

Funding, Fees and Admission

To enquire about admission into Kingfisher Kindergarten we require a completed application form. These can be obtained from Kingfisher Kindergarten or by emailing laryne@kingfisherkindergarten.uk. There is a £15 application fee.

Age Entry

We take children from the age 2 years up to when they leave for Primary School. We do not have set in takes so children are able to start at our setting the day they turn 2 years old.

Sessions and Funding

The Kindergarten operates on a term time only basis from September - August and these dates are published on the website or can be obtained from the nursery manager. The session times are as follows;

Monday to Friday

- 9:00am to 11:30am
- 9:00am-12:30pm (with lunch club)
- 11:30am or 12:30pm (with lunch club) to 3pm
- 9:00pm to 3:00pm

Universal Funding Entitlement (15 hours)

Every 3 year old (term after their 3rd birthday) child is entitled to 15 hours free funding a week which can be spread across your choice of days and depends on availability of the setting.

Any extra hours, over and above the 15 hour per week entitlement, will be charged for. Fees will be payable in advance and on receipt of an invoice.

Extended Entitlement (30 hours funding)

We accept the 30 hours funded entitlement for working parents. Lunch club fees will be included as part of the funded hours and will be an additional daily charge added to your invoice.

Eligibility for the additional free hours is determined by HMRC through the online application and parents must apply every 3 months via the Government's Online Childcare Service. Parents of three and four year olds will need to meet the relevant criteria as published by the Department for Education in order to be eligible for up to 30 hours free childcare.

If a parent loses eligibility:

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15-hour entitlement.

Changes to Sessions

If a parent/carer wishes to change their child's session, this request should be put in writing and we will accommodate changes where possible, during or at the start of a new term.

Fees

A termly charge of £25 for resources is added to each child attending the nursery. This will be added on your invoice and applies whether the child receives funding or not.

For children aged 2 years to 3 years the hourly rate is £6.50

For children the term after they turn 3 years and are attending over 15 hours the rate is £6 per hour.

Children that stay for lunch club the charge is £4.50 for 15 hour children or £2.50 per day for 30 hour children and a pack lunch should be provided by the parent/carer of the child.

Payment of Invoices

Fees are payable in advance; therefore, invoices will be given out at the beginning of each term and should be paid within the payment terms listed and must be cleared in full by the last date stated on the invoice. We ask that half of the invoice amount is cleared by the half term and the remainder is cleared by the end of the term date listed on the invoice.

Outstanding Invoices

Should any invoice remain outstanding after the payment due date has passed, in the first instance an email reminder will be given. Late payment fees of £5 per week is payable if payment has not been received two weeks after the invoice was due. Failing to clear the amount owed will result in further legal proceedings. A Final Demand invoice will be issued which will include notification of a child's non-funded sessions at the setting being terminated and County Court proceedings being started for recovery of monies owed.

Weekly Payment

If budgetary constraints make paying a half-termly invoice difficult, then arrangements can be made for weekly payments. If you require to pay your invoice in this way, please discuss it with La-Ryne at the beginning of the term. Under this arrangement, should fees become outstanding for 4 weeks then the child's place at privately funded sessions will be reviewed. This is in the interests of both Pre-school and the family involved. If fees continue to remain outstanding without a payment plan being agreed upon and kept to, written proceedings will be started as detailed above.

Difficulty Paying

Notwithstanding the above, it is the aim of the setting to ensure that every child can continue to benefit from attending Pre-school, therefore if parents are having any difficulty paying any fees they are strongly encouraged to let La-Ryne know at the earliest convenience. A meeting can be arranged with La-Ryne and the manager with the hope of finding mutually acceptable terms to ensure the child's place at the setting remains secure.

Notice Period

Parents must please provide a terms written notice of their intention to withdraw a child from the setting. Fees are payable up to the date of withdrawal at the end of this notice period, even if a parent chooses not to send their child during the notice period. Exceptions to this can be made, for example when moving house and completion dates are not finalised far enough in advance. Any circumstances that a parent feels may warrant an exception to the usual notice period must be discussed and agreed with the Administrator in advance. Failure to do so will result in the normal terms notice being applied.

Kingfisher Kindergarten Admissions and Oversubscription

Where there are more applications than places the following criteria will be used to decide which children are offered a place:

1. "Looked after" children (as defined in the Education Act 2002 – Admissions).
2. SEND Children with a particular compelling educational and/or social or medical need as referred by a professional
3. at the time of the applicant's proposed admission.
4. Children of members of staff.
5. In order of date of birth

Within the above criteria, each application is always considered very carefully on its individual needs and Kingfisher's decision is final.

Determining choice of sessions

Parents will be asked to give preferences with regards to the sessions when they apply for a place. Account will be taken of any preference for sessions expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child may be offered an alternative session.

We will ensure our Equal Opportunities Policy is widely known and that we will monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place. We will also ensure it is clear that we welcome both, fathers and mothers, other relations and carers and people from all cultural, religious, ethnic and social groups with and without disabilities.

Informing Parents regarding applications

When a place is available we will inform applicants as above. If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then be contacted when a place is available.

This policy was reviewed by Kingfisher Kindergarten Ltd

On 11th November 2018

Date to be reviewed

Annually

Signed on behalf of the provider

La-Ryne van der Westhuizen

Role of signatory

Owner