

14. Admissions and Fee policy agreement

EYFS 2021 Statutory Framework for the Early Years Foundation Stage

1.1 Admissions Criteria

We provide care and support to children with special educational needs and disabilities. We recognise that many children may come to us without a formal diagnosis, therefore our criteria is that children attending benefit from a high level of support, from our specialist practitioners. On occasions children may attend the Centre and we are not the most appropriate setting, in these instances we will have a discussion with the parent and/ or carer and help to support transition into a more suitable setting. This to ensure that our service reaches the children most in need.

1.2 Admissions

Our Admissions Procedure begins with an initial visit to the Centre. Some families are referred to us by health professionals, by friends and relatives or some find us through their own research. We do not have a formal referral process, and request that families contact us to make an appointment. We ask that the family bring the child and any relevant paperwork, such as medical letters ,to this appointment. Some families also bring a professional who knows the child well, such as a family support worker or play and learning practitioner.

During this initial visit, we will discuss with parents and carers the structure of our sessions, our ratios and other key issues such as health and medication plans that will be written to support their child and their child's targets.

During this visit we will discuss with parents and carers their child's needs at length. This helps us to decide which session will best suit them upon starting, and at this point we will ask if they would like their child to be placed onto our waitlist. Once on the waiting list we will then contact parents and carers when a suitable place becomes available. Due to the nature of our work we are not able to give a definitive timeframe regarding when a session will become available. This is because we allocate sessions according to need, and place children within a group that will benefit them in their learning, with a child to adult ratio appropriate to their needs. However, if we have two children on the list whom both suit an available session, priority will go to the child who visited first.

Due to our funding constraints, we offer each child 1 session a week. Subject to availability, we are sometimes able to offer a second session on a reviewed basis with the aim of supporting progress or helping with the transition process. Availability of second sessions are at our discretion.

Many children attend our Centre on a dual place, combining this with a place at day care setting such as a private nursery or childminder. We fully support this and will work with parent carers and the setting to provide consistency for children, including sharing targets and other important information.

Once children have a school place or an appropriate mainstream provision suited for their needs we would look to close their place within six weeks. This is due to the demand for our help and to ensure children's needs are well met within the most appropriate educational setting.

1.3 Transport

At our discretion, in exceptional circumstances we may also be able to offer subsidised transport for children and families. If you cannot find transport to and from the Centre please speak to the Centre Manager or Deputy Early Years Manager and we will explore whether a subsidised taxi package may be appropriate and eligible.

1.4 Funded Places

Children eligible for Think 2 or EEF Funding can use this to cover the cost of the session. Funded places are available for either 38 weeks or (stretched) 48 weeks.

Our session times are as follows:

Morning session

9.30am – 12.00pm

Afternoon Session

12.45pm – 3.15pm

We remain open during school holidays. Parents must decide and sign a disclaimer to confirm whether they would like to continue with their child's place over the holidays. If you choose not to, then you are not required to pay for your child's session over the holidays, and their place will recommence in line with the school term dates. Alternatively, we can also stretch this funding over 48 weeks of the year.

1.5 Fee Paying Children

The current fee is £17.50 per session. This is set as a percentage of the lowest rate DLA payment. Fees are payable for 48 weeks of the year.

Fees for fee-paying children are to be paid at all times with the exception of:

- Children being hospitalised, we may ask for a discharge letter to confirm this.
- The Centre closing, for example due to bank holidays, adverse weather conditions, or staff training.

If there is a reason you are unable to pay the fees, please contact us and speak to a member of the senior management team. This will be treated in the strictest of confidence.

We recognise that many children attending Peter Pan suffer from ill health and can have prolonged periods of illness. We ask you to contact us as soon as possible if your child is unable to attend their session due to ill health.

“One off” Extra Sessions

As we are a registered charity and we rely almost entirely on fundraising to provide our service, we ask that you inform us as soon as possible if your child is not able to attend their session as normal. This means that we can then offer this session out as an “extra” to other children for a fee. If you would like to be on the reserve list for extra sessions, please inform a member of staff, including days you are not able to take extra sessions, such as days your child attends other settings.

1.6 Absence and holiday

Persistent Non-Attendance

As mentioned earlier, we ask you to inform us as soon as possible if your child is not able to attend session. If you do not inform us, we will contact you to ascertain if everything is ok.

In the event of you not contacting us, and us being unable to contact you with 4 consecutive sessions of non-attendance, we will write to you terminating your child's place.

Holiday

We ask you to inform us as soon as possible about any sessions your child may be absent from the Centre. Holidays for fee paying children are still payable.

1.7 How to pay

Our preferred method of payment is by a standing order or via bacs bank transfer. Alternate ways of payment are by cash.

1.8 Cancellation of your place

This contract will last until terminated by you. In the event that a childcare place is cancelled four weeks' notice in writing or email is required.

The notice period will start from the first operating day following receipt of the written notice.

1.9

I/we have read and fully understand the conditions of registration and agree to be bound by their terms (please tick). For a partnership, both parents/carers to sign

Signed (parent/carer) Date

Full name and address (in block capitals)

.....

Signed (parent/carer) Date

Full name and address (in block capitals)

.....

Every effort will be made to give reasonable notice of any change to the conditions of registration, but the right is reserved to make amendments without further notice should circumstances warrant it.