

St Matthew's Pre-School

7.1 Admissions and Fees

Admissions

Policy statement

It is our intention to make our setting 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 Pre-School through open, fair and clearly communicated procedures.

Procedures

- We ensure that information about pre-school is accessible, in written and spoken form and, where appropriate, in more than one language when requested. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will try to provide translated written materials where language needs of a families suggest this is required as well as offer access to an interpreter which maybe a parent.
- We reserve the right to refuse to accept a child for medical or behavioural reasons if we feel that the setting does not offer the child the support he/she requires or if we feel that the children already at the setting will be adversely affected in anyway.
- At pre-school we make it clear that we involve fathers and mothers, other relations and other carers, including childminders.
- We have due regard to the individual needs of each child and their family arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We actively support and try to enable children and/or parents with disabilities to take part in the life of the setting.
- We aim make our Valuing Diversity and Promoting Equality Policy widely known.
- We arrange our waiting list in order of date of application. Places are offered in order of application. Siblings may be offered priority places should ratios allow and it is felt this is of benefit to family life.
- In general children attend morning sessions the academic year in which they have their fourth birthday. In general children attend afternoon sessions the academic year in which they have their third birthday. Exceptions may be made where numbers/ratios dictate.
- Should a child be offered a place which the parents do not wish to accept, the parents may be able to defer the place until later in the academic year, however the number of deferred places must not be of the financial detriment to Pre-School. If the parents wish to defer until the following academic year then the child's name will be placed at the bottom of the waiting list. Children with siblings in the setting maybe able to defer or alter patterns of attendance to ease family life.
- A child who qualifies for an afternoon place with an autumn or spring birthday will be offered an autumn start. A child with a summer birthday will be offered a spring start. Parents of children with summer birthdays may request that their child starts in the autumn term, places will be offered if available, exceptions may be made where numbers dictate. Places are offered with the intention that Pre-School operates at full capacity to ensure that running costs are met. It is our intention to allow parents to choose

the start date that they feel best suits their child, and whilst we aim to be flexible to accommodate individual needs the financial viability of Pre-School takes precedent.

- September morning places will be offered firstly to children who attend the afternoon Pre School sessions, however should fees be outstanding, pre-school reserves the right to withdraw the offer of a place. Places will then be offered to siblings.
- In the event that every child cannot be allocated the maximum five sessions (15 hours) for which government funding can be claimed, sessions will be offered on an individual basis after consultation between parents and staff. The minimum number of sessions offered will be 2 per week, this can be a combination of morning and/or afternoon places. We feel that a minimum of 3 sessions will be of benefit to the child.
- We are able to offer a limited number of places for 24 hours a week. These will be offered on an individual basis. The sustainability of the Pre-School is paramount and so places will be limited to ensure the majority of afternoon places are offered to children who will be at the setting for two academic years.
- Exceptions may be made to any of the above should numbers/ ratio and the financial viability of the Pre-School dictate.

Fees and Payment

St Matthew's Pre-School is a registered charity. It is not a profit-making organisation and for this reason we keep the fees affordable. We rely on funding, fees and occasional grants for day-to-day running costs. These costs are considerable and prompt payment of fees is essential to ensure that overheads can be met. Families who pay their fees punctually cannot be expected to support those who wilfully withhold payment.

Late payment of pre-school fees is detrimental both to pre-school and to the families involved. We aim to minimise arrears to pre-school and facilitate the recovery of outstanding fee payments, whilst at the same time respecting true cases of financial hardship.

All children including those in receipt of early years funding will be asked to pay a nominal termly fee towards snack.

Procedures

- Before the start of each term parents will receive an invoice broken down into two half terms. Fees are payable before the beginning of each half term.
- Pre-school fees are payable in full before the half term starts unless a payment plan has been put into place. Payments may be made by cheque, cash, or directly into our bank account. Cheques should be made payable to "St Matthew's Pre-School".
- In certain circumstances payment of fees in full for a half term may not be feasible. In this instance the parents of the child concerned must discuss and agree with the Pre-school Manager or Admin officer, an alternative schedule for the payment of fees. Any agreement for which payment is deferred is made at the discretion of the Pre-school Manager/ Admin officer. All such discussions will be treated in complete confidence.
- If a family has used the Pre-School's services without payment being made or if their payment has been dishonoured or unacceptably delayed parents will be reminded that fees are due by the end of the week. If

payment is received within this time no further action will be taken. Should no payment be made, or no deferred payment schedule agreed the Pre-school admin officer will issue a written reminder notice to the parent asking for payment within 5 days. If payment is received within this time no further action will be taken. If no payment is made then Pre-School reserves the right to take appropriate action to recover fees.

- Fees are not refunded should a child miss a session through illness or holiday.
- If pre-school is closed due to an emergency, snow or a power failure for example, fees are not payable these will be deducted from the next terms fees invoice unless the child is then funded when a refund will be given.
- A full half term's written notice is required to terminate a child's place at Pre-school. For fee paying children, failure to give half a term's notice will also result in fees being charged to cover loss of revenue for the sessions that remain unallocated.

Free Early Education

The government pays for children's Pre-School sessions from the term after their third birthday; in some cases early funding Free Early Education for Two year olds (FEET) is available. If parents are awaiting confirmation of a FEET place fees will be payable until the payments from the council are paid.

Universal free education is for 15 hours per week for 38 weeks of the year. Parents must provide a copy of their child's birth certificate, and each term sign a form confirming that their child attends Pre-School and needs funding. If a child attends Pre-School for less than 15 hours per week the remaining hours may be claimed at another setting. St Matthew's Preschool is open and claims for 38 funded weeks per year. We expect to claim this funding otherwise parents will be charged at the funded rate.

30 hours extended childcare maybe available for some children. It is the parents responsibility to ensure that the correct codes are obtained, renewed and passed to preschool. After the grace period paces will be withdraw or fees need to be paid if the child no longer meets the eligibility criteria. At present Pre-School is only able to offer 24 hours of funded sessions per week. The 30 hours free childcare maybe split between Pre-School and other settings The number of extended places available are limited.

- There may be a small charge for 'extra' events such as the Christmas Party, outings and Sports Day for all children in receipt of funding.

The Waiting List is managed by Mrs Allison Warner.

The Admin Officer is Mrs Chow Treadwell.

This policy was adopted at a meeting of

St Matthew's Pre-School

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory
