

**Admissions and Fees Policy**

**(Please read in conjugation with our Equal Opportunuty Policy and Debt Recovery Policy)**

 Preschool has an Equality Policy for all children, parents and staff, our Admissions Policy operates under this.

We operate under the Early Years Foundation Stage Statutory Framework and available spaces depend on meeting criteria within the framework, including staff, ratios and available space.

Preschool does not ask for registration fees or additional fees to cover non childcare costs, with the exception of a voluntary daily mind morning snack payment.

 The main allocation of places for the following school year will take place in April.

 Priority will be given to those already attending Pre-School, siblings, looked after children, children with additional needs and those wanting more than one session. Other factors taken into consideration will be the age of the child and time on the waiting list.

Children are able to start at any point in the year, with the exception of the final two weeks of any term.

 An Admission form must be completed, signed and given to the Manager

 When a space becomes available the parent of the child will be notified by Manager.

 Information on dietary requirements, allergies, religious needs or medical conditions will be obtained.

 Details of who has parental responsibility will be obtained.

On admission, a medical information form including permission to seek emergency medical advice or treatment must be completed before the child is left in Pre- school’s care.

Funded hours are stretched over 41 weeks, the time Preschool is open. Eligible children are entitled to 570 or 1140 hours over Preschools academic year. This equals 14 hours or 27.75 hours per week. Additional hours are invoiced at Preschool’s current hourly rate.

 Fees are payable regardless of absence.

Fees are calculated termly and payments are made in equal monthly installments.

Snack payments are either termly or annually.

Six weeks’ notice of withdrawal in writing to the Manager is required, unless there are special circumstances which may be agreed following discussion with the Manager.

 Parents will be informed of Preschool’s policies and procedures, signing to say they agree to them. Policies are found on the website, Tapestry and hard copies are available at all times