



Admissions Settling In & Fees Policy

Admissions

- Churchill Pre-school offers quality care and education opportunities to all children within the locality. This is according to our Inclusion and Equal Opportunities Policy and offers provision for up to 26 children aged 2 years to 5 years in the main open plan room.
- All children including those with Special Educational Needs are catered for having regard to confidentiality and the SEN code of Practice 2015.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf
- Churchill Pre-School operates a waiting list on an inclusive basis. Sessions are offered to those who have been on the list longest and whose sessions best fit availability (i.e. if a child requires Tuesday and Thursday and these sessions become available the space will be offered to the child first on the waiting list in need of those sessions.
- Parents/carers are required to fill in a registration form giving full details of the child, individual needs and contact details including emergency contacts.
- Parents/carers are required to pay a £10 non-refundable deposit to secure their child's place.

Settling In Policy

At Churchill Pre-School we believe that a child's settling in time to Pre-School is a highly important time as this will form the child's perception of us.

We are also aware that this is a sensitive time for parents/carers and therefore endeavour to make the transition into Pre-School as carefree as possible. In order to do this:

- We offer an initial free settling in session so that you and your child can together with us carefully plan a successful induction. This will be discussed with parents/carers prior to their child's attendance and we do have an area where parents/carers are able to sit but still be on hand to support their child during their initial visit/s.
- Parents and carers are forwarded a welcome pack which gives all the relevant information about Churchill Pre-School to enable them to support their child in the transition to Pre-School. A book for children explaining a usual Pre-School day is also available on our website. The mascot from the book is available in the setting.

- Parents and carers are required to complete a registration form in full. It is important that we are made aware of any details that will help us to get to know the child and enable him/her to settle quickly.
- A member of staff will discuss the child's learning diary with the parents/carers and complete a learning assessment to support the child's learning from the point of entry to pre-school.

Fees Policy and Procedure

Aim:

We aim to ensure financial stability of the Pre-School by having a fair and consistent process for pursuing non-payment of fees.

It is our policy to pursue all unpaid fees through the county court for the recovery of the Pre-School's money.

Method:

In order to achieve this aim fully the Pre-School will:

- Fully inform parents/carers of the fee and payment structure of the Pre-School at induction.
- Issue invoices to parents at the start of the term when the new fees are due. The invoice will give details of the sessions being paid for and the rate being charged.

If a weekly payment option is agreed between the Pre-School leader and the parent/carer, the manager reserves the right to withdraw that facility if weekly payments are not made. The invoice will be issued at the start of term and the weekly payments **MUST** be paid on the child's first session of the week. If payments are not paid as agreed, the full amount outstanding will then be due within seven days of the issuing of an overdue account letter.

If a termly payment option has been agreed between the Pre-School leader and the parent/carer (this is Churchill Preschool's standard payment option which will operate in default of specific agreement) the invoice will be issued at the start of term and the payment **MUST** be paid during the first week of term. If fees are not paid for 2 weeks then the child may not be able to attend Pre-School until the outstanding account has been paid.

If fees are unpaid for 4 weeks this will result in the child losing their sessions at Pre-School.

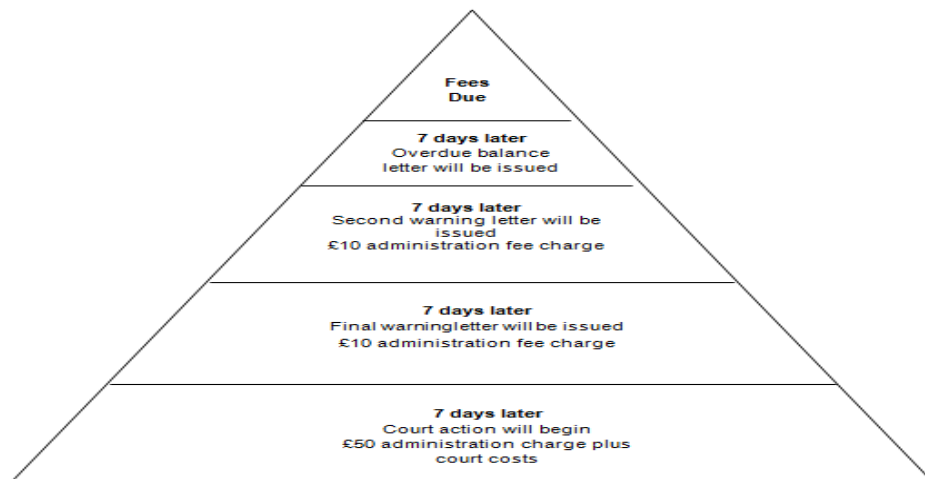
Fee Reminders will be sent out half way through the term.

If a family has used the services provided by Churchill Pre-School without payment, or their payment has been dishonoured, the Pre-School will follow the following staged procedure:

1. An 'Overdue Balance' letter asking for payment in full within seven days. If payment is received within seven days no further action will be taken.

2. If payment is not received a 'Second warning' letter will be issued asking for immediate payment, in full in **seven** days plus a £10 administration fee. If payment is received within **seven** days no further action will be taken.
3. If after **seven** days full payment or a payment plan, agreed by the Play leader, has not been received a 'Final Warning' Letter will be issued plus a further £10 administration fee. At this stage your child/children will be unable to use our services until payment in full is received (unless the child/children attending are covered by applicable Early Years Funding). If payment is received within **seven** day no further action will be taken.
4. If payment has not been received within **seven** days the pre-school will immediately begin proceedings in the county court for which we charge an administration fee of £50 and ALL court costs. If the pre-school is required to attend at County court, costs will be applied at a rate of £20 per hour.

Below is a simple breakdown -



- If you change your sessions during a term then a revised invoice will be issued and payments will be adjusted accordingly.
- The Management Committee, Trustees of Churchill Pre-School and/or the Play Leader/s reserves the right to suspend or withdraw a child's place over non-payment of fees.
- **Fees continue to be payable if a child is absent for any reason including illness or holidays taken in term time.**
- Fees are reviewed by the Management Committee of the Pre-School and if increases are necessary they will be made prior to the commencement of the January term at the latest.

- Payments can be made by cash or cheque, or via tax efficient childcare vouchers (usually run through employers).

Churchill Preschool accepts all children in receipt of Free Funded Early Education, including children in receipt of 3 and 4 year old funding and children in receipt of 2 year old funding. Tax credits may fund some or all of the cost of childcare for low income families. For more information about assistance with childcare costs contact North Somerset Council on 01934 888888. Eligibility checkers are also available online:

http://nsod.n-somerset.gov.uk/kb5/northsomerset/directory/fel_app_landing.page

Late collections and extra sessions

These will be charged at the rate as stated in the prospectus/welcome pack and registration form and will be invoiced at the end of the term.

Policy date: 6th April 2016

Review date: 6th April 2017