

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.1 Admissions and Charging

(Including fees and early years free entitlement for three and four year olds and eligible two year olds)

Policy statement

It is the intention of Thurton & Ashby St. Mary Pre-school 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.

When we refer to 'parents', we mean both mothers and fathers; these include both natural or birth parents, as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. 'Parents' also includes same sex parents, as well as foster parents.

Procedures

Admissions and Registration

As part of the registration process, parents will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the local authority for audit or fraud investigation purposes.

Families accepting a 2 year old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3 and 4 year old funding 15 hour universal entitlement or 30 hour extended working parent entitlement.

Early Education is offered within the national parameters

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6.00 a.m. or after 8 p.m.
- A maximum of two sites in a single day

Early Education is offered to families 38 weeks of the year and 20 hours per week over four days.

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Funded hours can be claimed

- Monday 9.00 a.m. – 1.00 p.m.
- Tuesday 9.00 a.m. – 3.00 p.m.
- Wednesday - Closed
- Thursday 9.00 a.m. – 1.00 p.m.
- Friday 9.00 a.m. – 3.00 p.m.

Funding can be claimed during our lunch period

We will work in partnership with parents/carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in the setting. Where required we will seek parent/carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

The Admissions and Charging Policy is available to all families as part of the registration process and is also available on our website – www.thurtonpreschool.com

If you are unable to pay our charges, please speak with Ellen Mussell, Playleader to discuss options available.

We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.
- We inform all parents about how the setting is run and its policies, through access to our prospectus and our website and through regular informal communication. We check to ensure parents understand the information that is given to them.
- We will try to provide translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We arrange our waiting list in birth order. In addition, our policy may take into account the following:

- the vicinity of the home to the setting; and

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- siblings already attending the setting.

We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements include a clear approach to identifying and responding to SEND. This means we will –

- Follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Need and Disability Code of Practice.
- Monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Access, Plan, Do & Review.
- Provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary.
- Utilise the SEN inclusion fund and DAF (Disability Access Fund) to deliver effective support.
- Publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents/carers so they can make choices about the right childcare provision for their child with SEN.

We aim to identify all children that may attract any additional funding such as EYPP (Early Years Pupil Premium), DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, grandparents, other relations and other carers, including childminders. We describe how our practices treat 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 how our practices enable 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

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intake is representative of social diversity. We make our Valuing Diversity and Promoting Equality Policy available to all adults in the setting.

Charging (including fees and early years free entitlement for three and four year olds and eligible two year olds)

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. The free entitlement will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision regardless of whether they opt to pay for additional hours or additional services.

All families will be issued a monthly invoice unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand any additional fees that have been applied. We do not include any request for voluntary contribution.

Detailed receipts will be issued for all cash and cheque payments.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked and finalised before the childcare agreement is formalised.

The current setting's hourly rate for families not yet eligible for free entitlement is £4.80

The following fees apply when families claim a funded entitlement as part of childcare arrangement –

- Additional hours including those not funded by the local authority will be charged at the current setting's hourly rate - £4.80

Any additional services such as trips will be agreed in advance with families.

There are no charges for meals or snacks. Families must provide a packed lunch for their child attending during lunch. The setting provides snack.

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If you are unable to pay these charges, please speak with Ellen Mussell, Playleader to discuss the alternative options available.

- The entitlement place is offered free.
- Parents will not be charged a 'top-up' fee to recoup the difference between the amount received from the Local Authority and the current hourly rate, if this is higher.
- There is no registration fee and we do not require a deposit at the point of enquiry.
- We inform parents of our accepted payment method.
- We inform parents of our payment terms, which can be flexible, usually monthly in advance, paid in the first two weeks of the month, or weekly.
- Payments that have not been met will receive a reminder from the Treasurer, followed by a letter. If payment is still not met this will be referred to the Management Committee and may result in Court Action.
- There is no late payment fee.
- A late collection fee may be charged if the child is not collected on time at the end of the session, depending on circumstances. Every hour a child is in our care over their contracted hours our setting rate will be charged i.e. £4.80 an hour. Our full procedure is in Uncollected Child Policy 1.4.
- Fees will be charged for non-attendance due to holiday, illness or short-term absences.
- In the event of a long-term absence due to a hospital stay, fees will not be charged, for any other reason, individual circumstances will be taken into consideration.
- We inform parents in advance, where possible, of our setting closures (e.g. Bank holidays, extreme weather conditions), in these circumstances parents may be offered an alternative session or will not be charged.
- In the case of staff sickness or training when the setting may have to close, fees will not be charged.
- In the case of a Pandemic when the setting may have to close for a long period of time, fees will not be charged.
- We inform parents about our usual school holidays when no fees are charged.
- Financial information about a child and his or her family is kept confidential within our setting.

Fee Review

Our fees are reviewed annually, or more frequently if required, by the management committee at their meeting in February. Parents/carers will be given at least one calendar month's notice in writing to inform them of any change and given the opportunity to discuss their options with Ellen Mussell, Playleader.

Notification of Leaving

Families receiving funding entitlement wishing to terminate their childcare contract must provide 4 weeks' notice in writing to Ellen Mussel, Playleader. Any funding entitlement claimed beyond the notice period is

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transferrable to your new childcare provider via the local authority where funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding application to your entitlement up to the end of the notice period, together with any additional fees, which formed part of your childcare arrangement.

Fee paying families must also provide 4 weeks' notice in writing. If insufficient notice is given you will be responsible for the full fees of your child for one month from the date of notice. The Treasurer will charge you for the remaining period that your child attends together with any previously invoiced amounts, which remain outstanding.

Local Authority Funding Agreement

Our setting is listed with Norfolk County Council as an approved provider to offer 15 hours of Early Education funding entitlement for all three and four year olds and eligible two year olds, and 30 hours extended entitlement for eligible three and four year olds and has agreed to meet the conditions of the current Early Education and Childcare Statutory Guidance for Local Authorities. We display our signed Local Authority Funding Agreement.

Complaint Procedure

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in our Local Authority Funding Agreement and in Early Education and Childcare Statutory guidance for local authorities) a complaint can be submitted to Ellen Mussel, Playleader or directly to the local authority by e-mail earlyyearsandchildcare@norfolk.gov.uk or by telephoning 01603 222900.

Our Complaints Procedure (Policy 10.9) is available on request or on our website – www.thurtonpreschool.com

This Policy was adopted at a meeting held by Thurton & Ashby St. Mary Pre-school

Held on

Signed by Chairperson

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Guidance

- Early Education and Childcare Statutory Guidance for Local Authorities – 2021
- Early Years Entitlements: Operational Guidance for Local Authorities and Providers - 2021