

Admission, Early Education and Charging Policy

.1 Statement

Wyke Community and Children's Centre remains committed to the implementation of a Charging Policy that is fair and provides access to affordable Early Education for all.

1. Admissions arrangements:

- Parents will be offered the opportunity to visit the Childcare provision before applying for a place within the setting, this is referred to as a Pre-visit.
- Information about Pricing Structure will be discussed and provided at Pre-visit.
- Fees will be discussed and agreed prior to children starting the Setting.
- Parents will be supplied with an 'Estimated costs outline' where requested.
- On agreement of the 'Terms and Conditions of Admission' all appropriate Nursery registration forms, including but not limited to FAMILY Registration form and Early Education Funding Agreement will need to be completed before the child is able to start their Settling in Sessions.
- Children should undergo a minimum of two 'Settling in sessions' lasting at least one hour each before their official start date at the setting. In cases where it is considered to be in the child's best interest, staff may recommend additional settling in sessions prior to the scheduled sessions.
- Where there are no places available the child's name will be placed onto a waiting list - once a place becomes available the parent/carers will be notified by our Nursery Manager.
- Nursery places will be allocated based on the principle of 'first come, first served basis'.

1.2 Free entitlement

- The Wyke Community and Children's Centre advocates for the provision of free 15 hours and 30 hours Early Education Funding for 2, 3, and 4-year-olds.
- Up to 15 hours of Early Education Funding is available for Families in receipt of certain benefits.
- Up to 30 hours of Early Education Funding is available for families in receipt of certain benefits.
- Confirmation of eligibility for Early Education Funding will be required before commencement for any funded places.

- Where eligible 15 Hour Early Education Funding or 30 Hour Early Education Funding will be available from the term following a child's second or third birthday up until they reach compulsory school age.

1.3 Charges and payments

- Information about the Pricing structures and packages of Childcare available can be found on the Pricing structure information page within the Welcome pack.
- Additional charges may apply for Children's Early Education Places.
- Additional charges may be incurred for late collections after the Child's allocated session end time.
- Payment of fees must be made on an agreed date no later than 1 month in arrears.
- Accepted methods of payment are debit card, direct debit or cash - receipts will be given for payments received.
- If fees are not paid on the agreed date, we will notify the parent/carer in writing to request immediate payment. If the family are experiencing financial difficulties they are advised to speak to our Centre Manager, who will assist where possible to ease the situation on a short term basis and try to come to an amicable solution.
- If late payments continue without any explanation, we will issue a formal written warning to the parent/carer and we reserve the right to terminate the child's place.
- Parents/Carers must give one month's written notice to confirm that they wish to terminate their child's place and payment must be paid in full.
- Payment of fees is for the booked place - not attendance.

1.3 Roles and Responsibilities

All childcare employees are responsible for ensuring that they understand and follow this policy and procedure. Our Business Manager is responsible for ensuring that the Fee's Financial System is followed and adhered to.