



Caterpillars Pre-School

Admissions and Fee Charging Policy

April 2020



Policy statement

It is our intention to make Caterpillars 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 Caterpillars through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of Caterpillars is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English in written and spoken form.
- We arrange our waiting list in date order of application. In addition we may take into account:
 - Length of time on the waiting list
 - Whether siblings already attend the setting
- We support children and/or parents with disabilities to take a full part in all activities in our pre-school.
- We offer funded places in accordance with the Codes of Practice for Essex and any local conditions in place at the time. Funded places can be claimed from the term after a child's 3rd birthday.
- Non funded places are charged in line with the Essex County Council funded rates and will be reviewed every April.
- Fees will be charged at the under 3 rate until the half term after a child's 3rd birthday.
- Caterpillars pre-school is welcoming and we make it clear that fathers, mothers, other relations and carers are all welcome.
- Caterpillars operate in a way that encourages positive regard for and understanding difference and ability – whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We share and widely promote our valuing diversity and promoting Equality policy.
- We consult with families about the opening times of Caterpillars to ensure we accommodate a broad range of family needs.
- Children can attend Caterpillars from the ages of 2.5 years.
- Our Marks Tey setting can accept children from the age of 2 years **if** staff to child ratios can accommodate this.
- Caterpillars request children attend for a minimum of 2 morning sessions per week. In exceptional circumstances, we will try and be flexible about attendance patterns to accommodate the needs of individual children or families, providing this does not disrupt the pattern of continuity in Caterpillars that provides stability for all children.
- Four weeks' notice in writing is required if your child no longer requires a place at Caterpillars and all outstanding fees must be settled before the child's last day with Caterpillars, regardless of the invoice due date.
- The four week notice period also applies if you wish to reduce the number of sessions your child attends. Less than 4 weeks' notice will result in fees remaining payable for the remainder of notice period.
- Absence due to holidays or sickness remain chargeable in order to retain your child's place at Caterpillars.
- In the exceptional circumstance that Caterpillars is forced to close one or both of its settings (e.g. due to snow, staff shortages, lack of heating or contagious illness) all fees remain payable if the closure last for less



than 3 consecutive days (excluding normal closure days). If the closure continues beyond the 3 consecutive days, the cost of fees beyond the initial 3 days will be credited against future invoices.

- Fees will be invoiced electronically every half term.
- Failure to comply with our terms and conditions including payment of fees may ultimately result in the provision of a place being withdrawn.

This policy was adopted at a meeting of Caterpillars Pre-School

Held in	March 2020
Date to be reviewed	April 2021
Signed on behalf of the management committee	
Name of signatory	Matthew Doonan
Role of signatory (e.g. chair/owner)	Chair of the Committee