



Totterdown Preschool

Admissions Policy

Statement of Intent

It is our intention at Totterdown Preschool to make our provision accessible to the children and families from all sections of the community. Our admissions policy operates in conjunction with our Equality and Diversity Policy to ensure that it is applied in a fair and unbiased manner.

Children may attend Totterdown Preschool when they are 2 years of age and stay with us until the term before their 5th birthday/when they start school. We offer a variety of sessions, Monday to Friday they are as follows:

7:45am to 8:15am – Breakfast club (Selected days)

8:15am to 9:15am - Early drop

9:15am to 12:15pm – Main session

12:15pm to 1:15pm - Lunch club

1:15pm to 2:15pm - Activities hour

2:15pm to 4pm – extended day (3 year +) (Selected days)

Parents are welcome to use their funding for all these sessions in multiple ways, e.g. an early drop and main session, a main session and a lunch club, a main session, lunch club and activities hour or full days.

If children are staying at Totterdown Preschool for a whole day or lunch club, they will need to bring in a packed lunch, in line with our Health and Safety Policy and our Healthy Eating Policy. Their lunch should contain a selection of healthy foods, with no nuts, fizzy drinks, sweets or chocolate bars, fruits such as grapes will need to be cut.

Totterdown Preschool will be open for up to 38 weeks of the year, term time only. This means that the Preschool will be closed on all bank holidays and all school holidays. The preschool will also be closed for pre-arranged INSET training days for staff. All children, regardless of age are welcome to attend all sessions.

We are flexible about attendance patterns to accommodate the needs of individual

Totterdown Preschool, Harpers Scout Hut, Ash, Aldershot, GU12 6DA.

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children and families but ask that children attend for a minimum of two sessions per week. This is to ensure that children benefit from continuity and stability in their learning environments. If you wish to increase the number of sessions your child attends, you must notify the Preschool in writing, and you will be advised as to the availability for your child.

Totterown Preschool fees are set at a competitive level in order to achieve good staff ratios, highly qualified staff and to maintain a sustainable and well-equipped setting. Totterdown Preschool welcomes Early Years Free Entitlement funding vouchers both the universal 15 hours and the plus 15, as well as FEET funded children.

A full break down of charges can be obtained by contacting Claire Childs or Shamira Lumsden.

In order for Totterdown Preschool to be able to offer an exemplary setting, once a child is using FEE funding then there will also be an additional daily consumable fee applied, if you would rather not pay this then Totterdown preschool will provide a list of additional consumables which can be brought in. If your child wishes to take part in one of our outside provider classes this incurs an additional charge. All of these charges are reviewed yearly.

We offer a sibling discount of 10% which is valid on all paid for sessions but is not applied to the consumable fee or outside provider costs.

Fees for sessions are due every term, in advance. By prior arrangement, fees can also be paid monthly. Fees will be electronically invoiced on the last week of every term and payment should be made within 7 days of receipt of invoice. Fees should be paid via standing order, or if prior arrangements have been made by cash.

Fees for the first term that your child starts, must be paid within 14 days of your child's start date. If your child's start date is within 14 days of starting, the payment must be made as soon as Totterdown Preschool has written to you to confirm the start date.

Fees are payable by the parents/guardians, individually /and or jointly, who have signed and returned the terms and conditions and registration form. Fees are reviewed annually and are subject to change. We will provide written notice, of at least one term if fees have to be increased.

All fees are payable in advance for all sessions booked. No refunds will be made if your child is absent from Totterdown Preschool, even if the absence is due to illness, holidays or other such reasons.

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close the Preschool. If the Preschool is obliged on these occasions to pay the staff, then the Preschool reserves the right to charge for any session which your child would have attended.

You are required to inform the Preschool as early as possible if you are going to be late

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collecting your child; this is to ensure that sufficient staff cover can be arranged. If a child is not collected before the standard finishing time of a session, the Preschool reserves the right to charge a late collection fee of £50 for the first 10 minutes and then £5 every 5 minutes after until the child is collected. Late collection charges are due for payment, when the parent/guardian is invoiced for the pre-booked sessions.

The safety of the children is our paramount concern. Under no circumstances will a child be allowed to leave the Preschool with anyone unknown to the staff, unless previously arranged. If you make prior arrangements by telephone, the Preschool will require the name and telephone number of the chosen person, as well as proof of identity upon their arrival. A password will also be required. In the event that a child is not collected, Totterdown Preschool will attempt to call the parents/carers and then the named emergency contacts as stated on the registration form. If we are unable to make contact with anyone that can collect the child, then after 30 minutes we will ring the relevant authorities.

In the unlikely event that a child goes missing from Totterdown Preschool, we would inform the parents/carers immediately. If unavailable we would inform an emergency contact, as stated on the registration form. We would then contact the relevant authorities. This same procedure would apply in the case of a severe injury to the child.

Once you have decided to send your child to Totterdown Preschool, you will be required to complete and sign a Registration Form and sign the Terms and Conditions. Applications should be accompanied by a non refundable registration fee, which will be used to secure their place and provide your child with a logoed sweatshirt and a shoe bag. Additional items and polo shirts can be purchased through the Preschool. Admissions will be taken on a first come, first served system, based on what sessions are required and what sessions are available. A place is only secured once we have received the registration form and fee and you have received a written letter of confirmation from us. Information on your child, as supplied on the registration form will be kept in a locked filing cabinet, on the premises. If any information changes, parents are required to inform the preschool, in order that our information is kept up to date. We will gather additional information on your child through observations and conversations with you and your child and these will either be recorded on paper and placed with your registration form or recorded on our online Tapestry programme.

In the event that a preschool place is not immediately available, then your child's name will be placed on the waiting list. We arrange our waiting list on a first come, first served basis, whilst taking into account any siblings that may already attend as well as the length of time that the child has been on the waiting list and what start date is required.

Prior to starting a member of staff will arrange a home visit and invite you and your child to a one hour stay and play session together and one for your child on their own. A welcome pack will also be emailed, including information about how the Early Years

Foundation Stage is being delivered; the routines of the Preschool; food and drinks provided and the process of getting your child a key worker.

Our setting believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents, staff and the community in general and we welcome suggestions on how to improve our Preschool.

Any concerns and/or complaints regarding our setting will be treated with the utmost seriousness and will be dealt with in a robust and consistent manner. We aim to bring all concerns about the running of our Preschool to a speedy and satisfactory conclusion for all of the parties involved. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set process for dealing with concerns.

Totterdown Preschool will maintain a complaints log which will record all of the complaints that are raised within our setting. This log will be made available to parents as well as Ofsted inspectors as and when required.

All of our policies are available to view on our website and are password protected, the password may be obtained once your registration is complete, if you have trouble accessing them, we can arrange an alternative.

Agreed by

Review by Claire Childs and Shamira Lumsden in August 2021

STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice: