



## **Admissions & Fees Policy (incorporating late payment of fees policy)**

### **Policy Statement**

It is our intention to make our setting accessible to children and families from all sections of our local community, through open, fair and clearly communicated procedures with regards to our admissions and fees.

### **PROCEDURES**

#### **1. Admissions**

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

- 1.1 We ensure that the existence of our Pre-school, Breakfast and After School Clubs are widely advertised in places accessible to all sections of the community.
- 1.2 We ensure that information about our Pre-school, Breakfast and After School Clubs are accessible in written and spoken form. Where necessary we will try to provide information in Braille or through signing or an interpreter. We will provide translated written materials where language needs of families suggest that this is required, as well as an interpreter.
- 1.3 We arrange our waiting list in order of application. In addition, our policy may take into account any siblings already attending the setting.
- 1.4 Where it is financially viable, we will try to keep a place vacant to accommodate an emergency admission.
- 1.5 We describe our Pre-school, Breakfast and After School Clubs and its practices in terms:
  - That it makes clear that we welcome both mothers and fathers, other relations and carers, including childminders.
  - Of how it treats each child and their family, taking into account their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being as an additional language.
  - Of how it enables children and/or parents with disabilities to take part in the life of the setting.



- 1.6 We make our 'Valuing Diversity & Promoting Equality Policy' widely known.
- 1.7 The Pre-school accommodates work based voucher schemes and Government Workplace vouchers. We accept 3-year and 2-year old funding.
- 1.8 So far as is practicable and financially viable, 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 children.
- 1.9 We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.

## **2. Fees & Late Payment of Fees**

- 2.1 As a registered charity, Neston Pre-school Playgroup, including the Breakfast and After School Clubs, is open to support families within the local community (Neston, Corsham and surrounding villages), who are in need of regular childcare.
- 2.2 To secure a place a deposit is required and this will be credited against their first invoice.  
  
Breakfast Club / After School Club - £25 BACS deposit  
Pre-school - £25 BACS deposit from non-funded families
- 2.3 Fees are invoiced on a monthly basis and will be issued at least 14 days prior to the start of a month.
- 2.4 All fees are to be paid monthly, in full, and within 14 days of invoice.
- 2.5 Fees must be paid in full for holidays taken in term time / illness and all absences must be paid for.
- 2.6 Payment is kindly received by BACS transfer or government childcare voucher schemes. Please note that if using government childcare vouchers, the payments can often take up to 7 working days to clear and will need to be authorised in time to reach the preschool account by the first of the month.
- 2.7 If due to any unforeseen circumstances a family is unable to pay within 14 days or is struggling to make payment, the parent / carer should contact the Treasurer ([treasurer@nestonpreschool.org.uk](mailto:treasurer@nestonpreschool.org.uk)) within this 14-day period. Mutually agreeable terms can be discussed with the Management Committee and payment plans can be arranged.



- 2.8 Fees not received by the due date may incur a late payment fee. Letters will be sent to the parents and if the invoice is not paid after a further 7 days, the child may lose his/her place in the setting until payment is received or formal recovery proceedings will begin. We will make every effort and attempt to consult with the family prior to an exclusion to amicably resolve the situation.
- 2.9 The After School Club requires prompt collection of children at each collection time, e.g. 4.15pm, 5.30pm and 6pm. Late collection of your child enforces a late collection fee of £10 per child. An invoice with the late collection fee will be sent to you within 48 hours of late collection and payment is required within 14 days of receipt of invoice.
- 2.10 The Pre-school requires prompt collection at the time you have arranged for your child to go home. Please see the '*Uncollected Child Policy*' for full details. An invoice with the late collection fee will be sent to you within 48 hours of late collection and payment is required within 14 days of receipt of invoice.
- 2.11 We require 4 weeks' notice in writing if a family wishes to terminate their child's place at the Pre-school, Breakfast Club or After School Club. Alternatively, payment in lieu of notice is acceptable.
- 2.12 We require 4 weeks' notice to change (increase or reduce) the number of hours the child is attending the Pre-school, Breakfast Club or After School Club. Alternatively, payment in lieu of notice is acceptable.
- 2.13 Parents should ensure that they are prompt in paying their monthly invoice; the Preschool has bills and expenses to meet each month as well as staff rotas to organise and so requires income with which to meet these requirements. Any charges we incur relating to your transaction will be chargeable.
- 2.14 Fees will be reviewed annually and changes made as necessary. At least one month's advance notice of any changes will be given to parents / carers.

This policy was formulated in consultation with staff and the Management Committee of Neston Pre-school Playgroup and was formally adopted at a committee meeting held on 18/09/2018.

Signed on behalf of the Management Committee

Print Name: Helena Blamire-Brown

Role of Signatory: Chair

Date to be reviewed: March 2019