



## Childcare practice procedures

### **WAITING LIST, ADMISSIONS AND FEES POLICY**

Chearsley and Haddenham Under Fives aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

As an Ofsted registered early years provider CHUF is legally meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department of Education.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The waiting list is arranged in birth order and in addition may take into account the following:
  - the age of the child with priority being given to children eligible for the free entitlement
  - length of time on the waiting list
  - the vicinity of the home to the setting
  - siblings already attending the setting
  - the capacity of the setting to meet the individual needs of the child
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time,
- Where it is financially viable to do so, a place is kept vacant for an emergency admission.
- The setting and its practices are welcoming and make it clear that parents and other relations, carers and childminders are all welcome.

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- The setting 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.
- Equality procedures is shared and widely promoted to all.
- Places are provided in accordance with CHUF terms and conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.
- Parents can access our pre-school flexible hours offer at all times for 3 and 4 years old, and morning sessions for 2 years old (where Government Funding cover all childcare costs over 38 weeks per year). If parents wish to top up their sessions over their funded entitlement, they need to pay private fees as detailed below.

#### **Funding streams we offer:**

- Disadvantaged 2-year-olds (parents who receive some additional government support)
- Universal entitlement for all 3 and 4-year-old
- Working parent entitlement for eligible 2 year old (15 hours)
- Working parent entitlement for eligible 3 and 4 year (including 30 hours)

#### **Admissions**

- When we have space available, we contact the person from the top of the list and ask parents and carers what sessions they would prefer. We do our best to be flexible and to meet their preferences.
- Once a childcare place has been offered the relevant paperwork is completed by parents or carers before the child starts and filed on the child's personal file. Those forms are checked by CHUF Administrator and Supervisors. Forms completed include:
  - Privacy notice - explains what personal data we collect, why we collect it, how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it.
  - Childcare terms and conditions - govern the basis by which we provide childcare.
  - Child Daycare record - contains personal information about the child and family that must be completed in full prior to the child commencing.
  - The needs and individual circumstances of children joining the setting are monitored on Childcare registration form, to ensure that no accidental or

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unintentional discrimination is taking place and that reasonable adjustments are made as required.

- All About me form – contains information about child interest and development.
- Children are offered 15 or 30 funded hours if they are eligible for it. Fully funded children will not incur any additional cost.

### **Working hours and fees**

- Chearsley and Haddenham Under Fives offer hours 5 days per week, from Monday to Friday between 9.10 am and 3.10pm, with the packed lunch, provided by parents. Morning session starts at 9.10 am and finish at 12.10pm. Afternoon session starts at 12.10pm and finish at 3.10pm.
- Chearsley and Haddenham Under Fives offer hours over 38 weeks per year (Term time only).
- Children at age of two are offered morning session only. We welcome and accept funding for 2 years old children with relevant details.
- Children at age of three and four are offered morning and afternoon session.
- Fees for two years old are £25.00 per session.
- Fees for three and four years old are £22.00 per session.
- New Sarter fee for unfunded child is £20. This covers the administration and registration of a child.
- We ask for a voluntary consumable fee of £4 per session for funded 2, 3, and 4 years old children. This fee would be added to invoice at the beginning of each half term. Where parents are unable or unwilling to contribute, the invoice would be reduced. The guidance state that 'The Funded Entitlement is intended to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. It is not intended to cover the cost of snacks, consumables, additional hours or additional activities, craft, messy play, etc. Parents can expect to pay for snacks, consumables or additional activities offered by the provider. In circumstances where a parent is unable or unwilling to pay for any snacks or consumables options will include waiving or reducing the cost of consumables or allowing parents to supply their own.
- Invoices are sent out to parents and carers in the second week of each half term. Payments terms are 14 days. After this time a late payment fee of £10 is charge. If for some reason parents are struggling to pay, then payment plan can be arranged. If we do not receive payment without

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explanation, then the child may be refused entry until the payment has been made.

- Ad-hoc session for a child would be charged as the standard rate and applies to two different age groups. Those are invoices at the end of the half term.
- Breakfast Club “The CHUF Breakfast Train” (where offered from 30<sup>th</sup> October 2023) will run between 8.30 am – 9.10 am; it will be charged at a flat rate of £6.50 per session. Invoices will be sent out monthly.
- Parents need to provide their children with their own packed lunch, bought with them from home. We ask they provide a healthy packed lunch and have a NO NUT policy at CHUF.
- In case of illness or holiday, parents and carers not be given refunds for their children's session allocated, except very exceptional circumstances.

### **Children with SEND**

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for extra funding must be made immediately. The extra funding is not guaranteed.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at [www.gov.uk/disability-living-allowance-children/how-to-claim](http://www.gov.uk/disability-living-allowance-children/how-to-claim).
- Preparation for admitting a child with SEND will be achieved in a reasonable timeframe. Any delay in the child starting must be monitored by the setting manager to avoid discrimination or negative impact on the

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child and family. During the preparation period the family, relevant agencies, and the local authority must be updated regularly on the progress.

### **Safeguarding/child protection**

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

### **2 Years Old Funding for parents receiving certain benefits:**

- Information about 2 Years old funding can be found on website: <https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/>
- To have place confirmed, parents and carers need to have their code checked.

### **Eligible Working Parent:**

- Eligible working parent funding can be applied for on ChildcareChoices.gov.uk
- It is eligible parents' responsibility to apply for a code before the fixed deadlines 31st March, 31st August and 31st December and to reconfirm their codes every three months.
- Families remain eligible at a current setting if they fall into their grace period, but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date.
- New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g., a new code confirmed on 2nd January may show the child as eligible, but it has missed the cut off date of 31st December and cannot be used until the Summer term.
- Codes can only be used from the term after a child turns three and cannot be used once the child has started at School

Parents are advised on how to access the setting's policies and procedures.

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## **Further guidance**

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/718181/Early\\_years\\_entitlements-operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf)

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