

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.2 Admissions

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
 - We arrange our waiting list in birth order. In addition, our policy may take into account:
 - The age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
 - The capacity of the setting to meet the individual needs of the child.
 - Each child must be at least 2 years old when starting at the Preschool
 - Parents seeking to secure a place for their child must complete a registration form.
 - A completed registration form must be lodged with the Preschool prior to the child attending
 - If there are no remaining places a waiting list will be drawn up.
 - Referrals from family support services will be accepted provided there is a place available.
 - We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
 - Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
 - Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
 - We support children and/or parents with disabilities to take full part in all activities within our setting.
 - We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.

- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

FEE PAYMENTS

- Fees are set at the beginning of each year at a rate that takes account of affordability for parents and the sustainability of the service.
- A £40 refundable deposit secures requested childcare
- Bills are used on the 10th of the month, in advance and payable by the 20th of the month
- Fees must be paid even when the child is absent due to illness
- All fees must be paid by the due date
- Persistent late payments will result in the child losing their place at Preschool
- Parents will sign a contract agreeing the terms of the fee payment policy.

CHARGES AND NURSERY EDUCATION FUNDING

Priority is given to funded children

- We offer 3/4 year olds 15 hours universal free funding the term after their third birthday. Subject to a 1-8 ratio availability on a 'first come basis'
- We offer 30hrs free extended care Subject to a 1-8 ratio availability on a 'first come basis'
- We offer qualifying 2 year olds 15 hours free funding subject to a 1-4 ratio availability on a 'first come basis'
- We charge £8.50 per session for 3/4 year olds and £4 per hour for part sessions.
- We charge £10 per session for 2 year olds until the month after their 3rd birthday
- Lunch is charged at £6 per day inclusive of food for all children.
- Children who qualify for the 30hr funding and attend **Preschool/ Nursery** will use part of the 30 hours to cover lunch care and pay £2 towards a cooked lunch supplied by the Academy.
- Any additional hours above the free 30 hour entitlement will be payable for at a rate of £4 per hour or £8.50 per session whichever is the cheapest.
- Any additional hours above the free 15 hour entitlement will be payable for.
- If a valid 30 hr code is not provided a bill will be issued for payment
- If a valid 2yr offer letter is not provided a bill will be issued for payment
- It is the responsibility of the parent/carer to provide a code in order to receive 30 hours free funding.
- It is the responsibility of the parent/carer to re-register every 3 months.

This policy was adopted by

Rooks Nest Preschool

On

6th February 2019

Date to be reviewed

February 2020

Signed on behalf of the provider

Name of signatory

D Miller

Role of signatory (e.g. chair, director or owner)

Rooks Nest Preschool Manager