

## **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.



# **Corfe Castle Pre-School and Kids Club Admissions and Fees Policy**

It is our intention to make our Pre-School 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 Pre-School through open, fair and clearly communicated procedures. Our fees are charged solely to cover our staff wages and Pre-School running costs and not to make a profit.

## **Procedures**

- We ensure that the existence of our Pre-School is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-School is accessible, in writing and where appropriate, in spoken form.
- We arrange our waiting list as first come first served basis. In addition, our policy may consider the following:
  - Funded children already attending the Pre-School with less than 4 other sessions allocated.
  - Non-funded children already attending the Pre-School who have been allocated that session in the previous term.
  - Children eligible for funding, with siblings already at the Pre-School and living within the Pre-School's immediate catchment area, (our immediate catchment area is classed as Corfe Castle, Kingston, Rempstone, Church Knowle and Harmans Cross).
  - Other children with siblings already at the Pre-School who are living within the immediate catchment area.
  - Children eligible for funding and living within the Pre-School's immediate catchment area.
  - Other children living within the immediate catchment area.
  - Other children eligible for funding.
- We describe our Pre-School 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, and ethnicity or from English being a newly acquired additional language.

- We describe our Pre-School and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the Pre-School.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity through our Admissions Forms. We proactively welcome children from all backgrounds.
- We make our Equality, Inclusion and Valuing Diversity Policy widely known.
- We consult with families about the opening times of the Pre-School to ensure we accommodate a broad range of family need.
- 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 Pre-School that provides stability for all the children.

## Fees

If there are any concerns about the following fees or payment of fees generally, parents are requested to talk to the Business Manager. Fees will be reviewed each year and adjusted dependant on increases in utilities, rent, minimum wage etc.

## Rates

**Fees are charged per child per session.**

Fees from January 2023

Pre-School	2-year-old	3- & 4-year-olds
Morning 8:50-11:50	£21.90	£20.40
Lunch 11:50-12:20	£3	£3
Afternoon 12:20 – 15:00	£19.45	£18.10
Full Day 8:50 – 15:00	£41.35	£38.50

After School Club	2 – 11-year-olds
1 hour (3-4pm/4-5pm)	£6.75
2 hours (3-5pm)	£10
2.5 hours (3-5:30pm)	£11.75

Holiday Club	2-year-old	3-11-year-olds
Morning 8:00am-12:30pm (inc lunch)	£20	£17
Afternoon 12:30pm – 17:30pm	£20	£17
Full Day 8:00am – 17:30pm	£36	£30

## Funding

All three- and four-year olds are entitled to 15 hours per week of free nursery education for 38 weeks of the year from the term following their third birthday. If parents choose to use funding at Corfe Castle Pre-School they are requested to inform us once they have made the application. If parents wish their child to attend for additional hours, they will be charged according to the rates detailed above. Some 3/4yr old children are eligible for 30 hours per week of free nursery education for 38 weeks of the year which parents are responsible for claiming eligibility for and supplying to Pre-School. These codes need reconfirming every 3 months and need to be confirmed before the start of the term in which the parents intend to use it. Some 2-year-old children are eligible for 15 hours per week of free nursery education for 38 weeks of the year and parents are requested to inform us once they have made the application.

If your child is in receipt of Disability Living Allowance they may be entitled to Disability Access Fund. Please speak to the office if you would like to discuss funding.

<b>When your child turns 3</b>	<b>When they can get 30 hours from</b>	<b>Recommended time to apply</b>
<b>1 September to 31 December</b>	Term starting on or after 1 January	15 October to 30 November
<b>1 January to 31 March</b>	Term starting on or after 1 April	15 January to 28 February
<b>1 April to 31 August</b>	Term starting on or after 1 September	15 June to 31 July

## Invoicing

Fees will be invoiced half-termly in advance and are sent via the Family app. Payment is due by the date on the invoice date unless an alternative arrangement is agreed with the Business Manager.

## Payment

Payment can be made in cash, BACS or by cheque. Cheques should be made payable to Corfe Castle Community Pre-school. For fees paid directly into our bank account the details are:

Sort Code: 09 01 52

Account No: 74091607

Parents are requested to use their child's name as reference for any payments made in this way.

## Changes to fees

Any changes to fees will be notified to parents via a letter sent out on Family and sent home with children. We will aim to provide a terms notice of changes but this may be shorter dependant on circumstances.

## **Outstanding fees**

If parents have any difficulty at all paying fees, it is essential that parents tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents in genuine financial difficulties. If no communication is made and an invoice remains unpaid the following action will be taken;

- a. After 1 day parents will receive an informal written reminder that fees are outstanding.
- b. If, after a further 2 days, parents have still not paid their fees, they will receive a formal written reminder and an additional charge of £12.50 will be added to the bill. Parents will also be informed that the Pre-School reserves the right to pursue unpaid fees through the small claims court.
- c. Should fees continue to be unpaid, we may, regrettably, be forced to refuse the child a place in the subsequent term. If the parent has contacted us already to make alternative arrangements, allowances can be made.

## **Notice**

We plan our staffing levels and set our budget well in advance. To operate we therefore need notice of changes to numbers and thus our income. Four weeks written notice is required of a child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice will be charged.

## **Refunds**

Fees are still payable when the child is on holiday, absent due to sickness, absent due to long term sickness.

## **Late Collection**

If there are recurrences of late collection past 5mins at the end of the day, we will administer a late collection fee of £5. If there are more than 3 late collections in a half term there will be a charge of £10 to cover the costs of staff wages of having to say late.

## **Closure**

In the event of the Pre-school being forced to cancel sessions, the Pre-school will endeavour to give as much notice as is reasonably possible. No refunds are given if the Pre-School is closed due to weather conditions, or lack of essential services or other similar circumstances beyond our control, as our overheads remain the same.

## **Cancellations**

Bookings for After School Club and Holiday Club will be charged for unless cancellation is made 7 days prior to the booking. Pre-School sessions require four weeks written notice of cancellation.

## **Kids Club**

Early Bird sessions are charged for on an 'as required' basis in arrears and these sessions do not form part of the funded hours offer. Regular After School bookings will be charged half termly in advance. Last minute bookings will be charged in arrears. Holiday Club bookings will be payable on booking and a separate invoice will be sent for these. Payment of all invoices is due within 2 weeks or by the date stated on the invoice in line with the details above.

## **Additional Fees**

Supply of nappy	50p per nappy
Snack charge	£3.50 per day per half term a child attends (charged on invoice)
Sun cream	£2.00 per term (as required)
Trips/Special Activities	Variable cost depending on excursion/activity.

## **Childcare Vouchers**

We accept childcare vouchers from various schemes, for example, Eden Red, and are happy to register for additional schemes if requested. We accept payment from the HMRC childcare account.