

Meppershall Pre-school

Admissions and Fees Policy

Statement of intent

We are 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. We will promote the use of Childcare Vouchers.

Admissions

To ensure the Pre-school is genuinely accessible to children and families from all sections of the local community we:

- follow and make all aware of our 'Equality and Diversity policy', and 'SEN and Disability policy'.
- ensure that the existence of the Pre-school is widely known in all local communities.
- describe the Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- ensure that information about our Pre-school is accessible - in written and spoken form, and where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- should be flexible about attendance patterns to accommodate the needs of individual children and families
- continue to consult parents to ensure that the Pre-school continues to meet the changing needs of the local community.

When a parent/carer contacts the Pre-school enquiring about a place for their child, they will be given a Registration pack including details of this 'Admissions and Fees policy', and informed whether there is currently any suitable sessions available, or their child can be placed on our waiting list. Children can start the term after they turn 2 subject to availability. We take up to a maximum of 24 children per session.

Children are eligible for 15 hours of Nursery Education Funding (NEF) per week from the start of the term after they turn 3. Priority is given to funded children who are not taking up their 15 hours entitlement. There is also limited funding for 2 years olds available if you meet certain criteria.

If suitable sessions are available the parent/carer and the child will be invited to visit the Pre-school and speak to members of staff. 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 complete and sign the relevant forms to confirm their child's place, and pay a £5 registration fee.

Once the admission is confirmed, the Pre-school leader will contact the parent/carer to arrange a date for the child's first session at the Pre-school.

The Pre-school will do its best to accommodate emergency admissions where possible.

Waiting List

To ensure that admissions to the Pre-school 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 any suitable sessions available, we will then offer that child a place on the waiting list.
- The waiting list will be kept by the registrar. We usually offer places, in birth order subject to availability. However the Pre-school may consider any extenuating circumstances affecting the child's welfare or his/her family.
- The Pre-school will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee.
- When a place becomes available, the Pre-school will contact the parent/carer.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the relevant forms and follow the remaining steps of the admissions procedure outlined above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next child on the list will be contacted.

Fees

We aim to ensure a regular income for the Pre-school so we can continue to operate to a high standard. It is in the best interests of every child that fees are paid promptly and fully so they can benefit from consistency of care and routine.

- The fees for those children who are not yet eligible for funding, or who do more than their free entitlement mentioned above, will be set by the committee and reviewed annually in the light of the Pre-schools financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- The Pre-school offer a sibling discount during any term which two or more children from one family attend the setting, only until both/all children turn 3, at which point no discount is offered until their funding starts.
- Each child's place is booked and overheads have to be paid, therefore, parents/carers will be billed even if their child is sick or on holiday.
- Four weeks notice must be given in writing if your child is leaving the Pre-school.
- A bill will be issued at the beginning of each term, to be paid in two instalments. The first instalment by half term, and the final instalment must be paid by the end of term. The payment can be made in childcare vouchers, cash, cheque or online payment.
- If a parent/carer would like to discuss their method of payment, they can contact the Pre-school Treasurer or Pre-school Leader.
- If the bill is not paid by the due date the treasurer will send a reminder out giving a further 7 days to pay. If no payment has been received after this, regrettably, we will have no option than to ask you to withdraw your child from Pre-school.

- The Committee reserves the right to take legal action, if necessary, to recover any outstanding payment.

Cut off dates for 2 or 3 year old funding:

31st August

31st December

31st March

For example, if your child's 3rd (2nd birthday if criteria met) birthday falls on 5th September they will receive funding from the start of the term after 31st December.

Please also see our Prospectus, 'Equality and Diversity policy', and our 'SEN and Disability policy'