



Admissions and Fees

Admission, Waiting List, Fees, Early Drop offs or Late collections, Early Years Funding Scheme

Admissions/service provision

DDC is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit, Employer Supported Childcare Voucher schemes and the Early Years Funding scheme.

Admissions

When a parent or carer contacts Davey Day Care (DDC) to enquire about a place for their child, we will first check our availability forecast to determine if there is space in the relevant age group, based on the days and sessions requested. If availability exists, the parent/carers will be invited to visit the nursery for a tour during our opening hours. During this visit, we will explain our daily routines, transition processes, funding options, sleep schedules, arrival and departure procedures, and any other topics the parent/carers would like to discuss.

Following the tour, the parent/carers will be emailed all necessary information, including an application form. A child's place is secured only once the completed application form is returned. DDC operates on a first-come, first-served basis, and receipt of the completed form confirms the child's admission and reserves their space.

Once sessions are confirmed and the application is processed, the child will be added to the attendance register and DDC's policies will come into effect. If a parent/carers later needs to amend or cancel any of the booked sessions, DDC will make every effort to accommodate changes. However, please note a holding fee of £50 will apply for each day that is reduced.

Waiting List Policy

To ensure that admissions at Davey Day Care (DDC) are managed in a fair and transparent manner, the following procedure is in place for operating our waiting list:

- If, upon enquiry, a parent or carer is informed that no suitable space is currently available, the waiting list process will be explained and initiated on their behalf.
- The waiting list is maintained on a *first-come, first-served* basis, subject to room availability.
- However, priority may be given to children with Special Educational Needs (SEN), referrals from Social Care, or families who already have a child attending the setting.
- When a vacancy becomes available, the Manager will contact the parent/carers of the next eligible child on the list.
- The parent/carers will be asked to confirm as soon as possible whether they would like to accept the offered place.
- If they wish to proceed, written confirmation will be requested to secure the place.
- Should the parent/carers decline or no longer require the place, the next suitable family on the waiting list will be contacted.

Fees Policy

At Davey Day Care (DDC), we are passionate about caring for children and supporting their development. This is not only our vocation, but also our livelihood. Like all businesses, we have regular expenses to meet and therefore rely on prompt and consistent payment of fees.

We kindly ask all parents and carers to ensure that invoices are paid on time:

- Invoices are issued monthly and payment is due in advance by the 1st of each month, unless an alternative arrangement has been agreed in writing.
- If payment has not been received within 7 days of the due date, a polite reminder will be issued.
- If payment is still outstanding by day 10, a £10 late payment fee will be added, in line with our contract, to help cover any resulting bank or administrative charges.
- If fees remain unpaid by day 20, an additional flat fee of £50 will be charged.

- If payment has still not been made after this period, DDC reserves the right to suspend childcare services with immediate effect and seek legal advice. This may result in legal proceedings in County Court, with the parent/carer liable for any associated court costs if a ruling is made in DDC's favour.

Please note: DDC also reserves the right to decline requests for additional sessions or days if any fees remain outstanding.

Fee Structure and Payment Information

- Fees are set by the Registered Person and reviewed annually, taking into account DDC's financial position, strategic goals, and relevant economic or social factors.
- Childcare is charged on an hourly basis, with the following session options:
 - 8:00am – 6:00pm
 - 9:00am – 3:00pm (*available for children aged 3+*)
 - 8:00am – 1:00pm
 - 1:00pm – 6:00pm
 - An early start option from 7:30am is also available.
- We offer two contract types:
 - Term-time only: 38 weeks per year (based on DDC's published calendar).
 - All-year round: 51 weeks per year.
- Fees are payable for 51 weeks per year, including bank holidays, family holidays, and absences due to sickness.
- DDC closes for five working days over Christmas – no fees are charged during this period.
- DDC also closes for one training day in October, which is not chargeable.

Payment Methods and Discounts

- Payment is preferred by standing order, direct debit, or internet banking. We do not accept cash payments.
- We accept salary sacrifice childcare vouchers from a range of providers. Please ensure these are processed in time to clear by the first week of the month.
- A sibling discount is available and applied to the older child's non-funded hours if they are receiving Early Years Funding.
- A full-time discount is available for children attending five days per week, year-round.
Please note: only one discount (sibling or full-time) can be applied, and DDC will calculate which is more financially beneficial for the family.
This discount does not apply to term-time-only contracts.
- Our fees are fixed and non-negotiable, to ensure fairness and consistency for all families.

Managing Payment Issues

- In cases of persistent late payment, the Manager reserves the right to issue a formal warning. Continued failure to pay may result in the loss of your child's place at DDC.
- If you anticipate difficulty in making a payment, we encourage you to speak to the Manager as soon as possible. Early communication is essential to avoid disruption to your child's place.
- DDC requires four weeks' written notice if you no longer require your child's place. Fees remain payable during this period or may be paid in lieu.
- If you book additional sessions and later no longer require them, four weeks' notice is required to cancel without charge. Otherwise, the full session fee will still apply.

Early Drop-Offs and Late Collections

To maintain appropriate staffing ratios and ensure smooth daily operations, we kindly ask that parents/carers inform DDC in advance if they need to drop their child off earlier or collect them later than their agreed session times.

- Parents, carers, and children are politely asked to vacate the premises by 6:00pm to allow staff sufficient time to complete end-of-day checks and secure the building.
- A late collection or early drop-off fee will apply if a child is dropped off before or collected after their agreed times without prior notice.
The standard charge is £20, plus £5 for every additional 10 minutes.
- If DDC is informed in advance, and availability allows, the standard hourly rate will apply, and no additional penalty will be charged.
- If early drop-offs or late collections become a recurring issue, DDC will arrange a discussion with the parent/carer to review and adjust the agreed session times accordingly.

Early Years Government Funding at DDC

There are several types of government-funded childcare support available depending on your child's age, your household income, and your eligibility. This funding helps cover part of your childcare costs.

Important: Parents and caregivers are responsible for applying for their own funding codes and informing DDC before the relevant deadlines. DDC cannot apply on your behalf.

Universal Funded Childcare for 3 and 4 year olds

All parents of children aged 3 and 4 are entitled to government-funded childcare starting from the term after their child's third birthday, continuing until they begin school.

You can choose one of the following options: Term-Time Only (38 Weeks per Year) Total funded hours per year: 570 hours Maximum hours per week: 15 hours Available during school term time only. Or All-Year Round (51 Weeks per Year) Total funded hours per year: 561 hours Maximum hours per week: 11 hours Spread evenly across 51 weeks of the year.

Funded Childcare 11 & 15 hours the term after 2 years

Some parents may be eligible for 11 or 15 hours of funded childcare for their 2-year-old, starting from the term after their child's 2nd birthday. You may qualify if you: • Receive certain benefits, such as Income Support or Universal Credit, or • Your child receives Disability Living Allowance (DLA), or • Your child has an Education, Health and Care (EHC) Plan

Funded Childcare 22 or 30 hours

You may be eligible for an additional 11 or 15 hours of funded childcare, on top of the universal entitlement. This gives a total of 22 or 30 hours of funded childcare per week, starting from the term after your child turns 9 months old, provided you meet the government's eligibility criteria set by the government.

DDC's Funded Childcare Offer

At DDC, we offer:

- 15 hours per week (term-time only = 570 hours per year), OR
- 11 hours per week (stretched across 51 weeks = 561 hours per year)

These sessions can be used for 9 hours on a full day session or 4 hours on a half day session, depending on availability.

Accessing Funding at DDC

- Parents must book a minimum of two sessions per week
 - Funding can be shared between a maximum of two providers (they must use the same funding model—e.g., both must be term-time or both stretched)
 - Funded hours are credited and clearly shown on your monthly invoice
 - Extra hours or extended care outside funded sessions (e.g., early drop-off, late pick-up) will be charged at our standard hourly rate
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Additional Charges: What the Funding Does NOT Cover

Government funding covers the care and education set out in the EYFS framework only. It does not include:

- Home-cooked meals prepared by our chef
- Additional lunchtime support staff
- Essential nursery supplies (e.g. wipes, sun cream, paper, messy play materials, puddle suits)
- Educational software and digital tools such as eylog and Xero
- Snacks and ingredients for cooking and nutrition activities

- Enrichment experiences like hatching chicks, raising butterflies or ducklings
- Specialist visits e.g. Pacesetters
- Professional cleaning to maintain a safe, hygienic environment

Whilst the funding covers the cost of the childcare place, we believe that there is only one start in life and one chance to maximise your child's opportunities and experiences during their formative years. Prior to children entering school, 95% of their brain has already developed! At Davey Day Care, "Quality Childcare" is the core of our philosophy for early years education. We offer two service options. "Basic package" where you would opt OUT of paying a consumable charge and "Exclusive package" where you would opt IN to paying a consumable charge.

"Basic Package" - 'Basic Package' - Fully Covered by Government Funding "Opt Out"

The Basic Package includes everything that the government funding is intended to cover, including core childcare provision. This ensures there are no additional costs for funded hours. What's included: ☐ Core care and learning resources, such as - Stationery, paints, toiletries, and essential consumables, Toys and resources such as small world figures, role play materials, puzzles, books, and craft supplies, Sand and water play experiences, Loose parts and construction toys. ☐ Staffing costs – salaries for delivering the EYFS curriculum, meeting minimum government ratios. ☐ Essential running costs, including rent, utilities, business rates, repairs, and maintenance. This list is including but not limited to the above This package delivers high-quality care at a level that meets all government requirements for funded childcare. Please note: Government funding covers the cost of the childcare place but it does not cover the cost of food, consumables and enrichment activities.

"Exclusive package" – Consumable charge applies "Opt In"

At Davey Day Care, our Exclusive Package is designed to provide an enhanced experience for your child, offering additional services, resources, and care beyond the government funded childcare place. This package includes everything from our Basic Package, plus a wide range of extras to ensure your child enjoys the highest quality care, enriched educational opportunities, and a setting that supports their learning and development, while giving you convenience and peace of mind. What's Included in the Exclusive Package Meals & Consumables: ☐ Freshly prepared snacks, lunch, and dinner by our on-site chefs ☐ Wipes, nappy sacks, and sun cream Special Events & Celebrations: ☐ Graduation ceremonies, Summer Fete, Christmas Carols, Easter Egg Hunt ☐ Celebrations such as World Book Day, Pancake Day and many more ☐ Birthday presents for every child ☐ Nursery visitors (fire engine, police officer, soldier, dentist) Learning & Development Enhancements: ☐ Makaton signing to support early communication and inclusion ☐ Chicks and butterflies – hands-on learning experiences ☐ Low-ratio outings for extra care and supervision ☐ Extra-curricular activities including baking, gardening, allotment planting, and bouncy castle play ☐ Regular use of our large soft play area ☐ Access to Pacesetters physical development activities ☐ High-quality educational resources to enrich play, creativity, and problemsolving Premium Care Environment: ☐ Staffing levels below government minimum ratios for more individual attention ☐ Double the floor space per child, ensuring freedom to explore ☐ Additional high-quality resources for creative and sensory experiences ☐ Photographers to capture special moments such as Christmas and Graduation Convenience & Peace of Mind: ☐ Easy updates and communication through Eylog, Messenger and Xero systems We strongly believe that early years education should be rich, engaging, and full of real-world experiences. To go beyond the basics and provide the quality of care and learning we are proud of, we offer an enhanced provision—which costs more to deliver than government funding provides.

More Information

Visit the official Childcare Choices website for details tailored to your circumstances:

 [15 and 30 hours - Frequently Asked Questions | Childcare Choices](#)

Even if only one parent is working, you may still be eligible if the other parent is a registered carer or receiving disability benefits.