

# WORLINGHAM PRE-SCHOOL

## Admissions, Fees, Charges and Settling-in Policy

### ADMISSIONS

#### Statement of Intent

Our setting is committed to providing a fair and open admission system that offers a competitively priced and high-quality service

#### Aim

The pre-school has an Equality and Diversity Policy and aims to ensure that all adults and children have an open and fair access to the setting. We both encourage and actively support eligible parent/carers claiming and taking up the childcare element of the Working Tax Credit Scheme.

The legal framework for this policy is;

1. Childcare Act 2006
2. Convention of the Rights of the Child, UNICEF 1989
3. General Data Protection Regulations 2018 (GDPR) Data Protection Act 1998
4. Every Child Matters – Change for Children 2004
5. Freedom of Information Act 2000
6. Race Relations Act 1996
7. Race Relations Amendment Act 2000
8. Sex Discrimination Acts 1975 and 1986
9. Sex Discrimination (Gender Reassignment) Regulations 1999
10. Human Rights Act 2000

#### Methods

##### Admissions

The pre-school uses advertising to ensure that all parent/carers are aware of our service. We advertise in various local publications, and have posters displayed in establishments around the local area, such as the Doctors surgery, pharmacy, local shops, community halls and on the internet (own website) also on Suffolk County Council Early Year's Website.

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. They will be asked to fill in an application form which puts their child on the waiting list.

When a suitable place is available the parent/carer will be informed as soon as possible and given an idea of when their child may start. If the parent/carer agrees to the place offered they will then be sent relevant details and they will be given a pre-school brochure with an all about me booklet to be filled in.

We aim to be flexible around attendance patterns to accommodate the individual needs of families, as far as operationally possible.

We monitor the gender and ethnic background of children joining the group in order to fulfil national and local

reporting requirements and to ensure that our setting is open and inclusive to all families. We aim to ensure that no family or child is discriminated against on the basis of race, gender, ability or socio – economic background.

### **Session times:**

**Morning:** Monday to Friday 8.55 – 11.55am

**Lunch:** Monday to Friday 11.55am – 12.25pm. We have allocated 16 places for lunch club (charges apply). The lunch club is accessible to those children taking 30 hours, 15 hours and children attending pm sessions only but priority is given to those who stay all day.

**Afternoon:** Monday to Friday 12.30 – 3.30pm

We can take a total of **30** children each session.

### **Funded places are allocated on the following basis:**

- 12 places for 3-4 year olds eligible for 30 hours
- Any unfilled 30 hour places will be offered to 3-4 year olds wishing to take less than 30 hours but more than 15 hours
- Remaining places will be offered to eligible 3-4 year olds wishing to take 15 hours.
- Any unfilled 30 hours places will be offered to 3 year olds who are also eligible for 30 hours
- 8 spaces will be available for 2 year olds with priority given to those 2 year olds eligible for 15 hours. These places are most likely to be offered in the afternoon sessions.
- Any unfilled places will be offered to those children who are not eligible for 15 hours and for whom parents/carers wish to pay for sessions.

We will try to give your child a place for the hours that you request but this might not be possible.

### **The waiting list is organised using a strict priority order:**

- 1/ Post code (NR34 7)
- 2/ Date of birth order (oldest – youngest)
- 3/ Out of post code area in date of birth order

### **Waiting List Deposit:**

There is a returnable deposit of £10.00 needed, to put children onto our waiting list in advance to secure a child's place. This deposit will be returned as soon as possible after headcount day by either:-... deduction from your first terms fees or by cash/cheque if you are entitled to 2/3/4 year-old government funding.

**This deposit will not be refunded should your child not take up their place here at Worlingham Pre-School.**

## **Fees and Charges**

The level of fees will be set by the Registered Person and 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.

Payment of fees is requested weekly, monthly, half termly or full term. Individual payment arrangements will be negotiated between the Manager and parent/carers. Childcare Vouchers accepted.

Fees charge at present are £16.00 per 3-hour session or £5.33 per hour. These charges usually apply as children may not be eligible for government funding or may have used all their government funded hours up elsewhere; then charges apply until they are eligible for government funding, therefore our usual fees apply as mentioned above. Charge for lunch at present is £3.50 per day per lunch.

Fees/lunch money continue to be payable if a child is absent or is on holiday. In cases of prolonged absence, parent/carers should consult the pre-school Manager about fee payment. We will endeavour to support and offer advice to those families experiencing poverty or on limited income again please speak to the supervisor in confidence. We encourage and actively support eligible parent/carers claiming early funding and taking up the childcare element of the Universal/Child Tax Credit/Working Tax Credit Scheme.

We will be sympathetic to parent/carer's requests for alternative payment arrangements. Parent/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Manager at the earliest possible opportunity.

If the fees/lunch are not paid within a reasonable time, the Manager will notify the parent/carer in writing and request payment at the earliest possible opportunity.

The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place/lunch being forfeited.

If fees/lunch are paid persistently late or not at all with no explanation, we will be forced to terminate that child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending for the remainder of that week.

Parent/carers are encouraged to speak to a member of staff, or the Manager 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.

# SETTLING-IN

## Statement of Intent

We want children to feel safe, stimulated and happy in the absence of their parent/carers, and to feel secure and comfortable with staff. We aim to encourage children to recognise other adults as a source of authority, help and friendship.

### Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

### Methods

Before a child starts to attend the setting, we use a variety of ways to provide the parent/carers with information. These include written information (including welcome pack and policies), displays about activities available within the setting, information evenings and individual meetings with parent/carers. Before starting, we provide opportunities for the child and parent/carers to visit the setting. A short time before their child is due to start at the pre-school, the parent/carers are invited to attend an evening 'new parent/carers' session without their child. Following this there is an opportunity for each parent/carer and child to attend pre-school together during a session to help the child feel confident, and also to give the parent/carer a chance to experience the settling during a working session. Shortly after this there is an opportunity for each child to spend a session at pre-school without their parent/carers.

Parent/carers are offered a home visit by the Manager and child's proposed key-person if the parent/carers feel it is necessary to help settle their child.

Staff and parent/carers will discuss and jointly decide the best way to help settle a child into pre-school.

It is made clear to parent, carers and close relatives that they are welcome to stay for early sessions, gradually taking time away from their child, for as long as it takes their child to settle.

Parent/carers are welcome to telephone the pre-school during a session to gain reassurance on their child's well-being.

Each child and their family is allocated a key-person, this person will introduce themselves at the new parent/carers meeting or first visit session.

We judge a child to be settled when they have formed a relationship to their key-person; for example the child looks for the key person when they arrive, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

When parent/carers leave, we ask them to say goodbye to their child, and explain that they will be coming back, and when.

We recognise that some children will settle more readily than others, and offer reassurance to parent/carers whose children seem to be taking a long time to settle in.

We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.

We reserve the right not to accept a child into the setting without a parent/ carer if the child finds it distressing to be left. This is especially the case with younger children.

This policy was adopted by	Worlingham Pre-School	<i>(name of provider)</i>
On	7 <sup>th</sup> January 2021	<i>(date)</i>
Date to be reviewed	November 2021/January 2022	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	