



# **Caterpillars Pre-School**

## **Admissions and Fee Charging Policy**

**April 2021**



## 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.
- Children can attend Caterpillars from the ages of 2.5 years.
- Our Marks Tey setting can accept children from the age of 2 years but **only** if staff to child ratios can accommodate this.
- Caterpillars request children attend for a minimum of 2 morning sessions per week for all age groups. 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.
- Caterpillars offers both the Universal 15 hours funding per week and the extended funding offer of up to 30 hours per week. This is offered in line with the code of practice for Essex County Council and any local conditions put in place by them.
- Universal Funded places (15 hours) can be claimed from the term after a child's 3<sup>rd</sup> birthday.
- Both Caterpillars settings are open from 9am-2:45pm Monday Thursday (maximum attendance 23 hours per week).
- Waiting lists are arranged in order of the date of application but other factors do have to be taken into account when allocating places. These include, but are not limited to;
  - Length of time on the waiting list
  - Child's age – priority will be given to those due to attend primary school in the following academic year
  - Whether siblings already attend the setting
  - The number of sessions required (minimum of 2 mornings per week).
- Non funded places are charged in line with the Essex County Council funded rates and will be reviewed every April. From April 2021 this will be £4.38 for Children aged over 3 and £5.36 for children under 3 years old.
- Fees will be charged at the under 3 rate until the half term after a child's 3<sup>rd</sup> birthday.
- We support children and/or parents with disabilities to take a full part in all activities in our pre-school.
- 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.



- 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.
- Absences due to holidays, sickness or personal choice, 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

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| Held in                                      | March 2021   |
| Date to be reviewed                          | April 2022   |
| Signed on behalf of the management committee |  |
| Name of signatory                            | Cerise Upham   |
| Role of signatory (e.g. chair/owner)         | Chair of the Committee   |