

## **Preschool Admission & Fees Policy**

Statement of Intent It is our intention to make our preschool 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 the preschool through open, fair and clearly communicated procedures.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, or consumables.

- We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours. .
- We ensure that the existence of the preschool is widely advertised in places accessible to all sections of the community.
- We ensure that information about our preschool is in accessible format - in written and spoken form and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange the waiting list on a first come first served basis. But in the event of oversubscription we will give priority to children who expect to use Poringland Primary School and/or live in Poringland or have siblings in school or preschool.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our preschool and its practices in terms which make it clear that we welcome both fathers and mothers, other relations and carers including childminders.
- We describe our preschool and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our preschool and its practices in terms of how it enables children with disabilities to take part in preschool life.
- We monitor the gender and ethnic background of the children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the preschool to avoid excluding anyone.
- We are flexible with attendance patterns to accommodate the needs of individual children and families.
- We will admit children aged from 2 to 5 years old.
- Children DO NOT have to be out of nappies or toilet trained to attend.
- We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.
- We accept the New Working family funding, 2 year old funding and 3/ 4 year old funding. (Subject to the terms and conditions associated with these.)
- Early Education is offered within the national parameters:
  - · no session to be longer than 10 hours
  - · no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
  - · not before 6.00am or after 8.00pm
  - · a maximum of two sites in a single day

### **Procedures for Admission**

#### **Expression of interest**

When parents/carers contact the setting to express interest in joining Preschool we will always invite them into the setting so they can see how the session runs, meet staff and be shown around the Preschool.

We will book an appointment for the family at a time that is mutually convenient and try to make this appointment within a week of enquiry. On booking an appointment we take some contact information from the person making the enquiry e.g Name of person making the enquiry, name of the child, age of the child and a contact number.

#### **Visiting the setting**

When the family arrives at the setting we will ask them to sign in. We will then take them through into the hall or garden where the session is running. We will explain our routines. Registration Form and Booking forms will be sent via email along with the Parent/Carer Handbook, Safeguarding Policy and Admissions Policy and Payment of Fees Policy.

We will also direct them to our website [www.timechildcare.org.uk](http://www.timechildcare.org.uk).

We explain to parents or carers that we need the registration form returned to us to secure a place for their child. We will advise the family of sessions available.

#### Registration

After receiving a returned Registration Form and Booking form, we will email the parent to confirm receipt of the form and confirm availability. We will then phone to arrange a time for a home visit. This is made at a mutually convenient time. A starting Preschool questionnaire, information on how to access the Tapestry system for learning journeys will be discussed. Parents/carers will be issued Time Childcare policies on Tapestry.

The child cannot be left at preschool until we have received the completed registration form. As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and deleted when there is no longer a good reason to keep the data. No registration fee will be charged.

#### Funding

Government funding is intended to cover the cost to deliver 15 (30) hours a week, 38 weeks per year, of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. Charges for additional services such as trips will be agreed in advance with families. There is no charge for lunch or snacks, families will be expected to provide a packed lunch for children attending over lunch time.

#### Voluntary Contributions

An additional voluntary fee of 50 pence per session to a maximum of £10 per will be charged to fully funded families per half term. This is to cover the cost of snacks and any additional consumables, such as sun cream and nappy wipes. If you are unable to pay these charges, please speak with the setting manager or email [admin@timechildcare.org.uk](mailto:admin@timechildcare.org.uk) to discuss the alternative options available.

The funding entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

We accept 3 and 4 year old funding for all children for 15 hours Universal Entitlement a week. Funding can be claimed from the first full term after the child has their 3rd Birthday. Eligible families can claim 30 hours funding (15 additional hours Extended Funding).

Birthdays between; 1st January and 31st March - can begin claiming from April term. 1st April to 31st August - Can start claiming in the September term. 1st September to 31st December - can begin claiming from January term

We also accept both universal entitlement and the working parent entitlement from 9 months. Families will either receive a letter from Norfolk County Council informing them of their eligibility or they can contact them directly to apply. Families accepting a benefits based 2-year-old funded place will be able to claim the entitlement until their child is eligible for either the 3- and 4-year-old funding universal entitlement.

**Early Education is offered to families 38 weeks of the year. The funded hours can be claimed to the maximum available from Norfolk County Council (for some terms there will be a small shortfall of a few hours, due to Preschool running 40 weeks in a school year, which will be invoiced directly to parents). Funding can be claimed during our lunch period.**

Mon - [15.00-18.00]

Tues – [08.30-18.00]

Wed - [15.00-18.00]

Thur – [08.30 -18.00]

Fri – [8.30 - 18.00]

Please note - 2 year olds are only able to attend standard Preschool sessions between 8.30am and 2.30pm Tuesday, Thursday and Friday.

Funding of a maximum of 15 universal hours (and 30 hours) can be split between providers (over a minimum of two days). No other charges will apply unless you require more than 15 hours a week for 38 weeks or the NCC Maximum hours over the Term have been reached, in which case additional hours can be paid for.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

#### Invoiced sessions

For Children that are not eligible for government funding or wish to attend over and above their funding allowance you will be **charged the hourly rate of £7**. (Also see Payment of Fees policy).

No Deposits or retainers are taken for any places.

Fees are payable monthly in advance, via Quickbooks invoices .

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

No credit is given for holidays in term time unless 4 weeks notice is given. Normal fees apply during times of sickness.

Our fees are reviewed annually in April. Families will be given at least 4 weeks' notice in writing to inform them of any change.

A charge is only made for snacks or consumables to fully funded families.

Parents/Carers must provide 'healthy' packed lunches. See our Healthy Eating Policy.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent/carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulation.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

#### Terminating a contract

Should you choose to terminate a contract after a two week settling in period, then a four week notice period applies. Notice periods can include holiday periods if they arise during the given four weeks.

Complaints Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the manager. Our Complaints Policy is issued to all families as part of the registration process.

**Review Date:** 30th September 2025