 hours) @ £11 an hour<br>2% Discount<br><b>£70</b> |
| <b>AM Session</b><br>8:00 to 13:00 (5 hours) @ £11 an hour<br><b>£55</b>                        | <b>PM Session</b><br>13:00 to 18:00 (5 hours) @ £11 an hour<br><b>£55</b>                         |
| <b>Early Start</b><br>7:30 to 8:00<br><b>£25</b>  | Table 1   |

All the prices shown in Table 1 include all consumables, food and any additional resources or activities that we may need to support your child's developmental needs.

## 2.0 How Funding is Applied

KidsStop supports the delivery of funding to contribute towards the cost of your childcare. As part of our obligation to successfully deliver the funded places, we must transparently outline all our charges to ensure the funding is being delivered fairly and appropriately.

KidsStop is open for 50 weeks of the year. As per the Parent/Carer Contract issued by the local authority and the mandatory options set out by the local authority, if you choose to spread the funding across the year, the mandatory option of 47.5 weeks must be chosen, meaning the funding will be spread across 47.5 weeks of the year.

The remaining 2.5 weeks of the year will be charged to you, as per the prices set out in Table 1. This will be equally spread across the 5 months from April to August.

Unfortunately, as stipulated by the local authority, if you do not use all your weekly funding entitlement it cannot be used towards the chargeable 2.5 weeks.

## 3.0 Additional Charges

Government funding towards the cost of childcare is a contribution. Although often described as "free," the hourly funding rate paid to childcare providers does not cover the full cost of delivering the service.

Under conditions set by the local authority, childcare settings are not permitted to charge families for the shortfall between the funded rate and the actual cost of provision. However, providers may apply charges for food, consumables, and additional activities.

Details of these charges are outlined in this policy, and a non-exhaustive list of consumable items can be found in Section 13.0.

If you have any questions regarding this, please contact Nikki, the KidsStop Manager directly.

#### 4.0 Funded Childcare for 9-month-olds

Table 2 outlines the additional charges associated with claiming this funding.

|  |   |  |
|--|---|--|
| <b>Funded AM Session</b><br>8:00 to 12:00 (4 hours)<br>Additional charge = <b>£5.50</b><br>Food = £3.50<br>Consumables = £2  | <b>Funded AM Session</b><br>9:00 to 13:00 (4 hours)<br>Additional charge = <b>£7</b><br>Food = £5<br>Consumables = £2               | <b>Funded AM Session</b><br>8:00 to 13:00 (5 hours)<br>Additional charge = <b>£9.50</b><br>Food = £7<br>Consumables = £2.50    |
| <b>Funded PM Session</b><br>13:00 to 18:00 (5 hours)<br>Additional charge = <b>£6.50</b><br>Food = £4<br>Consumables = £2.50 | <b>Funded School Day Session</b><br>9:00 to 15:00 (6 hours)<br>Additional charge = <b>£9.50</b><br>Food = £6.50<br>Consumables = £3 | <b>Funded Full Day Session</b><br>8:00 to 18:00 (10 hours)<br>Additional charge = <b>£15</b><br>Food = £11<br>Consumables = £4 |

Table 2

#### 5.0 Funded Childcare & Education for 2, 3, & 4-year-olds

Table 3 outlines the additional charges associated with claiming this funding.

|  |  |  |
|--|--|--|
| <b>Funded AM Session</b><br>8:00 to 12:00 (4 hours)<br>Additional charge = <b>£10.50</b><br>Food = £3.50<br>Consumables = £2<br>Additional Activities = £5 | <b>Funded AM Session</b><br>9:00 to 13:00 (4 hours)<br>Additional charge = <b>£12</b><br>Food = £5<br>Consumables = £2<br>Additional Activities = £5               | <b>Funded AM Session</b><br>8:00 to 13:00 (5 hours)<br>Additional charge = <b>£14.50</b><br>Food = £7<br>Consumables = £2.50<br>Additional Activities = £5   |
| <b>Funded PM Session</b><br>13:00 to 18:00 (5 hours)<br>Additional charge = <b>£6.50</b><br>Food = £4<br>Consumables = £2.50                               | <b>Funded School Day Session</b><br>9:00 to 15:00 (6 hours)<br>Additional charge = <b>£14.50</b><br>Food = £6.50<br>Consumables = £3<br>Additional Activities = £5 | <b>Funded Full Day Session</b><br>8:00 to 18:00 (10 hours)<br>Additional charge = <b>£20</b><br>Food = £11<br>Consumables = £4<br>Additional Activities = £5 |

Table 3

#### 6.0 Additional Hours

For those families who would like to use their funding entitlement plus additional hours on the same day, the additional hours will be charged at the standard hourly rate, as detailed in Table 1, up to the price of the appropriate session. Additional sessions are charged at the standard session rates, as detailed in Table 1.

#### 7.0 Additional Activities

Each morning a professional outside company will come into setting to do specialised activities with the children. The activities are tailored to be age specific and to engage the children into an activity that we feel will benefit their progress and development.

These activities are available for all children to participate in but only charged once your child is 2 years old.

From January 2026 the activities will be Forest School, Phonics, Yoga, Sports and Cooking.

## **8.0 Lunch**

Each day between 11:30 and 13:00 we serve a hot, balanced, healthy meal, consisting of a main course followed by a pudding.

All children attending a session finishing at 12:00 are welcome to stay for lunch for an additional charge of **£14**. Children who are attending a session beyond 12:00 will not be charged for lunch.

Those who wish for their child to attend the lunch time hour only with their own packed lunch are welcome to do so for **£11**. We are a nut free setting so please refrain from packing any nut-based items.

## **9.0 Flexibility**

We aim to offer flexibility and support to our families, so where we can accommodate alternative hours to suit your needs we will. Please speak to Nikki, KidsStop Manager, and Admin during the registration process or when your child becomes entitled/eligible for the funding. If the arrangement of sessions does not quite meet your needs, we are more than happy to look at your requirements and come up with a solution to suit. Please email Nikki KidsStop Manager [nikki@kidsstop.co.uk](mailto:nikki@kidsstop.co.uk) and Cc [admin@kidsstop.co.uk](mailto:admin@kidsstop.co.uk)

We are also aware of the diverse needs of children, so therefore we will support individual needs and put reasonable adjustments in place to ensure you and your child are happy whilst at nursery.

## **10.0 Summary**

Overall, we feel that structuring of the sessions as detailed within this policy meet our obligation to be as open, transparent, and as flexible as possible. We also hope that it helps all our families to plan appropriately for the future in these difficult times.

If you have any questions, or if based on the information provided in this policy you would like to adjust, cancel, or add sessions, please email Oliver (admin) on [admin@kidsstop.co.uk](mailto:admin@kidsstop.co.uk)

## **11.0 Terms of Funding**

Government funding is a contribution towards the cost of your child's place. It does not cover the full cost of provision; therefore, all funded places will be subject to additional consumable charges. These charges help us meet the overall costs required to deliver the high-quality service you expect and deserve.

KidsStop is required to charge for consumables on a voluntary basis. However, if you choose not to contribute or are unable to do so, KidsStop may face challenges in meeting the costs of its service. If this applies to you, please speak with Nikki, the KidsStop Manager, who will be happy to discuss this further.

Funding is allocated to the earliest day of attendance each week, with any remaining funding applied to subsequent days. Once all funding has been allocated, any unfunded hours within a day will be charged at the standard hourly rate, up to the session rate.

KidsStop reserves the right to limit the number of fully funded places. These places will be offered to families on a first-come, first-served basis, determined by the child's enrolment date

## 12.0 Updates

This policy will be continually reviewed, and any future changes to this policy will be done with plenty of forewarning where you will again be notified by email or app.

## 13.0 List of Consumables

Items considered to be consumables includes, but is not limited to:

|                      |                     |                |                   |
|----------------------|---------------------|----------------|-------------------|
| Air Fresheners       | Cleaning Cloths     | Glue Sticks    | Pens              |
| Anti-bacterial Spray | Cotton Wool         | Hand Sanitiser | Play-dough        |
| Anti-bacterial Wipes | Crayons             | Hand Soap      | Role Play Food    |
| Aprons               | Creams/Ointments    | Kitchen Towel  | Sand              |
| Batteries            | Dishwasher Tablets, | Loose Parts    | Shaving Foam      |
| Bibs                 | Salt & Rinse Aid    | Nappies        | Soil              |
| Bin Bags             | Fabrics/Materials   | Nappy Sacks    | Sun Cream         |
| Blue Roll            | Floor Mops          | Paint          | Tissues           |
| Card                 | Flowers             | Paper          | Toilet Roll       |
| Changing Mats        | Glitter             | Paper Towels   | Washing Up Liquid |
| Clay                 | Gloves              | Pencils        | Wipes             |

## 14.0 Declaration

I confirm that I have read and understood this policy and agree to pay the appropriate fees for I have requested.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once signed, save this document to your device before returning otherwise it will return blank and email to [admin@kidsstop.co.uk](mailto:admin@kidsstop.co.uk)

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