



**Maidenbower
Pre-School
Playgroup**

Admissions Policy

Children are eligible for a place at the playgroup when they reach the age 2 years and 6 month (two years and six months) if there are places available.

Registration

To register a child at the playgroup, parents/carers must complete a registration form online. (Paper copies are available from the playgroup)
Children may be registered after the child's second birthday.

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

Admission

Children must attend the playgroup for a minimum of two sessions per week (unless we are only able to offer one.)

If you require additional sessions for your child, please complete the relevant form available from playgroup. Should you wish to withdraw your child from playgroup or reduce the number of sessions that your child attends then please complete the relevant form available from playgroup. We will require 4 weeks' notice otherwise you will be liable for that half term's fees. We are entitled to keep hold of 4 weeks' funding for children who receive Free Entitlement so therefore if 4 weeks' notice is not given you will be liable to cover costs at alternative child care providers for this 4 week period. It is assumed that your child's place will terminate once they reach the required age to start Infant School and therefore there is no need to give notice of termination of sessions.

Admission Criteria

Places will be offered on the following criteria:

1. Those already attending the playgroup.
2. Those children who are eligible by age.

Please note all registration forms are prioritised by date of birth. (oldest-youngest)

Offering your child a place

When a space becomes available parents will be contacted. This will be emailed out if an email address is supplied 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. Places will be allocated by children's date of births.

Please note: Places are not allocated by the date your registration form was completed.

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

Once a place has been offered parents/carers will receive further details about the playgroup and will be charged £20 for their welcome pack. 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.

Notice

Four weeks' notice on either side is required in order to terminate attendance at the playgroup or to change sessions (depending upon availability.)

Charges

Under 3's £21.00 per session.

Over 3's £18.00 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 slighter 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 3rd birthday. For example if the term started on the 5th January and your child's birthday is the 6th January the child will have missed the cut of date and will pay the higher rate until the next ½ 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 results in losing

your child's place. A £5 administration fee will be added for any late payments. Charges will be reviewed annually and 4 weeks' notice will be given in writing. Refunds will not be given for sickness, holidays, hospitalisation, planned or unplanned absence or enforced closures.

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 DWP.

We are only able to offer 21 hours, however you are able to split your child's hours across different childcare providers.

*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 setting's supervisor or the Chairperson who will respond to your complaint within 14 days.

