

# **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 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.

It is our normal practice to liaise with your child's current Nursery/Pre-School/Childminder (if applicable) to ensure a smooth handover. It is also normal practice for the Manager to liaise with any professionals that are supporting your child e.g. health visitor/speech & language therapist/social worker etc prior to a place being offered, and we ask for your honesty in sharing this information with us via the Application form.

Little Willows Pre-School reserves the right to change the sessions that your child attends should we feel it is appropriate to meet your child's needs.

When a parent/carer accepts a place at the pre-school they must sign an acceptance form. This form clearly outlines the sessions that are free and which sessions/wrap around care is payable and the costs. By accepting a place the parent is accepting responsibility for any fees incurred.

## **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. Fees are publicised on the Parent's noticeboard at the entrance to the Pre-School.

### **Payment of Fees**

Payment by bank transfer is our preferred method of payment – please always quote your child's name and the reason for payment. It is also helpful if you send an email to [info@littlewillowspreschool.co.uk](mailto:info@littlewillowspreschool.co.uk) to let us know that a payment has been made. If you require an invoice or receipt, please let us know. The Pre-school is also able to accept card payments, and payment by cash. If paying by cash, please ensure that the correct amount is placed in an envelope and your child's name written on the front, along with amount enclosed and reason for payment. The pre-school accepts childcare vouchers from recognised providers and is registered to receive tax free childcare via HMRC.

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.

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.

A small deposit is required to secure a fee-paying 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.

### **Two Year Funding**

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. Applications for two year funding should be made online at [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts). The pre-school is unable to offer a two year funded place until both proof of eligibility in the form of the 2year funding confirmation letter together with proof of date of birth are seen. All parents are required to complete a Parent/Guardian Declaration form for Two Year funding. Two year funding may only be used for a morning or afternoon session. Attendance at Breakfast Club, Lunch Club and Tea Club incurs a charge.

### **Universal Entitlement for 3 & 4 Year olds**

All children are entitled to receive up to 15 hours of funding per week for 38 weeks a year from the term after they turn 3 years of age. All parents are required to complete a Parent/Guardian Declaration form and provide proof of child's date of birth (e.g. valid passport/birthcertificate). 3 & 4 year old free funding may only be used for a morning or afternoon session. If a universal funded child attends additional sessions or wrap around care (Breakfast, Lunch or Tea Club) then additional charges will apply.

### **Extended Entitlement for 3 & 4 Year olds**

Some working parents may be eligible for an extended entitlement of 15 hours for 3&4 year olds. At Little Willows Pre-School we will endeavour to provide 30 hours where space allows. The extended entitlement may be used in full or in part at the pre-school and shared with another provider. Parents/Carers are required to apply for the additional 15 hours of free childcare through [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and must provide the pre-school with a valid 30 hour code prior to a place being offered. Parents & Carers must re-confirm their eligibility with HMRC every three months prior to the code end date. 3 & 4 year old free funding may only be used for a morning or afternoon session. If a funded child attends additional sessions or wrap around care (Breakfast, Lunch or Tea Club) then an additional charge will apply.

### **Tax-Free Childcare**

Working parents may benefit from tax-free childcare and the pre-school is registered for this. [www.childcarechoice.gov.uk](http://www.childcarechoice.gov.uk) provides information on this and how to apply.

### **Early Years Pupil Premium (EYPP) for 3 & 4 year olds**

As an early years provider that delivers Government funded early years education, Little Willows Pre-school can claim the early years pupil premium for three and four year olds children who meet the criteria. The parent declaration form which is provided each term offers a section where parents can enter their details. This funding provides the pre-school with an additional financial contribution which can be used towards extra training or resources to help raise the quality of a child's early education.

### **Disability Access Fund (DAF) for 3 & 4 year olds**

Three and four years old who are in receipt of the Disability Living Allowance and are receiving the free entitlement are eligible for DAF. This funding is paid to Little Willows Pre-School as a fixed annual rate for each eligible child. The parent declaration form which is provided each term offers a section where parents can enter their details along with providing written evidence of their eligibility to Disability Living Allowance. This funding provides the pre-school with an additional financial contribution which can be used towards extra training or resources to help support and enhance the quality of a child's early education.