



## **Admissions Policy**

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.

Our Preschool is registered to take 28 children from the age of 2 years 6 months, provided sessions are available.

Our Out of School club is registered for up to 32 children aged 4 – 11 years, with 30 places available for Breakfast Buddies.

We will always strive to provide places in all three sections but there may be times when places are full, and we have a waiting list.

We will:

- Have no catchment area for Pre-School and Holiday Clubs but give precedence to children who attend Ely St John's School for After School Club and Breakfast Buddies
- We arrange our Preschool waiting list in birth order. In addition, our policy may take into account the following:  
The vicinity of the home to the setting;  
If siblings have already attended the setting
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Ensure that the existence of the Pre-School and Out of School Clubs are known in the locality
- Make our Equal Opportunities policy widely known
- Be flexible about attendance patterns as to accommodate the needs of individual children and families

As an Ofsted Childcare Registered provider, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit

## **Registration**

When a parent/carer contacts the Club/Preschool enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

If a place is available the parent/carer and, where possible, the child will be invited to visit the Club and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration and Medical Form to confirm their child's place.

### **Registration Fees**

The club's registration fees are as follows

Kids Club – New children £12.50 for initial registration.

Annually thereafter £9.50 per child payable in September each year.

To reserve a place new parents will be asked to pay a £10 (After School Club) per session and/or £5 (Breakfast Buddies) retainer and this will be offset on their first invoice. The deposit will be only refunded on sessions actually taken.

### **Fees**

The level of fees will be set by the Registered Person and reviewed annually in the light of the Club's financial position.

If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity. There is a late payment fee which is detailed on all invoices.

Parents/carers are encouraged to contact Cathy Price or Ann Turner if they have any query about the fees and if for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

If fees are paid persistently late or not at all with no explanation, the managers will investigate the matter and discuss different payment plans.

The Registered Persons have the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.

If all options have been explored and the fees are not paid the club may be forced to terminate the child's place. Please refer to the Late payment policy.