

# Admissions & Fees

## 1.1 Admissions and Waiting List

Broad Town Pre-School accepts children from the age of 2. A registration form can be obtained from our Administrator through a member of staff. This is to be filled in and returned to the Manager at the pre-school. A child may be registered from the age of 12 months.

Places/priority for extra sessions will be offered to the children once their registration form has been submitted and sessions have been agreed and allocated by the pre-school. This will happen 4 weeks before their start date using the following priorities:

1. Start date
2. Date of registration

Places cannot be held open and days of attendance cannot be confirmed until the parent has returned their completed registration form, chosen their preferred sessions and confirmed a start date. If sessions have been held (but not used until the next term or longer) and a new space is needed for a child who is willing to take the sessions immediately, that parent will be offered the option of using the session immediately and paying for the session, or forfeit the session and it will be offered to the new starter.

### **Registration Procedure to be followed by staff & committee members**

1. Parent contacts Manager or committee member following a visit to the pre-school with their child.
2. Contact details are passed to Administrator and registration document and welcome pack is sent to parent.
3. Registration form is returned to Manager and a copy is taken for the Administrator.
4. Manager will keep Committee/Administrator up to date on numbers and enquiries.
5. If no form is received back within one month of original enquiry Administrator will enquire and advise Manager of outcome.

## 1.2 Payment of Fees

To ensure good management of our finances, it is essential the monthly fees are “paid up” within a reasonable amount of time:

- An invoice will be issued monthly to coincide with the first day in each month that the Pre-School is open, by e-mail unless otherwise requested. Fees are invoiced for agreed sessions in advance for sessions and Lunch Club and should be paid within 2 weeks of the invoice date, or by the payment date shown.
- If a payment is late, a reminder will be issued giving notice that bills must be paid within seven days.

- If parents have difficulty in paying a large sum, an arrangement to pay in instalments may be made through the administrator at the discretion of the Treasurer.
- If you default on this payment and you have failed to make contact with the Administrator or Treasurer to discuss the outstanding fees, the pre-school will demand the settlement amount is paid within seven days.
- Parents who persist in not paying for their child's place after these reminders may lose that place.
- No refund will be made in the case of absences by the child for reasons of illness or holidays.

Broad Town Pre-School is registered to qualify for Government Early Years Free Entitlement Funding. Currently, the Free Entitlement Funding offers free Pre-School education for all children from the term after their third birthday, for up to 15 hours per week for 38 weeks per year. Extra sessions not covered by the grant will be charged to you at the normal hourly fee. Additional hours are accommodated where possible ensuring correct child/staff ratios. There is no reduction in fees for absence due to sickness, or alternative days offered in lieu.

At least one month's written notice of any fee increase shall be given. Fees are always reviewed and usually increased in September, as a minimum in line with inflation, but can be changed at any time.

Two weeks' written notice for children is required to terminate your child's place with us for any reason (other than starting school) or that period's fees may be charged. This enables the Pre-School to fill the vacant position with a child that may be on the waiting list and amend our rota accordingly.

## **1.3 Charity Income Reserves**

The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and have set aside £8,000 to meet commitments and one terms revenue costs as a contingency measure should the need arise.

The trustees believe that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries.

The reserve amount is to be reviewed annually at the AGM.

## **1.4 Low Income Support**

Broad Town is a community Pre-School and whenever there is a need/request to provide financial assistance the committee will consider this fully. Limited help may be available dependant on the finances of the Pre-School at the time.

If parents have difficulty in paying a large sum, an arrangement to pay in instalments may be made at the discretion of the Treasurer.

The designated 38 weeks for 2yr old and 3yr old Funding can be obtained from our Administrator.

If you wish to see if you are eligible for the Government's new 30 hours funding, information can be found on the following website <https://www.childcarechoices.gov.uk/>

If require any any assistance with this, please speak to the administrator who will be happy to help