



Danbury Pre-Schools



Registered Charity no: 1111808

Accredited PSLA membership no: 10584 DFES/Ofsted nos: 520349/581607

Tel: 0845 643 0076

Website: <http://www.danburypreschools.org.uk>

ADMISSIONS, FEES & NON PAYMENT OF FEES POLICY

ADMISSIONS & FEES

Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our pre-school is accessible in written form. Spoken form and, where appropriate, in different languages, will be available upon request. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- 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 pre-school; and
 - siblings already attending the pre-school,
 - planned attendance of feeder schools.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

- We describe our pre-school and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or competence in spoken English.
- We describe our pre-school and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the pre-school to ensure we accommodate a broad range of family need.
- Where possible, we are flexible about attendance patterns to accommodate the needs of individual children and families.
- It is the usual expectation that 2 morning sessions will be offered initially, with the opportunity to increase attendance after discussion with the pre-school supervisor and if places are available.
- From the age of 3½ the pre-school offers 2 afternoon sessions. Priority will be given to children attending 2 morning sessions at the pre-school. Afternoon session attendance only is allowed if the pre-school is significantly undersubscribed. This does not affect children who currently attend afternoons only. Attendance at afternoon sessions is at the Supervisor's discretion. In the case of oversubscription for afternoon sessions, the age of the child/children will be taken into account and priority given to those children attending at least 3/4 sessions at the pre-school and, if necessary, the length of time that the child/children has/have attended this pre-school since the age of 2 years.
- We will give at least half a term's notice of any fee increase.
- Parents are required to give the same amount of notice for any reduction/cancellation in the number of sessions, or they will be liable for that half term's fees. The pre-school may not charge penalty fees if the vacated space is filled immediately or in the notice period given. Exceptions may be made if vacated places are filled immediately but this is entirely at the pre-school's discretion. All new admissions are required to pay a half terms fees and a £20 administration charge by the due date given on their offer letter. The pre-school reserves the right to withdraw an offer of a place if these fees are not paid in time. If any new admissions cancel, the administration fee and half term's fees are not returnable.

- The fees incurred in connection with inset days are non-refundable. These fees cover the costs of staff and training for the benefit of the pre-school.
- Should a parent/carer not respond following correspondence to offer a place at the pre-schools, the child/children's name(s) will be moved to the end of the waiting list.
- The pre-school receives nursery education funding for three and four year olds via Essex County Council. The funding criteria is reviewed regularly and communicated via The Head of Early Years and Childcare Services - please refer to latest update attached. The Head of Early Years and Childcare Services can be contacted as follows:

Early Years & Childcare Schools, Children and Families Directorate,
 P O Box 47, County Hall, Market Road, Chelmsford, Essex, CM2 6WN.
 Tel: 01245 438500 E-mail: fis@essex.gov.uk

- We reserve the right to charge an additional fee per session to compensate for the difference between our fees and that received for grant funding, and to charge fees for any sessions not paid by grant funding. Charges will be billed to parents before the start of each term.
- If a parent increases the number of sessions a child attends after the headcount date for grant funding, the pre-school reserves the right to charge for these additional sessions, on the condition that parents are notified when reserving the increased sessions.

NON-PAYMENT OF FEES

Statement of intent

It is our policy to pursue all unpaid fees through the County Court for the recovery of the pre-school's money.

Aim

We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursuing non-payment of fees.

Methods

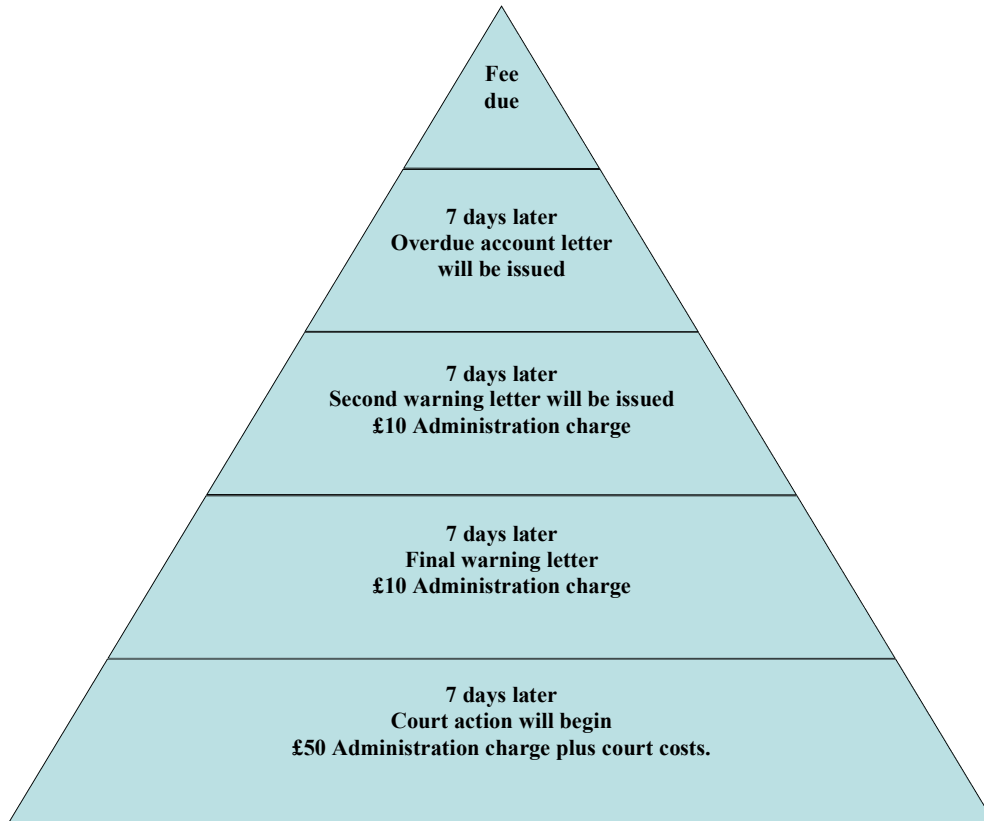
In order to achieve this aim the pre-school will:

- At induction fully inform parent/carers of the fee and payment structure of the pre-school in writing.
- Issue invoices to parents when fees are due. The invoice will give details of the sessions being paid for and the rate being charged.

If a weekly payment plan is agreed between a family and the pre-school administrator the pre-school reserves the right to withdraw that facility if weekly payments are not made. If payments are not paid, as agreed, the full amount outstanding will then be due within seven days of the issuing of an overdue account letter.

If a family has used the services provided by the pre-school without payment or their payment has been dishonoured the pre-school will follow the following staged procedure:

1. Issue an 'Overdue Account' letter asking for payment (plus bank charges if applicable) in full within seven days. If payment is received within seven days no further action will be taken.
2. If payment is not received a 'Second Warning' letter will be issued asking for immediate payment, in full in **seven** days plus a £10 administration fee. If payment is received within **seven** days no further action will be taken.
3. If after **seven** days full payment or a payment plan, agreed by the pre-school's management, has not been received a 'Final Warning' letter will be issued plus a further £10 administration fee. At this stage your child(ren) will be unable to use our services until payment in full is received. If payment is received within seven days no further action will be taken.
4. If payment is not received within seven days the pre-school will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the pre-school is required to attend at County Court, costs will be applied at a rate of £20 per hour.



This policy was adopted at a meeting of Danbury Pre-Schools

Held on (date)

19th February 2008

Signed on behalf of the Pre-Schools

Cath Dodge

Role of Signatory

Chair