

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 where possible.
- The waiting list will be monitored and reviewed regularly.
- Munchkins Kindergarten Ltd reserve the right to withdraw a child's space for frequent non attendance.
- All children using private hours 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 Under 2's, 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 Funded Early Years Provision.

Admissions for 15 hours EYE funded places for children aged 2-4 years old

- Munchkins Kindergarten will offer all of our children using EYE funded hours only, no additional fees.
- We only offer children attending for their 15 hours funded places 2 full days 0845-1615. Food and snacks can be purchased for £6 per day.
- For 3 and 4 year olds we offer additional classes from outside companies coming into nursery to deliver this, only chargeable if the child attends on the day it is offered. If

parents are not wishing to pay this charge, then their child will do alternative activities during the sessions. Currently we have Happy Kids Yoga, Jo Jingles and Robins Nest phonics classes all at £2.50 per session.

- We do not offer stretched hours for 15 hours.

30 hour funded places

- For 9 months to 4 years funding we offer up to 4 funded days per week of 0845-1615. Any additional hours will be charged at £6.50 per hour.
- For 9 months to 4 years attending on a stretched offer of 22.5 hours per week (1140 hours per year) for 50 weeks of the year will be offered up to 3 funded days per week from 0845-1615. Any additional hours will be charged at £6.50 per hour.
- For children attending Munchkins Kindergarten using their 30 funded hours, food and snacks can be purchased for £6 per day.
- For 3 and 4 year olds we offer additional classes from outside companies coming into nursery to deliver this, only chargeable if the child attends on the day it is offered. If parents are not wishing to pay this charge, then their child will do alternative activities during the sessions. Currently we have Happy Kids Yoga, Jo Jingles and Robins Nest phonics classes all at £2.50 per session.

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 on the 1st of the month 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

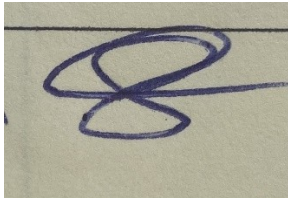
Munchkins Kindergarten Ltd is registered with Ofsted, therefore where appropriate parents/carers are able to claim child tax credit. Details are available upon request.

Childcare Vouchers (including Government Tax free childcare)

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

This policy has been adopted by Munchkins Kindergarten Ltd.

Signed on behalf of the setting by:

A handwritten signature in blue ink, consisting of a stylized, cursive 'R' followed by a horizontal line extending to the right.

Rachel Beresford
Director

Review Date: November 2027