



Admissions Policy

At Twiggs Lane Preschool it is our intention to make our setting accessible to all children and families from 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.

We are open for families to come and view our setting, with no obligation to register their child for a place with us, we understand that each setting offers something different for families. When parents/carers choose to register their child for a place at our setting, they are asked to complete our online registration form, once we have this completed the manager will add the child to our registration file under the intake parents have requested, our system is worked on date of birth order.

Families will be contacted two terms in advance before the child is due to start to arrange and confirm session times. Before children join us, we offer stay and play sessions for children to come in with a parent/carer and stay for an hour to see the preschool and meet their key person and the rest of the staff team. We also offer home visits where either the manager or deputy will accompany a member of staff (usually the keyperson) to visit the child's home before they attend.

We take children from the local community and surrounding areas; priority is given to children who have siblings attending the preschool if necessary.

We take children who receive 2, 3 and 4-year-old funding, we offer places to children who receive extended entitlement too.

In extreme circumstances we reserve the right to reduce a child's sessions. This will only be done if it is felt the child is not coping with their sessions or if we have behaviour displayed that puts themselves or others at risk. We will ensure to work closely with the family to support the child and their family.

Fees

Twiggs Lane Preschool provides a high quality, safe and stimulating environment for your children. We ensure that there is a high adult-child ratio. To maintain the sustainability and high care to your child/children we must ask families to respect and adhere to our fees policy.

The fees are reviewed annually by the Directors of Twiggs Lane Preschool, when reviewing the fees, the following is taken into consideration

- The preschools financial situation
- Future strategic plans
- Economic climate or other social consideration

Families will be informed via letter or email as and when the preschool will make the decision regarding a fee increase.

Preschool fees are due half termly in advance and must be payable within 10 days of your child



starting preschool. An invoice will be issued at the beginning of each half term to inform parents/carers as to how much their child's fees are.

Any parent/carer who is having financial difficulty must speak to the manager as soon as they can, and we can make alternative arrangements for payment. This will be done in a very sympathetic manner

Non-payment of fees could result in you being asked to reduce your child's sessions and as a last resort further action will be taken.

Action/Procedure to follow if payments are not received on time

If preschool fees are not paid on time, then you will be invited to attend a meeting with the preschool manager, parents/carers will be offered guidance and various options to enable them to pay the fees, if necessary, you will be asked to reduce the number of sessions your child attends,

After the initial meeting a follow up written reminder will be sent from the preschool directors 14 days later.

If payment is still not received, then further action will be taken and legal advice for the preschool will be sought.

Twiggs Lane Preschool would rather parents/carers come forward and discuss any financial difficulties if they arise with the preschool manager to avoid any of the above that is detailed in this policy.

All information is dealt with the strictest of confidence and will be dealt with accordingly.

We reserve the right to charge a late payment fee of 10% of any fees outstanding.

Family holidays/brief spell of sickness

Refunds are not payable in the event of sickness or absence for holidays as running costs remain the same

Review date: March 2023

Signed Manager: *Kirsty Harkins*