




Admissions and Fees Policy

Coed Cariad welcomes all children from all backgrounds, cultures and abilities. Children need to be aged between 3 and 12 years old and we can currently accept 16 children in total and the space will be provided 2 days per week.


- Any family interested in their child attending Coed Cariad is welcome to make an appointment to visit the space and the facilitators by emailing Ellie@coedcariad.org, or attend an open day or evening which we will hold once per half term.
- Parents are required to fill in an application form and sign to say they have read and understood the policies and procedure documentation of Coed Cariad, available in hard copy on site, or digitally on our website, facebook group or via email on request.
- Once an application form has been received by the admin team and the staff feel that the child's emotional, social and academic needs can be met at the space, and the children with their parents have completed a minimum of two full or half day visits, and an induction evening, the trial period can begin.
- The 6-week trial will be costed at the normal rate to cover running costs, but should a child leave during this 6-week period the 4-week notice period will be waived and fees paid refunded. The trial period will give the child the opportunity to experience Coed Cariad and for the staff to ensure that Coed Cariad will be a space where the child will be happy and thrive.
- We ask that once a term a member from each family commits some time to helping to maintain the space. We will hold half termly work days where possible and parents or a nominated person are required to attend at least one per term.
- We are happy to take on children with special needs providing we feel we can provide them with the care and resources and equipment that they need. If your child has additional needs please discuss them with us first as we would not want to raise your expectations.
- Parents are welcome to stay as long as they wish at drop off times.
- Parents will be asked to read and sign policies and procedures, and to complete and sign contracts and enrolment forms, before admission.
- We aim to make attending Coed Cariad as accessible as possible for families and we are striving to keep the costs as affordable as possible.
- Please see below for guidance on fees. If you would like your child to attend Coed Cariad but you are currently not able to meet the fees requested, we encourage you to come and talk to us. Whilst we need to ensure the viability and sustainability of the project, we would like to be able to consider the


possibility of 'payment in kind' contributions as an alternative payment.


Families with an annual income lower than 50k, who wholeheartedly believe in Coed Cariad, are invited to apply to be considered for this.

 We will currently be open 2 days per week

Daily Fee	Monthly Fee	Annual Fee
£25	£162.50 (if paid monthly over the full 12 months of the year)	£1950

 We will calculate each half term's days and invoice accordingly in advance of the half term.


 Fees will be invoiced each half term via email and we request that they are paid on receipt of invoice, or in two instalments, as per the invoice or accompanying letter notations.

 Each family will be required to pay an additional fee of £20 per term to contribute to materials and resources.


Sibling discount

 10% sibling discount will be available for each additional child.


Notice

 To aid proper planning, parents are requested to give as much notice as possible of their child leaving, and must give at least 4 weeks notice in writing. In the absence of this, fees must be paid in lieu.


Advance Payment

 Every family will be required to pay the half term's fees in advance by direct debit. We will invoice you before the start of each half term. If in the event that you decide to leave Coed Cariad and give at least 4 weeks notice, any outstanding payment will be returned to you.

Absences

 If your child cannot attend for whatever reason you will still be required to pay the full amount.

Voluntary Bursary Contribution

 Families with an annual income of 80k or over are encouraged to contribute £50 per term to help families that cannot afford the fees requested.

If you have any concerns regarding our admissions and fees policy please do not hesitate to contact us.

