

## PROCEDURES & POLICIES

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### Admissions and Fees

**Our Pre-School is committed to providing a fair and open admission system that offers a competitively priced and good value service for our local community.**

#### **Admissions**

When a parent/carer contacts the Pre-School enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

If a suitable place is available, the parent/carer and, where possible, 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 Registration Form, Emergency Treatment Permission Form, Consent Form, Tapestry Online Agreement Form plus a Healthcare Plan, Medical Diagnosis and Action Form and Administering Medication to a Child Form (if appropriate) relating to all medical conditions or allergies declared (see forms 1, 2, 3, 6, 7, 8 and 32 in the appendix.) **These must be completed fully and returned by the stated date before their child can start with us. Failure to do so may delay their child's start date.**

Once the admission is secure, the Administrator, or a designated member of staff, will contact the parent/carer concerned to arrange an optional home visit. This allows staff to see each child in their own familiar environment and supports the formation of early relationships which are key to successful transitions. During this visit, staff will ask to see a copy of the Child's NHS Personal Health Record (red book) to check that all vaccinations are up to date.

A date for the child's first session at the Pre-School will then be agreed. Children will usually be admitted to Pre-School at the beginning of each half-term and parent/carers will be invited to visit the setting during the half-term before their child is due to commence Pre-School.

### **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 a suitable one available, the Pre-School's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to complete the Waiting List Application Form (see form 4 in the Appendix) and their details will be placed on the waiting list.
- The waiting list operates according to the child's date of birth and priority will be given to children living in Newton Longville. New families moving to the village will also be given priority to those from outside the village.
- 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 from the Pre-School.
- When a vacancy becomes available, the Administrator or a designated member of staff will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the appropriate 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 suitable child on the list will be contacted.

### **Fees**

The Pre-School 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 cheap and to ensure the continued high standards and sustainability of the Pre-School, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Management Committee and will be reviewed annually in the light of the Pre-School's financial position, its

future strategic plans and any other broader economic or social considerations deemed relevant.

- Invoices detailing the fees due will be issued to parents/carers at the start of every half-term.
- Fees are only refundable if a child is absent through illness or hospitalisation lasting more than two weeks. We regret that fees cannot be refunded where absence is due to short-term illness or holidays.
- All invoices should be paid within an agreed time frame. The management team reserves the right to cancel a child(ren)'s place at Pre-School for all private sessions, if there are fees outstanding in excess of £100 or if any payments remain outstanding for longer than three months.
- Parents/carers are encouraged to speak to the Business Manager or Administrator 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.
- If the Pre-School is forced to close due to the compulsory closure of its premises by order of a competent authority (School, Environmental Health etc.), due to bad weather (Snow, Ice, Flood etc.), outbreak of a human infectious or contagious condition (Influenza, Meningitis), Industrial Action (strike etc) or for any other reason, parents/carers will still be liable for any fees due/paid, for a maximum of 3 days.
- If parents/carers arrive after their child(ren)'s collection time, there will automatically be a charge made of £10.00 for every 15 minutes, or part thereof, that they are late. However, if parents/carers are persistently late, the management team reserves the right to re-consider their child(ren)'s place. (NB Parents/carers will also incur an administration fee of £10.00 each time a late charge is issued.)
- The Pre-School will always pursue non-payment of fees and will refer matters to the small claims court if necessary.

### **Funding**

- For children eligible for the extended 15 hours government funding (30 hours), our Pre-School requires that all parents/carers keep the online portal updated and they must provide us with their unique reference code every 3 months as directed. In the event of this funding being

withdrawn, our Pre-School will provide 15 hours of funded early years care, but in this scenario any requests for specific days or sessions cannot be guaranteed.

- For children who do not attend the majority (63%) of their funded sessions, parents/carers will be liable for the session fees should their funding be withdrawn by Buckinghamshire County Council.

### **Changes to allocated sessions**

Any requests to increase or decrease the Pre-School sessions allocated to your child must be put in writing.

### **Dress and Jewellery**

We are only too aware that children love to get messy, so we strongly recommend that parents send their children into Pre-school in their old clothes. We do provide aprons, but cannot guarantee that your child will stay clean!

All children attending Pre-School must wear appropriate footwear. No open toed shoes, Crocs or flip-flops are permitted.

For the safety and wellbeing of all our children who attend Pre-school, we ask that no jewellery be worn.

If your child has pierced ears and the studs cannot be removed, we request that these are taped up before the session.

Neither Pre-school, it's employees nor committee can accept any responsibility for the loss or damage of any items of jewellery, nor for accidents or injuries incurred.