

Admissions and Fees Policy



Kids2Day Pre-school is registered with Ofsted; our registration number is 2710985. We provide care for 27 children per session between the ages of 2 years and 5 years .

We are an all year round setting and do not offer term time only. Therefore, funding is stretched to the following hours:

15 hours eligibility - 11 hours a week

30 hours eligibility - 22 hours a week

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the Pre-School
2. Those requiring the greatest number of sessions/hours per week
3. Children living in the area

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Pre-School information, including:

- Information regarding availability of places
- Registration form, parent contract, booking form, permission forms, Funding form (if required) and Induction Pack
- **Behaviour Management** policy
- **Admissions & Fees** Policy

If a place is available, the parents and child will be invited to visit the Pre-School for an induction show around and two settling in sessions. The child will be able to attend the setting or have their place reserved for them as soon as the completed forms are received and the £50 deposit is made. This deposit is inclusive of a preschool t-shirt and jumper and the remaining funds will be added as a credit on the first invoice.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

We recommend that children attend a minimum of 6 hours per week. This allows them to fully benefit from the Early Years Foundation Stage (EYFS) curriculum, helping them build confidence, develop routines, and make the most of the learning opportunities available at pre-school.

Booking procedure

Parents must complete the necessary paperwork, ie contract, booking form, registration form, permission forms, and funding form if required before their children can attend the Pre-School. Forms are emailed or given at the induction show around and returned

by emailing them back or paper copies returned prior to start date. Forms are then uploaded to Ovivio.

- **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.

- **Temporary extra booking:**

We will accept temporary or occasional extra session bookings as long as there are places available. Any temporary extra sessions will be charged privately. If a temporary place has been booked and is no longer required, the Pre-School must be given 48 hours notice. If notice is not given, the place will still be charged for.

- **Termination of a space:**

If you are terminating your child's space, which does not include school starters, we require a 1 month notice period in writing. This includes if you are dropping individual sessions. If no notice is given or your child does not attend the setting for the 1 month period, funding will still be claimed for this month. If your child is enrolled within another setting during this time your funding will not be available until the end of this period.

Fee structure

Fees are charged at £20 morning or afternoon session, £5 lunch session with own food, or £38 full session own lunch. Additional extra hours £9 per hour. There will also be an additional consumable charge of £4.50 per morning and afternoon session, or £9 for a full session. Please see our consumables policy for more information.

The Pre-School recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. We are also registered to accept the Tax-Free Childcare scheme.

Children aged between 3-4yrs in the term after they turn 3 years are entitled to a maximum of 15hrs Free early education a week as a standard.

Some people may be entitled to the extended 30hrs.

Those children eligible to working parents funding from 9 mths old are also entitled to 30hrs a week.

Please see below information on where you can check eligibility:

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support>

Those entitled to 2yrs additional support funding are entitled to 15hrs a week.

Please see below information on where you can check eligibility through the education online portal:

<https://childcare.beststartinlife.gov.uk/>

Payment of fees

Fees are reviewed annually. The Pre-School will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the manager at the earliest opportunity. Any queries regarding fees should be directed to the manager in writing.

Invoices are sent out to parents in the middle of each month and are due for payment by 25th of each month via the Ovivio app. Invoices are charged a month in advance.

If fees are not paid on time, the parent will receive an automated reminder through Blossom after 5 days. If payment is over a week overdue, the Pre-School will write to the parent or carer, requesting payment and a £10 a week late charge will be added to the next invoice. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers in writing to offer payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Pre-School being withdrawn.

Please see our consumables policy with regard to non payment.

If the fees remain unpaid after all the above options have been explored, the Pre-School reserves the right to withdraw the child's enrolment.

This policy was adopted by Kids2Day Pre-School	Date: 4.08.26
To be reviewed: August 2027	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Information and record keeping [3.95-3.98]*