



Admissions & Fees Policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community, including the internet via our website.
- We ensure that information about our setting is accessible in written and spoken form. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list in birth order. In addition, our policy may take into account the following:
 - the vicinity of the home to the setting;
 - siblings already attending the setting, and
 - children of church members.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents/guardians with disabilities to take part in the life of the setting.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- We are able to offer places to children aged between two and five years old.

Fees

Marsh Green Pre-School is funded by the fees paid by parents/guardians, government funding/childcare vouchers where available, occasional donations and various fundraising events held each year. Fees payable by parents/guardians are invoiced termly and it is requested that they are paid within 14 days of receiving the invoice. Any parents/guardians wishing to send their child to the pre-school and who may have financial difficulties, should speak in confidence to the managers. Fees are reviewed annually and a term's notice will be given by us for any changes. Current fees (as at September 2020) are £5.50 per hour for all sessions and lunch clubs.

- Currently, all children are entitled to up to 15 hours per week funded by government, starting after their third birthday (1 September, 1 January, 1 April). We are also able to offer up to 28 hours funding (where 30 hours extended funding has been granted). Some two-year-olds can also get up to 15 hours of free childcare each week, depending on financial circumstances. Parents/guardians can check their eligibility by speaking to the managers or checking on www.gov.uk/browse/childcare-parenting/childcare.
- A 'Fees in Advance' payment of £25.00 will be required to secure a child's place, payable within seven days of completing our New Starter Admission Sheet. This can be refunded or used to purchase uniform when the child starts at Marsh Green Pre-school.

• Parents/guardians are reminded that, in the event of them not being able to obtain funding, the payment of all fees is ultimately their responsibility.

• If sessions are missed for any reason, refunds cannot be given.

Withdrawing Child or Reducing Hours

Written notice is required if you wish to either withdraw your child or reduce your sessions (regardless of whether fee paying, government funded or another method). Failure to provide such notice will result in full fees being charged for the half term for which written notice has not been provided. You will be required to pay within 14 days of the start of that half term period.

Notice Periods Required

| Half Term Period | Latest Date To Give Notice |
|-------------------------|-----------------------------------|
| September – October | 1 st June |
| October – December | 1 st September |
| January – February | 1 st November |
| February – April | 1 st January |
| April – May | 1 st March |
| June – July | 1 st April |

This policy was reviewed and adopted at a **Marsh Green Pre School CIO** committee meeting of

Held on (date)

Signed:

(Manager)

Signed:

(Chairperson)