

Ugborough and Bittaford Pre-School Admissions and Fees Policy. Also Breakfast Club and After School Club.

At Ugborough and Bittaford Pre-School all parents/carers are eligible to register their child's name.

All children will be considered fairly irrespective of gender, race or disability. We operate this in line with our Equality policy.

If there are more requests from parents than the number of places available then the following criteria will apply.

Criteria for admission

Places are allocated according to:

- Looked After Children
- The age of the child, from the oldest age band first.
- Where the child lives (Ugborough School catchment children will be given preference)
- The needs of the family

If we have reached capacity the Manager will take the final decision in consultation with the committee.

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at Ugborough and Bittaford Pre-School provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Manager in consultation with the Committee and may need to take priority.

Children are entitled to 15 hours free education the term after their 3rd birthday.

There will be some flexibility about how this offer can be accessed, in discussion with the Manager.

Additional hours may be purchased subject to availability at the current rate of £3.80 per hour. (Autumn 2014)

Procedure for Admission

Before starting, all parents will be offered a visit to the pre-school. They will complete a registration and booking form. Booking forms will be re-issued every term.

Birth dates will be checked against the Birth Certificate/Passport/Medical Red Book at Headcount week when the Devon Children's Information Form needs to be completed.

We operate an open-door policy and parents are welcome to stay in the pre-school to support their child during transition.

It is the parent's responsibility to register their child for a mainstream school place, to undertake statutory education. The Local Authority will notify parents and the pre-school when these applications need to be made.

All children must enter primary school the term after their 5th birthday. Children within the Pre-school are able to defer entry into school until this date but we have to use the Devon Conditions of Funding guidance. Parents need to notify the LA that they accept the place at Primary School but are deferring entry into school.

Please use this link for more information:

www.devon.gov.uk/local-conditions-funding-2013.doc

Fees policy for Pre-School and Breakfast/After School Club.

Upon entry you will be asked to fill in a booking form. Within reason this can vary days-wise for the first few weeks if correct staffing ratios are maintained.

We offer competitive hourly rates:

£3.80 Hourly rate for all pre-school children.

RE: Government Funded Sessions:

Children aged 3 are entitled to 15 hours of Early Years Entitlement Funding a week, the term after their 3rd birthday, for 38 weeks a year. The total annual allowance is 570 hours. The total government funded sessions must be rounded to a half hourly or hourly sum per week. (eg 13 1/2 hours can be fully claimed, but 13 1/4 hours would result in a 95p charge payable by parents or carers per week). Vouchers can be claimed from a maximum of 2 early years settings. The minimum number of hours in one week is 2.5 hours. The vouchers can only be used between the hours of 9am and 4.30pm. If the

Manager is in agreement and the pre-school child stays beyond 4.30pm the hourly rate is £3.80/hour. The Breakfast Club session of 8am until 9am costs £5 for a pre-school child.

Musikgarten Fee

An additional fee of £1.50 per week is added to children's bills who attend on a Thursday and join in the Musikgarten session. This session is part subsidised by the Pre-School Committee. This fee is voluntary, although we hope people will agree the benefit of this specialised music and movement to their child's education by contributing to these sessions.

Late Pick Up

A late pick-up fee of £5 per 5 minutes will be made at the discretion of the Committee, as two members of staff will have to remain and accompany your child while they wait for collection. We understand that delays do sometimes happen and will endeavour to be fair in the way late pick up fees are applied. If you know you are not going to manage to pick up on time, please contact the Pre-School/After School staff as soon as possible.

Sickness and holidays

We fully support parents/carers who wish to take children out of Pre-School for holidays, however sessions missed at Pre-School or After School Club for sickness or holidays will still need to be paid for. If an 'ad hoc' session beyond your child's normal days is needed, please phone 07763 215455 or e-mail admin@ugboroughandbittafordpre-school.org.uk

Cancelling a child's place

If a child's place is no longer required at the Pre-School/After School Club, (apart from at normal expected entry into primary/secondary school) then we ask that a minimum of four weeks' notice is given otherwise regular booked sessions will need to be paid for.

Billing arrangements

Billing is done in arrears on a half-termly basis, and information regarding Working Tax Credits/Workplace Voucher Schemes can be accessed by your Committee. Payment can be made by cash, cheque payable to 'Ugborough and Bittaford Pre-School' or electronically. Banking details will be specified on the invoices.

Please approach any member of staff if you wish to be billed over a different timescale.

Fee structure for Breakfast club and After School Club.

8:00 am to 8:30 am £2:50 per child

3:15 pm to 4:30pm £4:50 per child

3:15pm to 6:00pm £9:50 per child

We will endeavour to be flexible around shift/sporadic work patterns and if extra sessions need to be booked please phone 07763 215455 or e-mail admin@ugboroughandbittafordpre-school.org.uk with your request and an extra bill can be generated. Once a space has been confirmed, that session will be payable even if subsequently cancelled. This is to ensure that ratios are adhered to.

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory _____

Role of signatory (e.g. chair/owner) _____