

3. Admissions and Fees

Statement of intent

Polesden Lacey Playschool Admissions Policy is designed to be clear, comprehensive and fair. We welcome children, families and staff from all ethnic origins, religious background, gender and those who may have special educational needs and disabilities. We do, however, reserve the right to refuse entry or place if we believe this will be detrimental to the care and wellbeing of the child or children in our care.

Aim

We aim to work with the parents/guardians to best meet their childcare needs. We are keen to discuss attendance requirements with the parent/guardian as Playschool availability varies throughout the year. All information will be presented to the parents/guardians in plain English whether in spoken or written form. We aim to advertise widely in places accessible to all sections of the community.

Practice

Polesden Lacey Playschool is registered with Ofsted to provide childcare to children aged 30 months and above.

The Playschool is open 38 weeks of the year and follows the Surrey school's calendar. We offer 15 hours and extended 30 hours funded places.

Registering a child:

- The parent/guardian will be emailed a registration form;
- The completed registration form is returned
- Our policy will take into account siblings already attending the setting and the capacity of the setting to meet the individual needs of the child;
- During times when the Playschool is oversubscribed priority will be given to children of staff working at the setting thereafter to children who live in Bookham, Fetcham and Effingham;
- Once the place has been agreed in writing by the parent/guardian and the registration form received, the child's place with Playschool is confirmed;
- The Playschool operates a waiting list for situations where demand overtakes our capacity. In these situations, the Playschool operates a 'first come, first served' system, facilitating a transparent and fair approach;
- All children irrespective of age will have their place reserved until their departure for school; and

Playschool Fees

The Playschool is registered to receive Early Years Education Funding for each child from the term after their third birthday and two-year FEET funding for eligible 2 year olds for a total of up to 15 hours per week for 38 weeks per year. The Playschool also offers 30-hour funding provided parents/guardians meet eligibility criteria. For further information please speak to the Administrator.

Playschool fees are reviewed annually in time for the new academic year. These take into consideration costs for premises, staff, insurance and training.

The parent/guardian will be invoiced when their child starts at Playschool and termly thereafter. You will receive a payment reminder 2 weeks after receipt of the invoice.

Parents are advised of any increase to session fees in the term prior to implementation of the new revised fee rate.

Fees are payable via bank transfer to:

Bank: Co-operative Sort Code: 08-92-99 Account No: 67316915 Ref: Child's name

Early Bird and Late Pick Up Clubs

We provide an Early Bird Club from 8.30am to 9am every morning and a Late Pick Up Club from 3.00pm to 3.15pm every afternoon, subject to maximum of ten children in each session. These sessions will be charged separately and are subject to a charge of £5 per session for Early Bird Club and £2 per sessions for Late Pick Up Club.

Financial Hardship

In the event of financial hardship, parents/guardians should discuss the matter with the Treasurer, Chair of the Committee or Playschool Manager within fourteen days of receiving the initial invoice.

Non Payment of fees

Non payment after fourteen days will be chased in writing. Bounced cheques incur an administration charge in line with bank charges. If after thirty days from the start of term, payment has still not been made and no satisfactory reason has been given to the Administrator, then two weeks notice will be given in writing to exclude the child from Playschool.

Arrangements will be made to offer the place to another child and the Administrator will pursue the debt.

Ongoing attendance

The parent/guardian will be required to pay for their child's place when:

- the child is off sick
- the child is on absence such as on holiday, hospital appointments

Exceptions to the above include closure due to:

- Emergency closure (see Emergency Closure Policy)
- INSET days

If the Playschool has not received formal notification of a child's absence for more than 14 consecutive days, we reserve the right to offer the place to the next child on the waiting list.

Notice

If a parent/guardian wishes to withdraw a child from Playschool, 8 weeks notice must be given in writing or 8 weeks fees will be required in lieu.

Policy Review

As part of Polesden Lacey Playschool monitoring of admissions this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25