



Admissions, Fees & Notification to Leave

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.

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, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- Places are allocated according to the length of time that a child's name has been on the waiting list. In addition our policy may take into account the following:
 - the vicinity of the home to the setting;
 - siblings already attending the setting;
 - Child's date of birth.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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.

We do our utmost to work with parents/guardians regarding payment of fees, we issue fees on a half termly basis according to the hours a child attends.

- We operate a fair funding policy
Currently the hourly rate we receive from Derbyshire County Council per funded hour is set below our standard fees for all 3 and 4 year olds, this rate has been set by central/local government, leaving us with a deficit in finances to cover our costs.
We could however make up this deficit by reducing staff hours, essentially working to strict ratios, but we pride ourselves on providing a higher staff to child ratio, this ensures that any child can be supported

in their developmental journey through our setting, giving them the support and time that all children truly deserve.

We could also increase our fees over and above our normal increase for 2 year olds, plus those children accessing hours over and above the funded hours to offset any loss, but this may mean some parents cannot access the hours because of the financial impact. We pride ourselves on keeping our fees to a minimum, to ensure all parents can access our setting whatever their financial circumstances. As a setting, we have thought long and hard about our offer for the universal 15 hours and the extended 9 hours that parents could potentially access at Tiggers.

Our offer;

- We will be accepting the universal funding of 15 hours for all 2, 3 & 4 year olds, as we do now. Every child is entitled to this the term after their 3rd birthday.
- We will offer at least six places funded places of up to 24 hours, a mix of universal and extended funding.
- We will be asking for a voluntary consumable charge, for snack/consumables, for all children who are funded, this will include any funded hours (this charge is included in our normal fees, clearly visible on your child's invoice. This charge is optional). An alternative to the voluntary charge is available on request.

This offer will be reviewed in line with any fee increase or change to local/government legislation.

- We will issue an invoice of fees at the beginning of each half term, stating the number of hours a child attends and the cost
- If a child is obtaining funding parents/guardians will still be issued an invoice for zero cost for funded hours unless part funded.
- Fees are to be paid within the half term they are issued, we ask parents/guardians to speak to us in confidence if an issue arises over payment.
- All fees can be paid by BACS payment, cheque or cash.
- Fees must still be paid if a child is absent for any reason.
- We will issue a red notice to parents/guardians if fees are not paid within the half term.
- If fees are still unpaid without explanation we may be considering withdrawing the child's place and recovering the debt.
- Derbyshire county council may recover from us, the provider, any monies paid for funded hours which may have been received for a child;
 - a) Whilst the child is absent from the setting on holiday anything over four weeks per year
 - b) Whilst a child is continuously late or collected early from the setting without a valid reasonIn these circumstances, we will require the parent to pay the full cost of the child's fees for those hours.

We work with parents regarding notice to leave the setting

- We ask parents/guardians to provide us with at least one month's notice of withdrawing your child, if insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice.
- If you are leaving due to unforeseen circumstances, we will require a written explanation, which in certain circumstances will lead us to waive the notice period.

Schedule of Fees & Funding

Schedule of fees	
Voluntary administration fee	£20
Hourly Rate	
Children aged 2 years	£6.50 per hour (non-funded children) This rate does not change until the term after your child's 3rd birthday, as per funding.
Children aged 3 years or more	£5.50 per hour (non-funded children)
Funded Children	
Children aged 2 years	Funded 15 hours
Children aged 3 years or more	We offer 15 hours funding for all 3 and 4 year olds. Every child is entitled to this the term after their 3rd birthday.
	We offer fully funded places of 15 universal funded hours, plus 11 extended hours (4 full days) for those parents entitled to the 30 hours funding. <i>You must obtain your 30 hour code before the end of term previous for you to receive the 30 hours funding. The code has to be verified with the local authority in the term prior to the funding commencing.</i>
Voluntary contribution to cover snack/consumables (applies to all funded children)	£0.50 per session (each 3 or 4 hours) This is voluntary

These fees are reviewed on a regular basis and may be subject to change

Childcare Choices

You may be eligible for help with your childcare costs, including funded hours for two year old children, plus 15 to 30 hours funded childcare for children over three, Tax-Free Childcare, support while you study etc, please check at - <https://www.childcarechoices.gov.uk/>

IMPORTANT funding information

If you are claiming funding 2,3 4-year-old, 15 or 30 hours, we will need to see proof of your child's date of birth. Passport, birth certificate or red book, before we can allocate the funding.

30 Hours Extended Entitlement

The Department of Education have cut-off dates for each term. **Extended Entitlement codes must be valid on the following dates to be eligible for the following term to enable you to claim the funding;**

August 31st to be eligible to claim funding for the Autumn Term (September)

December 31st to be eligible to claim funding for the Spring Term (January)

March 31st to be eligible to claim the funding for the Summer Term (April)

Codes **not valid** on these dates **or issued** after these dates, **cannot** be used for funded hours in these terms. **Please apply for your extended entitlement codes in plenty of time, as we must verify the code prior to obtaining funding.**

Once you have obtained your code, **it will need verifying these three months to remain valid.**