



Policy - Admissions & Fees Policy

Title: Admissions & Fees Policy

Category: In the Setting

Review Date: 1st Aug 2019

Description:

As a registered provider, I am legally bound to meet the requirements of the Early Years Foundation Stage Framework and Ofsted regulations.

Statement of Intent

It is my intention to make Forest Tribe Friends Childminding accessible to children and families from all sections of the local community.

Aim

I aim to ensure that all sections of our community have access to my practice through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, I operate the following admissions policy.

I will ensure that the existence of my setting is widely advertised in places accessible to all sections of the community. Including the Bucks Family Information Service.

I will ensure that information about Forest Tribe Friends is accessible – in written and spoken form – and, where appropriate, in different languages. Where necessary, I would try to provide information in Braille, or through signing or an interpreter.

Whilst complying with the requirements of my registration I will admit children to my setting by prioritising:

- 1) Already in my care.
- 2) Siblings of children in my care.
- 3) Those wishing to buy additional hours around the funded hours.

I arrange my waiting list in date added and deposit paid order.

My practice makes it clear that it welcomes both fathers and mothers, others relations and other carers

My policies detail of how I treat individuals, regardless of their gender, special education needs, disabilities, background, religion, ethnicity or competence in spoken English.

Forest School Tribe enables children with additional needs to take part in the life of the my setting

I monitor the gender and ethnic background of children joining my practice to ensure that no accidental discrimination is taking place.

I make my equal opportunities policy well known.

I am flexible about attendance patterns to accommodate the needs of individual children and families.

Opening hours

I offer childcare Monday – Friday from 8.30am till 5.30pm 45 weeks of the year.

Deposits

A deposit equivalent to 50% of the first months fees will be requested If you wish me to hold a space open for a future start date for your child. This deposit will then be deducted from the first month's invoice.

Notice period

Four weeks notice of intention to leave has to be given in writing for all children, including those who are unable to settle into the setting. All outstanding fees have to be paid. I will refund any over payments the month end of the date the child has left. Forest Tribe Friends reserves the right to give 4 weeks notice to parents.

Fees

Fees are charged in advance for contracted hours, and will be invoiced monthly. Fees need to be paid within 3 working days of invoice. Any additional hours taken in that month, will be charges separately at the end of the month. An advance payment equalling 4 weeks fees, will be charged on your first invoice, this is retained and will be refunded on your last invoice, once all outstanding balances have been paid.

9am - 12pm.....£22.50
8.30am - 9am.....£ 5.00
12pm - 3pm.....£22.50
3.15pm - 5.30pm.....£20.00

Additional hours outside of these sessions are charged at £7.50 an hour.

I can also offer a 4 hour holiday club session during school holidays which is normally run from 9am – 1pm the charge for this is £30 a session. Please speak to me for more details.

Please note that the fees stated above include school pick-ups, snacks, meals, arts and crafts materials and all forest school activities.

Funding Entitlement (FE)

Eligible 3 and 4 year olds can access their funded entitlement to up to 30 hours a week, term time for 38 weeks.

- 15 hours of Universal Funding Entitlement (UFE) funding is available to all 3 and 4 year olds the term following their third birthday.
- +15 hours of Extended Funded Entitlement (EFE) funding is available to eligible 3 and 4 year olds the term following their third birthday. I will need to see the eligibility code and have this code verified for you to claim the funding entitlement.

I offer the funding term time only. The funded sessions run from 9.00am to 12pm and 12pm to 3pm Monday to Friday.

Funding Entitlement hours are free at point of delivery with no additional payments due. Funding Entitlement (FE) is not intended to cover the cost of school pick ups, snacks, meals, arts and craft materials and other consumables. I charge £9.75 per morning / afternoon session to cover these costs. These are to be agreed and payed monthly in advance. If you are unable or unwilling to pay for the additional charges an alternative can be discussed.

A signed parent/provider agreement (PPA-U or PPA-E) for the Funding Entitlement will be in place and this is a contract for the minimum of a term and the maximum of a year. Should you wish to leave, you will need to give notice to half-termly. If you wish to leave sooner, you will not be eligible to claim FE funding with another provider for the remainder of that half term unless the child meets exceptional criteria.

Funded days missed due to your child's illness, other family circumstances, or family holiday are forfeited. If any funded days are not utilised due my own circumstances, the hours will be made up at a mutually agreeable time.

A deposit will be taken to secure a child's funded place. For parents that are only accessing their FE, the deposit will be returned to you within 6 weeks of the start date.

There are no registration fees for Universal or Extended Funding Entitlement places. FE hours will appear as a zero charge on your invoice.

Eligibility is only valid for approximately 3 months. It is the parents' responsibility to check if they are still eligible for the +15 hours extended funding. If a parent fails to reapply for the eligibility code they will not be able to claim for the funded childcare. If the childcare is still required then the hourly rate for childcare will apply.

If you decide to split the Universal and Extended Entitlement between 2 providers then you must inform the providers (e.g.: me and a Nursery) which setting you are claiming the Universal hours from and which one is claiming the Extended hours. Full details of any additional providers must be completed on the parent/provider agreement if you are splitting the Funding Entitlement between more than one provider.