

## 10.2

# Maidenbower Pre-School Playgroup

## Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## Admissions, Fees and Funding.

### 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 the setting through open, fair and clearly communicated procedures. Children are eligible for a place at the playgroup when they reach the age 2 years, if there are places available. As children become older sessions can be increased providing there are spaces available to do this.

### Registration

To register a child at the playgroup, parents/carers must complete an application to join form online. (paper copies available from the playgroup). Once you have received confirmation of sessions then you will be required to fill in the registration form and Terms and Conditions without these forms your child will be unable to stay.

**Please note, that the completion of an application to join form does not guarantee a place at the playgroup.**

### Admission

Children **must** attend the playgroup for a minimum of two sessions per week. This is to promote easier settling in and is in the child's best interests.

If you require additional sessions for your child, please complete the relevant form available from playgroup. This can be found in the foyer.

There is a mandatory fee of £25.50 per year per child that decreases in the Spring Term to £17 and Summer Term to £8.50. This fee is to cover the cost of outside experiences to enhance the children's learning from outside visitors. It also covers the cost of cooking ingredients and day to day consumables like paint, paper, craft activities etc. Payment must be paid promptly on request.

Should you wish to withdraw/defer your child from playgroup or reduce the number of sessions that your child attends then please complete the Notification of leaving Form or Change of Session Form available from the playgroup foyer or on our website [www.maidenbowerplaygroup.org.uk](http://www.maidenbowerplaygroup.org.uk) . We **will** require 4 weeks' notice otherwise **you will** be liable for that half term fees. We are entitled to keep 4 weeks funding for children who receive funding if 4 weeks' notice is not given and **you will** be liable to cover costs at alternative child care providers for that 4week period.

It is assumed that your child's place will terminate once they reach the required age for school so therefore there is no need to give notice of termination of session.

## Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate we will endeavour to provide it in different community languages and in other formats on request dependent on costs.
- We arrange our waiting list in birth order. In addition, our policy may take into account:
  - the age of the child,
  - the length of time on the waiting list,
  - the capacity of the setting to meet the individual needs of the child and
  - whether any siblings already attend the setting
- We offer funded places in accordance with any local conditions in place by our local authority.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs and the wider community and fit in with Maidenbower school times.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children and is legal with the terms and conditions of funding.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

## Offering your child a place

When a space becomes available parents/carers will be contacted. This will be emailed out if an email address is supplied, or you may be asked to come into the setting to collect it or otherwise a hard copy will be sent. Parents/carers need to accept these places in writing or email within two calendar weeks. Failure to do so may result in the place being offered to another child.

## **Attendance at Maidenbower Pre-School Playgroup does not guarantee a place at a Maidenbower School.**

There is a £20 charged for your Welcome Pack which includes a bookbag for your child. Please note until payment is received the placement is not guaranteed

If a child who receives government funding starts during the middle of a term they will be invoiced until the next term starts. However, if your child is two years old and entitled to the Free Entitlement you will not be invoiced.

## **Settling in**

There are many different strategies that we can put into place to support your child to settle in. Please be advised that one of the strategies may involve asking your child to stay for a shorter period of time, and slowly increasing their time with us when they feel happy and confident. If we feel this strategy is the best way to support your child, then no refunds will be given and you will be charged the full current session rate.

## **Charges (from April 2019)**

Under 3's £25.50 per session.

Over 3's £21.00 per session.

Children under the age of 3 require a higher ratio as per Ofsted regulations, so therefore children under 3 are charged at a slightly higher rate than 3-year-olds.

**A child under 3 will be charged at the higher rate until the term or half term after their 3<sup>rd</sup> birthday.** For example, if the term started on the 5<sup>th</sup> January and your child's birthday is the 6<sup>th</sup> January the child will have missed the cut off date and will pay the higher rate until the next half term.

**If your child's birthday falls on the first day back of the term they will be charged at the lower rate.**

Invoices will be issued 2 weeks before the end of term and payment is due on the penultimate day of the current term. Late payments may result in losing your child's place. A £7.50 administration fee will be added for any late payments. Charges will be reviewed annually and 4 weeks' notice will be given.

**Refunds will not be given for deferrals, sickness, holidays, hospitalisation, planned or unplanned absence or enforced closures. Refunds will not be given should the playgroup have to close due to an emergency, such as ratios not being met.**

## **Free Entitlement (FE) for two-, three- and four-year-olds**

We currently provide free funded places for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance of your child reaching their initial eligible start date. This is the beginning of the term following your child's second\* or third birthday for two-year-old FE and universal three- and four-year-old FE. For the Extended Entitlement of 30 hours FE\*\* for working parents, this is once you have received your validity code from the Department of Work and Pensions (DWP).

We offer 30 hours; however, you are able to split your child's hours across different childcare provider.

\*two-year-olds must meet eligibility criteria

\*\*families must meet eligibility criteria

## **Complaints**

If you are unhappy with your allocation and feel you have been treated unfairly or discriminated against you must contact the settings manager or the chairperson who will respond to your complaint within 14 days.

This policy was adopted by \_\_\_\_\_ *(name of provider)*  
On \_\_\_\_\_ *(date)*  
Date to be reviewed \_\_\_\_\_ *(date)*  
Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) \_\_\_\_\_