

Admissions, Inclusion, Fees & Notice Periods

Inclusion

To ensure the Seedlings Pre School is inclusive we:

- Welcome families from all areas of the community without prejudice or stereotype
- Aim to be accessible to anyone wishing to use our service
- Maintain open, fair, clearly communicated admission procedures
- Welcome children regardless of gender, special educational needs, disabilities, background, religion, ethnicity or language

Waiting List

- Operated on a first come first served basis from the date child's deposit and registration forms are received
- Priority for available spaces are given to existing children increasing sessions and siblings of children already attending

Admissions criteria

- Minimum age: 2yrs
- Maximum age: 4 yrs up to the term prior to their fifth birthday
- Minimum sessions allowed: 3 per week
- Maximum sessions allowed: 10 per week (plus 5 lunch sessions)
- Parents must provide ID, proof of address and a valid birth certificate for their child

Sessions offered:

Morning	9:00am	-	12:00pm
Lunch	12:30am	-	1:00pm
Afternoon	1:00pm	-	3:30pm

Fees

- Standard fees for children not accessing funding (and who are accessing sessions above those covered by funding)
£22.50 per 3 hour session
£3.75 per lunch session
- Children accessing Early Years Funding Entitlement and/or 30 hours Government Funding must pay an Additional Services fee* of:
£1.20p / hour
- Deposit & Registration fee to secure place (non-refundable unless we are not in a position to offer your child a place)
£100

* The additional services fee contributes towards services not covered by the government funding, including:

- Providing higher staff ratio than the minimum required by Ofsted
- Providing online learning journeys and parent portal

- *Online invoicing*
- *Craft and other additional activities offered on special occasions such as Valentines, Christmas etc.*
- *Provision of sun cream*
- *Additional events such as end of year party, Christmas party*

Children accessing FEET Funding are not required to pay deposit or the Additional Services fee

Payment of Fees

- Fees are invoiced half termly
- Fees to be paid up front in full or in two parts split across the half term (payment dates specified on invoice)
- Paid by bank transfer to:
 - Seedlings Pre School Woking Ltd
 - 60-83-71
 - 58628354
- Childcare Vouchers and the Tax Free Child Care scheme are accepted

Late Payment

- Late payment fee of £10 per week will be charged if fees are more than 5 days overdue

Notice Period

- 6 working weeks (school holidays will not be included)
- Parents who accept a place at an alternative provider prior to the end of their notice period are not entitled to have their notice period waived
- Moving area will not entitle parents to have their notice period waived
- In the cases of serious safeguarding concerns/events (such as those which involve social services) or serious medical situations involving either the child, a sibling or a primary care giver may be entitled to have the notice period waived on a case by case basis. This will only happen in extreme cases
- Parents paying for sessions through Government Funding who choose to allocate the funding to a new setting prior to the end of the notice period will become liable to pay our full standard rate fees for the remaining notice period

15 Hour Funding

- The pre school will organise the administration of the 15 hour funding for each child at the start of the term they become eligible

30 Hour Funding

- Parents are responsible for notifying the pre school should they wish to use the 30 hour funding
- Parents check they are eligible for the funding prior to requesting us to apply for their child's funding
- Parents must check regularly that they have not fallen out of eligibility
- Parents who fall out of eligibility will become liable to pay their fees in full at our standard fees rate, usual notice period will apply

Closure Days

- Sessions that fall on a Bank holiday will be charged as usual
- If the pre school is forced to close due to circumstances beyond our control, such as extreme weather, the sessions will be charged as usual
- If the pre school is forced to close due to circumstances within our control, such as staff shortage, sessions will be refunded
- Sessions that fall on events such as Leavers party will be charged as usual