



Brenchley Pre-School Limited

Admissions Policy

Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community and they have access to the pre-school through open, fair and clearly communicated procedures.

We ensure that the existence of the 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 written and spoken form - and, where appropriate, in different languages

We describe our pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

We describe our pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, 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 no accidental discrimination is taking place.

Provision

As outlined in the 2017 EYFS framework, we are restricted to the number and ages of children that we may care for at any one time. As part of our Ofsted registration we are able to care for 38 children under the age of 5 years, 26 of which may be 3-4 years old and 12 of these may be 2 years old'.

Opening hours

8.45 to 11.45

12.45 to 15.45

However, we will consult with parents to ensure we do not exclude anyone as we realise parents, carers and childminders do have other children to pick up and may need to arrive later. However, all children need to be collected by 11.45 or 15.45 otherwise an additional charge will need to put in force for repeat offenders

Childcare and early education entitlements

We will be claiming funding from the Local Authority having seen evidence to verify the child's date of birth at point of registration. Parents will be required to fully complete a Parent Declaration in order for us to claim the funding three times a year.

We will attempt to be flexible and try to meet parents' requests (time term only. If a parent wants to change the child's session we will endeavour to do so if the desired session is available, however, if

this cannot be accommodated we will put the child's name on a waiting list and advise parents accordingly.

We offer Free for Two Funding for parents with appropriate entitlement up to 15 hours.

We offer both Universal (15 hours) and Extended Funding (30 hours) for children the term after their third birthday.

Funding may be split between two providers. If parents are splitting their entitlement, parents will need to inform us whether the hours claimed are universal or extended on the Parent Declaration Form.

We accept a variety of childcare vouchers.

Attendance during funded sessions

If parents take their child out during funded hours we are not required to provide alternative sessions. We expect parents to ensure children attend the sessions they are allocated, however, should a child need to be absent we require parents to contact the preschool via telephone or email the reason why the child is absent which is recorded within our Attendance Log as we are required to monitor your child's attendance. As Government calculate funding during headcount weeks, which is calculated for the term, parents will not be re-funded or grants swapped between settings should they move settings during the term under the Universal (15 hr) scheme, however this will be able to be transferred to another setting within the Extended (30 hr) funding.

Period of Notice

Should you wish to withdraw your child from the pre-school we ask for a period of a terms notice in order to adjust staffing and ratios.

Fees

Our fees are £5.15 per hour.

Additional charges

Please note the Government funding is not intended to cover the cost of snacks, other consumables, additional hours or additional services. Charges for lunch club, if required, are £5.15 and a voluntary contribution is asked per term for snacks. All charges will be itemised on your invoice. Should anyone experience difficulties meeting the cost of additional services or need support please come and speak to the Manager.

Occasional charges

Late collection fees.

£5 for every 15 minutes for repeat offenders (3 x per term)

Deposits

On registration of your child, a Registration Fee to aid administrative costs will be requested of £20. Fees for funded hours or FF2 children will be taken as a deposit and will be refunded to parents, taken off their first invoice or within their first term.

Payment

Fees are expected within 30 days of invoice being received unless prior agreement. Please speak to the Manager if you need an extension or set up a monthly agreement of Childcare Vouchers. Failure to pay without prior agreement may incur a late payment charge together with additional Administration fee of £25

Unplanned Closures

There may be situations that occur for unplanned closures. Please refer to our Emergency Procedure policy re closure of pre-school.

- Weather conditions do not permit pre school to open
- Emergency services enforce closure due to safety issues ie gas leak, burst pipes, flood etc
- Brenchley & Matfield CofE Primary School suggest closure due to no electricity, heating, water supplies etc
- Staffing issues do not permit pre-school to open.
- Pandemic Flu or other outbreaks of infectious diseases
- Partial or Full Lockdown

This Policy was reviewed at a Management Meeting held on Friday 2nd November 2018



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Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited