



Danbury Pre-School



Registered Charity no: 1111808
 Accredited PSLA membership no: 10584 DFES/Ofsted nos: 581607 / 542542
 Tel: 0845 643 0076
 Website: <http://www.danburypreschool.org.uk>

ADMISSIONS, FEES & NON PAYMENT OF FEES

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 us through open, fair and clearly communicated procedures.

General Welfare Requirement: Organisation

Pre-schools must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

EYFS Key Themes & Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 <i>Respecting each other</i>	3.3 The learning environment 3.4 <i>The wider context</i>	

Procedures

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of our services is widely advertised in places accessible to all sections of the community.

- We ensure that information about our services is accessible in written form, spoken form and, where appropriate, in different languages (upon request). Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - the vicinity of the home to the setting; and
 - siblings already attending,
 - planned or attendance of feeder schools.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or competence in spoken English.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part.
- We monitor the gender and ethnic background of children joining the setting to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality policy widely known.
- We consult with families about the opening times to ensure we accommodate a broad range of family need.
- Where possible, we are flexible about attendance patterns to accommodate the needs of individual children and families.
- It is the usual expectation that 2 sessions (if the child is under 3 years) at the pre-school will be offered initially, with the opportunity to increase attendance after discussion with the preschool supervisor/administrator and if places are available.
- It is possible for children to attend our pre-school day 9am – 3pm once they are aged 3years. A home packed lunch is required whilst we provide a morning and afternoon snack.

- **It is a condition of our rental agreement with St John's school that we do NOT use the school car park. Car registration numbers are recorded. We reserve the right to cancel your child's place at pre-school without notice if any parent or carer uses the school car park. We would also respectfully ask that all due consideration is taken when parking in the residential streets surrounding the school – that driveways are not blocked and that you avoid parking on or opposite the zig-zag yellow lines.**
- We will give at least half a term's notice of any fee increase.
- Parents are required to give half a term's of notice for any reduction or cancellation in the number of sessions, or they will be liable for that half term's fees. We may not charge penalty fees if the vacated space is filled immediately or in the notice period given. Exceptions may be made if vacated places are filled immediately but this is entirely at our discretion. All new admissions are required to pay a half terms fees and the appropriate administration charge by the due date given on their offer letter. We reserve the right to withdraw an offer of a place if these fees are not paid in time or if the school car park is used. If any new admissions cancel, the administration fee and half term's fees are not returnable.
- The fees incurred in connection with inset days are non-refundable. These fees cover the costs of staff and training for the benefit of the setting.
- In the event that we have to close due to external circumstances, such as extreme weather conditions or power failure, the fees incurred are non-refundable.
- In order to operate efficiently all parents are expected to arrive and leave on time. If you have not notified us that you are going to be late and arrive after 9.30am it is possible your child's space will have been let out to another child for a pay and play space. In this instance your fees are non-refundable. Please telephone 07944 746668 in the first instance to let us know you'll be late and we need to hold your child's space for the day.
- Should a parent/carer not respond following correspondence to offer a place, the child/children's name(s) will be moved to the end of the waiting list.
- The pre-school receives nursery education funding for three and four year olds via Essex County Council. The funding criteria is reviewed regularly and communicated via The Head of Early Years and Childcare Services – which

is available upon request. The Head of Early Years and Childcare Services can be contacted as follows:

Early Years & Childcare Schools, Children and Families Directorate,
P O Box 47, County Hall, Market Road, Chelmsford, Essex, CM2 6WN.
Tel: 01245 438500 E-mail: fis@essex.gov.uk

- We reserve the right to charge an additional fee to compensate for the difference between your child's hourly attendance and those covered by grant funding. Charges will be billed to parents before or at the start of each term.
- If a parent increases the number of sessions a child attends after the headcount date for grant funding, the pre-school reserves the right to charge for these additional sessions, on the condition that parents are notified when reserving the increased sessions.

NON-PAYMENT OF FEES

Policy Statement

It is our policy to pursue all unpaid fees through the County Court for the recovery of fees. We aim to ensure financial stability of our setting by having a fair and consistent process for pursuing non-payment of fees.

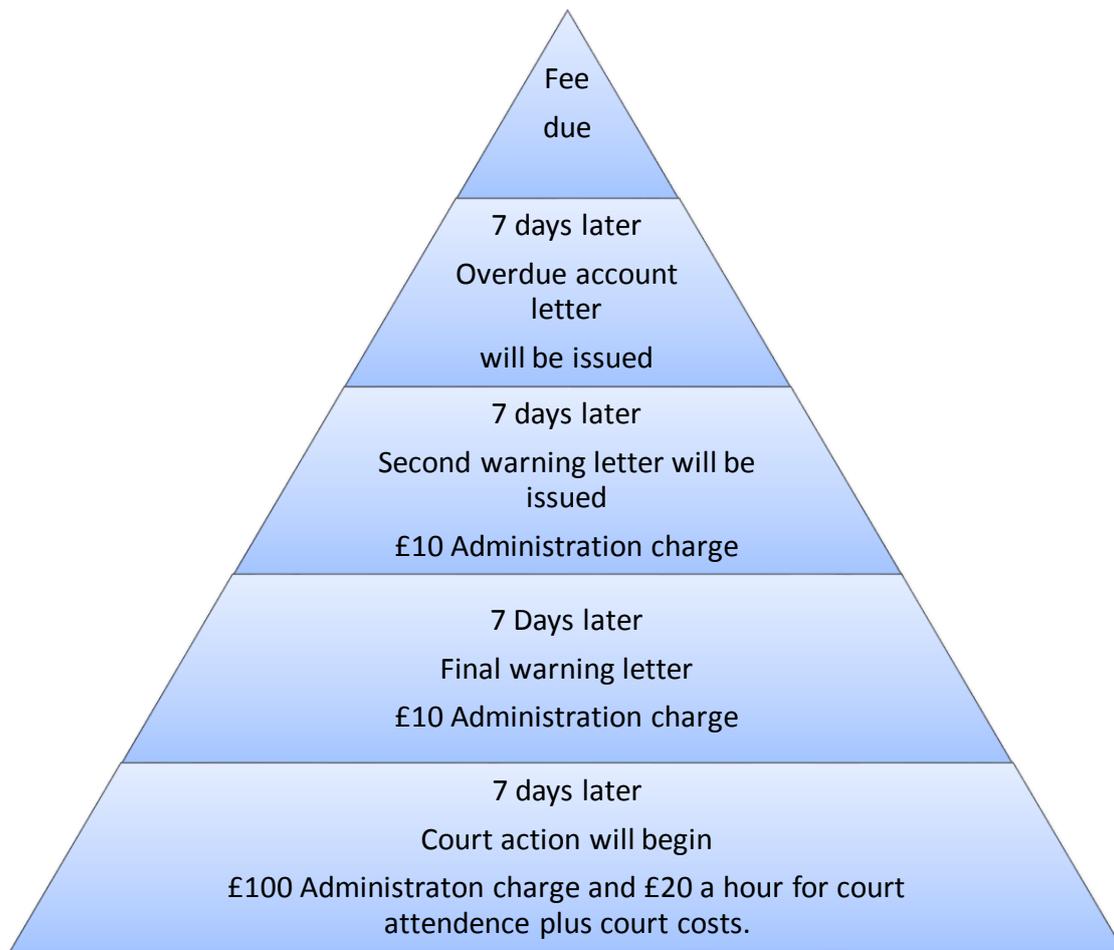
Procedures

In order to achieve this aim we will:

- At inductions fully inform parent/carers of the fee and payment structure in writing.
- Issue invoices to parents when fees are due. The invoice will give details of the sessions being paid for and the rate being charged. If a weekly payment plan is agreed between a family and the administrator the setting reserves the right to withdraw that facility if weekly payments are not made. 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 family has used the services provided by the setting without payment or their payment has been dishonoured the setting will follow the following staged procedure:

1. Issue an 'Overdue Account' letter asking for payment (plus bank charges if applicable) 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 management, has not been received a 'Final Warning' letter will be issued plus a further £10 administration fee. At this stage your child(ren) will be unable to use our services until payment in full is received. If payment is received within seven days no further action will be taken.
4. If payment is not received within seven days we will immediately begin proceedings in the County Court for which we charge an administration fee of £100 and all court costs. If we are required to attend at County Court, costs will be applied at a rate of £20 per hour.



This policy was adopted at a meeting of	Danbury Pre-School
Held on	<u>24.01.12</u> (date)
Date to be reviewed	<u>Annually</u> (date)
Name of signatory	_____
Role of signatory (e.g. chair/owner)	<u>Chair</u>