



# St Tudy Pre-school

## Admissions and fees

Our pre-school is committed to providing a fair and open admission system that offers a competitively priced and good value service.

As a provider of registered childcare, we both encourage and actively support parents/guardians/carers claiming any available childcare funding i.e. Tax credits, 2 year funding, 3 & 4 Year funding, Early Years Pupil premium etc.

## Admissions

When a parent/guardian/carer contacts the pre-school, enquiring about a place for their child, they will be given all the relevant information they require, including details of admissions and fees and they will be made aware if there is currently a suitable place available for their child.

If a suitable place is available, the parent/guardian/carer and where possible, the child, will be invited to visit the pre-school for a taster session and to meet and speak with the staff.

If the parent/guardian/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 Enrolment pack provided to them, to confirm their child's place.

Parents/guardians/carers will also be encouraged to complete and sign the consent forms, included in the Enrolment pack. The enrolment form will be completed before the child starts.

Once the admission is secure, the manager or designated member of staff will contact the parent/guardian/carer to arrange a date for the child's first session at the pre-school. At this stage parents/guardians/carers may wish to attend with their child to ensure their child is happy in the setting, a settling in period. The manager and staff will also be monitoring the child to ensure he/she is happy in the setting.

## 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 the waiting list:

- If, on making an enquiry about a place for their child, the parent/guardian/carer is informed that there is not currently a suitable space available, the pre-school waiting list will be explained and if, the parent/guardian/carer is agreeable, the child's name will be added to the list.
- Parents/guardians/carers will be encouraged to submit their request for a place for their child, in writing to the pre-school. The details of this request will be placed on the waiting list, in the order they are submitted.
- The waiting list will be kept on a 'first come, first served' basis. The pre-school will advise the parent/guardian/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 or designated member of staff will contact the parent/guardian/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/guardian/carer still wishes to take up the place for their child, they will be asked to complete the Enrolment pack and follow the remaining steps of the admissions procedure outlined above.
- If the parent/guardian/carer concerned no longer wish to take up the place, the parent/guardian/carer of the next suitable child will be contacted.

**Fees**

Fees are invoiced half termly. The pre-school accepts payments by cheque, cash, bank transfer or via the Tax-Free Childcare. Invoices need to be paid by the due date to avoid

Fees will be reviewed annually but will not necessarily be increased on an annual basis.

All invoices must be paid by the due date to avoid the child’s place being withdrawn. No debts will be carried forward into the next term.

**This policy was adopted at a meeting of: St Tudy Pre-school**

**Held on:** .....

**Date to be reviewed:** .....

**Signed on behalf of the committee:** .....

**Name of signatory:** Emma Sleeman

**Role of Signatory:** Chair, St Tudy Pre-school

Name of staff member / volunteer	Signature	Date
