



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

**NESTON PRESCHOOL PLAYGROUP
19 POOL GREEN, NESTON, CORSHAM, SN13 9SN
07815 679 984**

Preschool: playgroup@nestonpreschool.org.uk

Finance: nestontreasurer@gmail.com

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

Our opening hours are as follows:

Preschool is open Monday – Friday 9am until 3pm (currently closed on a Wednesday).

Breakfast Club is open 7:30am until 9am (all children need to be dropped off by 8.15am).

After School Club is open 3pm until 6pm (last collection is a prompt 6pm).

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

Funded hours for Preschool children are available on a term time only basis. The uptake of these hours is not dependant on you having non funded hours within our setting. For example, you are able to use your full 15 hours per week and nothing else. This is the same for 30 hour funding.

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 Fees are invoiced on a monthly basis and will be issued at least 14 days prior to the start of a month.

2.3 Fees are as follows:

Preschool Hourly Rate:	£5.85 per hour
(there will be no top-up charge for funded children to close the gap between funding amounts and our hourly rate).	
Preschool Snack:	85p per day
Breakfast Club:	£7.30 per session
Breakfast Club Sibling:	£7.10 per day



After School Club: £14.50 per session
After School Club Sibling: £10.50 per session
After School Club Collection: £9.50 per session (collection at 4.15 instead of 3.15)

- 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) 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. 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.

3. Funding

3.1 We accept two, three and four year old funded children for both 15 hours and 30 hours.

3.2 Two year old funding information can be found here:
<https://www.wiltshire.gov.uk/article/1361/Early-Years-funding-for-2-year-olds>

3.3 Three and four year old children are automatically eligible for 15 hour funding, the term after their third birthday. Funding information can be found here:
<https://www.wiltshire.gov.uk/article/1362/Early-Years-funding-for-3-and-4-year-olds>

3.4 Thirty hour funding for eligible children needs to be applied for via HMRC by the parent. Parents will then receive an 11 digit code which must be provided to Neston Preschool Playgroup along with their National Insurance Number. Eligibility conditions apply and can be found here: <https://www.gov.uk/30-hours-free-childcare>

3.5 Applications for 30 hour funding can be made via this link: <https://www.gov.uk/apply-30-hours-free-childcare>

3.6 Those in receipt of 30 hour funding will need to reconfirm their eligibility every three months as prompted by HMRC (they will email you). If this confirmation is not received by HMRC your child could lose their 30 hours.

3.7 We are funded via Wiltshire Council and have to complete a termly head count in order to receive our funding. This termly head count is based on 'old' term times and so happens three times per year.

3.8 Early Years Pupil Premium funding information and eligibility criteria can be found here: <https://www.wiltshire.gov.uk/child-care-early-years-pupil-premium>. If you believe your family may be entitled to this please speak to the Preschool Manager.

3.9 Disability Access Fund is available for children in receipt of Disability Living Allowance. If you receive this benefit, please speak to the Preschool Manager.

3.10 You can find information and application details for a 'Tax Free Childcare Account; here: <https://www.gov.uk/apply-for-tax-free-childcare>



3.11 Further information regarding your options around all types of childcare choices can be found here: <https://www.childcarechoices.gov.uk/>

4. Closures

4.1 If the Preschool needs to close due to unforeseen circumstances or Bank Holidays on a day where you would receive funded hours, please speak to us about accessing those hours on a different day. Please see our 'Emergency Closure Policy' for more information.

5. Additional Charges/Information

5.1 There is a chargeable fee of 85p per day for Preschool snacks. You are able to opt out at any time.

5.2 We run our 'Shooting Stars' and 'Forest School' sessions in the Spring/Summer term for children starting school that September. There is an additional cost which is confirmed closer to the time for these activities, as we bring in outside organisations to run these for us.

5.3 There are no additional charges for setting enhancements for children with SEND.

5.4 There are no registration fees for children joining us to access their funded hours.

5.5 If you have any complaints please contact a member of the management team (Tina Munford – Preschool Manager, Jade Hayward – Finance). Please also see our 'Complaints Policy'.

5.6 Uniform is not a condition of accessing our setting.

5.7 We prefer all funded children to leave at the end of a term due to funding allocations. However, if you are moving out of the area we understand this not always practical and we will contact Wiltshire Council to ensure that funding moves with you as necessary.

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 27/11/2018. Signed on behalf of the Management Committee

Print Name: Lisa Heyde

Role of Signatory: Chair

Date to be reviewed: December 2023