

LITTLE WILLOWS PRE-SCHOOL
ADMISSIONS & FEES POLICY

Little Willows Pre-School is committed to providing a fair and open admission system that offers a competitively priced and good value service.

Admissions

Children are eligible to attend the pre-school between the ages of 2 years and 4 years. 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, and informed of whether there is currently a suitable place available for their child.

If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the pre-school. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Acceptance of an Offer Form to confirm their child's place, together with the Registration Form.

Parents/carers will then be forwarded an Induction Pack. They will also be required to complete and sign the Consent to Emergency Medical Treatment and Photography & Images of Children forms.

Waiting List

To ensure that admissions to the pre-school are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the pre-school's waiting list procedure will be explained and then activated on the parent/carer's behalf.

Parents/carers will be encouraged to submit their request for a place for their child to the pre-school in writing. The details of this request will be placed on the waiting list, in the order that they are submitted.

The waiting list will be kept and used on a 'first come first served' basis. The pre-school will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the pre-school.

When a vacancy at the pre-school becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.

If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Fees

The pre-school understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the pre-school, it must ask that parents/carers respect its policy in respect of fees.

The level of fees will be set by the Board of Trustees 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 should be made weekly, monthly or half-termly, on an agreed day prior to the start of the period in question. Individual payment arrangements will be negotiated between the Manager and parents/carers. Parents are required to pay fees until the time their child is eligible to receive the Early Education Funding in the term following their child's third birthday.

Parents of two year olds who are in receipt of certain benefits or credits may be eligible for free 15 hours childcare. As a provider of registered childcare, we both encourage and actively support eligible parents/carers.

Fees are due for all periods of absence during term time e.g. sickness, family holidays etc.

If the fees are not paid on time, the pre-school 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 at the pre-school being forfeited.

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

Parents/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. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the pre-school.

The pre-school accepts childcare vouchers from recognised providers.

A small deposit is required to secure a place. The deposit is fully refundable at the end of the child's final term at the Pre-school, on condition that all outstanding fees have been paid and the appropriate notice given. It will also be refunded should a parent wish to withdraw their child and the appropriate period of notice has been tendered.