**Admissions and Payment Policy**

It is the intention of Munchkins Kindergarten Ltd to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

* We will ensure that the existence of Munchkins Kindergarten Ltd is widely known in local communities.
* Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
* We will describe practices in terms which make it clear that all sections of the community are welcomed.
* We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.
* We will monitor the gender and ethnic background of the individuals joining the group to monitor our intake and ensure it is representative of social diversity.
* We will ensure that information about our setting is accessible in written form to all, where necessary we will try to provide spoken form, Braille, in more than one language, through signing or an interpreter.
* Children from the age of 6 weeks old will be admitted in accordance with our Ofsted Registration.
* We will endeavour to be flexible regarding attendance to accommodate the needs of all families if possible.
* The waiting list will be monitored and reviewed regularly.
* All children paying for a space at Munchkins Kindergarten Ltd will be charged a Non-Refundable £50 administration fee and places will not be secured until we have received the signed registration form and deposit.

The following factors will be taken into consideration in allocating places:

* The age of the child.
* Where 2,3 & 4 year old funded places are available, hours will be prioritised for children who are eligible to access their Early Years Entitlement (EYE).
* Length of time on waiting list.
* Siblings already attending the setting.
* The vicinity of the home to the setting.
* EYE places will be offered in accordance with the Statutory Guidance for Local Authorities on Delivery of Free Early Years Provision.

**Preschool admissions for EYE places**.

* Munchkins Kindergarten will offer all of our 2 year funded places with no additional fees.
* 2 Fully funded sessions will be available for three and four-year old’s, subject to eligibility and the availability of sessions and staffing arrangements. No additional charges will be made for those sessions, but attendance will be limited to specific hours, and charges will be incurred for any additional attendance.
* Children attending for 15 hours funded places (up to 570 hours per year) the morning or afternoon session only (0845-1145 or 1315-1615) will receive no further charges unless attending on a day when our external sports company come in to do sports classes and charge a voluntary contribution of £2 per class.
* We also offer children attending for their 15 hours funded places 2 full days 0845-1615. For full days there is a voluntary charge of £3.50 for all meals and snacks.
* 3 and 4 year olds attending for 30 hours per week term time only (1140 hours per year) offer will be offered up to 4 funded days per week of 0845-1615. Any additional hours will be charged at £5 per hour.
* 3 and 4 year olds attending on a stretched offer of 22.5 hours per week (1140 hours per year) for 47.5 weeks of the year will be offered up to 3 funded days per week from 0845-1615. Any additional hours will be charged at £5 per hour.
* For children attending Munchkins Kindergarten using their 30 funded hours we do ask for voluntary payments for sports classes at £2 per week and for a hot cooked 2 course lunch and consumables charge of £5 per day. This covers all food, drinks and snacks, nappies if needed, arts and crafts, cleaning equipment, contributes to bills such as electricity and water, training – this list is non exhaustive and follows the flexible arrangement agreed with the Government.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Munchkins Kindergarten Ltd in line with the GDPR Act 2018 and Ofsted Registration requirement under The 1989 Children Act.

**Payment**

Fee payment is required weekly/ monthly in advance by cash or bank transfer.

Munchkins Kindergarten Ltd encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Munchkins Kindergarten Ltd will ensure that no child/children/families are penalised should this situation arise. Munchkins Kindergarten Ltd will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non-payment:

* The Manager will liaise with the parent/carer concerned.
* A payment plan will be agreed if necessary.
* Where unmet payments continue after one month the owner will liaise with the parent/carer to arrange payment options to resolve the issues
* However where there is no resolution, fees remain outstanding or the debt is increasing, the child’s/children’s place may be withdrawn.

**Tax Credit and Universal Tax Credit**

Munchkins Kindergarten Ltd is registered with Ofsted, therefore where appropriate parents/carers are able to claim child tax credit. Details are available upon request.

**Childcare Vouchers (including Government Tax free childcare)**

Munchkins Kindergarten Ltd are registered with all major providersand accepts childcare vouchers. Details are available on request*.*

*This policy has been adopted by Munchkins Kindergarten Ltd.*

*Signed on behalf of the setting by:*

**

Rachel Beresford

Director

*Review Date:* January 2023