



ADMISSIONS POLICY

Version History:
Revised: February 2025
Pending ratification

ADMISSIONS POLICY - PRE-SCHOOL

It is our intention to make Hatchlings Childcare genuinely accessible and welcoming to all children and their families from all sections of the local community. To do this the following procedures will be followed by Hatchlings Childcare and/or parent/carers as appropriate.

Securing a Place

- Parents/carers will be required to pay, per child a £30 registration fee to secure the space once one has been confirmed. If your child is eligible for funding and will only be attending funded hours the registration fee will be returnable.
- Hatchlings Childcare will keep a waiting list as required in order of the date that the place was requested. However, priority on the Hatchlings Childcare waiting list will be given to parents/carers with children currently attending the Hatchlings Childcare and Wyvern College Employees.
- New admissions to Hatchlings Childcare are required to give eight weeks' notice if any changes need to be made to the agreed session pattern or start date prior to the agreed start date. If the required notice is not given, full fees will apply as per the original agreed start date and booking pattern.
- Allocated places will be cancelled if not taken up after 18 months of the confirmed booking.

Government Funded Sessions

- Government funded sessions will be available for eligible families based on availability 38 weeks for term time only Hatchlings Pre-School.
- Government funded sessions are available for up to 6 hours per day.

Admission

- Hatchlings Childcare will provide families with a tour of the facility plus an introduction to the staff team.
- Hatchlings Childcare will provide parents/carers with useful information and answering any questions they may have regarding the setting before and after they have joined the setting.
- Hatchlings Childcare will offer parents/carers a minimum of two settling in visits – The first visit is an opportunity for the parent/carer to come along with their child, meet the room staff (including the child's allocated keyworker) and discuss the daily routine and for their child to have the opportunity to explore the room. The second visit is an opportunity for the child to experience without their parent/carer an (up to) 90-minute stay and play session.
- Hatchlings Childcare will provide a Parent Partnership Agreement with parents/carers in addition to the standard admissions form. Parents/carers are to sign the agreements attached slip and return it to the Manager.
- Parents/carers must provide Hatchlings Childcare with any medical information or dietary requirements for their child, so that the unit can put in place the necessary health and safety arrangements.
- Hatchlings Childcare will provide parents/carers with a Childcare Sickness and Exclusion Policy and parent/carers must agree to abide by the policy's procedures.
- Hatchlings Childcare will provide parents/carers with a copy of the other important policies and provide a full list of policies available on request.
- Hatchlings Childcare will provide access to the Family app which is our main source of communication with parents/carers including regular newsfeeds and daily feedback regarding their child.

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Changes to Sessions

- A request for a permanent change to your booked sessions must be received in writing before any confirmation can be agreed, any change will be subject to availability.
- Two weeks written notice is required when requesting to reduce sessions or sessions will be charged for the notice period.
- Four weeks written notice is required if a child is to be permanently taken out of Hatchlings Childcare or sessions will be charged for the notice period.

Drop Off and Collection

- Parents/carers agree to adhere to drop off and collection times when attending Hatchlings Childcare sessions. Additional charges will apply for late collections.
- Parents/carers are asked to inform the Hatchlings Childcare staff via the Family app if someone different will be collecting their child. Anyone not recognised by staff will be asked to provide the password registered with Hatchlings Childcare.
- Children must be collected by the agreed times stated on the admissions form, late collections will be charged at £5 per 5 minutes, or part thereof. Late collections will be monitored for all children and if they become consistent then your space may be terminated.

Fees and Invoicing

- Hatchlings Pre-School fees are chargeable for 38 weeks (term time only) if your child is off sick or on holiday.
- In unforeseen circumstances - for example long-term absence due to serious injury or illness notice periods will be flexible.
- Invoices are raised in the month following the provision of the childcare and payments must be made by the date shown on your invoice. A 10% late payment charge will apply to **all** late payments. Failure to pay fees on time for two months in a row may result in the termination of your childcare place.
- There may be some circumstances in which the nursery is forced to close whereby payment of fees will be reviewed depending on the situation.