



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 any local conditions in place at the time.

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 all parents, 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 asked to fill out an enquiry form via the Meppershall Preschool Website. Once the enquiry is received by the preschool leader or deputy leader they will respond by informing the parent if there is available at the time of the enquiry. If there is no available they will be added to the waitlist for a future space.

When a space becomes available the parent will be contacted with registration forms, once these are complete and the relevant fees are paid the child's space will be secured. The preschool leader will contact the parent to arrange a start date for their child once registration is complete and sessions are confirmed.

Before starting at the preschool an induction visit must be completed to complete relevant paperwork and meet the child's allocated key-worker.

Children are eligible for 15 hours of Nursery Education Funding (NEF) per week from the start of the term after they turn 3, some children are eligible for 30 hours depending on the circumstances of the parents. 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.

The Pre-school will do its best to accommodate emergency admissions where possible, and will consider factors that may be affecting the child's welfare.

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 Preschool Leader. We usually offer places, in birth order subject to availability.**
- **Other factors that will be considered when offering places (listed in order)- Looked after children, children with SEND/With and EHCP, 2 year funded children, children that reside in Meppershall, children with parents that are employed directly by Meppershall Preschool, and children that have siblings currently in attendance at Meppershall preschool (this no longer applies if the sibling has left the preschool.)**
- However the Pre-school may consider any extenuating circumstances affecting the child's welfare or his/her family. This will be down to the discretion of the preschool leader.
- 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.
- The 2 year old rate is payable until the term after your child turns 3. EG if your child turns 3 in September, you will need to continue to pay the higher rate until January.
- 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 half 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 Leader.
- If the bill is not paid by the due date a reminder will be sent giving a further 7 days to pay. If no payment has been received after this, penalties will apply. £20 administration fee and a further £20 charge for each month the payment is late thereafter. If after 2 months of penalty charges no payments are made then 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'

Date approved by Pre-school committee	
Signed by Pre-school leader	
Signed by Pre-school chair	
Signed by Pre-school staff	