

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Admissions and Fees Policy

Statement of intent

It is our intention to make our settings 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 the setting through open, fair, and clearly communicated procedures.

The Gap Club Ltd welcome all children and parents, including those with disabilities and/or additional needs. Our setting is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit as well as other methods of funding where applicable.

Admissions

When a parent/carer contacts the setting enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees Policy, and informed of whether there is currently a place available for their child.

Procedures

- We ensure that the existence of our settings is widely advertised in places accessible to all sections of the community.
- We ensure that information about our settings is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations, and carers are all welcome.
- Our settings and its practices operate in a way that encourages positive regard for and understanding of difference and ability – whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our settings.
- We monitor the needs and background of children joining our setting to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Inclusion and Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of place being withdrawn.

Places are open to everyone and allocated according to the following criteria:

- 'Children in public care' for whom the setting is the most appropriate local setting.
- Children with disabilities/additional needs or serious medical conditions with supported medical information from their GP or hospital.
- Families who live, work or study within close proximity.

If a suitable place is available, the parent/carer and, where possible, the child will be invited to visit the setting and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete the online system and pay their deposit and registration fee to confirm their child's place.

Once the admission is secure, the manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first session at the setting. At this stage, the provisions of the Settling In and Key Person Policy will come into operation.

Waiting List

To ensure that admissions to the setting are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the setting's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to the setting in writing. The details of this request will be placed on the waiting list in the order that they are submitted.
- The waiting list will be kept and used on a 'first come, first served' basis. The setting will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the setting.
- When a vacancy at the setting becomes available, the manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the online system and follow the remaining steps of the admissions procedure outlined above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Fees

The setting understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the setting, it must ask that parents/carers respect its policy in respect of fees.



Updated – April 2020



- The level of fees will be set by the Registered Person and reviewed annually considering the setting's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- Payment of fees should be made monthly, in advance, and by the close of business at the end of the month. Invoices are issued 10 working days prior to the end of the month. Individual payment arrangements may be made at the discretion of the Finance Manager.
- The setting will be sympathetic to requests for daily/weekly payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Finance Manager at the earliest possible opportunity.
- If full payment of fees is not received by the close of business on the last working day of the month, and prior to the sessions commencing then our debt collection process will be initiated.
- Childcare places are not secure and not confirmed if full payment has not been received in advance of session start.
- A courtesy reminder letter of fees due is sent automatically by the booking software a few days post invoice run and further reminders will be sent as follows:
 - Reminder One – Payment for your month fees has not been received. A £10 late payment fee will be added to your account and you must make payment to clear your account with 24 hours and prior to the next session and by 10:00am on the session day to avoid suspension of childcare.
 - Reminder Two – Payment for your month fees has still not been received. You will be issued with a 24-hour notice of suspension of childcare and must make immediate payment to clear your account in full to avoid any further action.
 - Reminder Three – We have not received payment for the outstanding balance and charges on your account since your booking/invoice, therefore your childcare place will be suspended. In accordance with our Terms and Conditions your details will be forwarded to our debt retrieval company and our solicitors to ensure payments due are made. Contact must be made with us to make payment/s and/or to discuss, so the matter is resolved effectively.
- Parents/carers are encouraged to speak to the Finance Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the setting.

EYFS key themes and commitments relating to settling in

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.2 Supporting every child 3.3 The learning environment 3.4 The wider context	

Every Child Matters Outcome: Enjoying and achieving

This policy was adopted by: NMajeed	Date: April 2020
To be reviewed: April 2021	Signed: NMajeed



Updated – April 2020

