

Stower Vale Pre-School  
ADMISSIONS POLICY

We try to make Stower Vale Pre-School accessible to all children in our care and their families, in line with it's Equal Opportunities Policy. We have level access and accessible toilet facilities.

Children are eligible to join Stower Vale Pre-School after their 2<sup>nd</sup> birthday. The Pre-School receives Government funding from the term after they are 3 years old for up to 15 hours a week. During the period before funding is received, parents are required to pay £4.00 per hour. Government funding is also now available for eligible 2 year olds from the term after the child turns 2 years old for 15 hours per week. Please speak to the Playleader for further information or visit [dorsetforyou.com](http://dorsetforyou.com) to check eligibility.

We aim to admit children as soon as they are eligible, however priority for admission is given in descending Date of Birth order. The waiting list (as required) is also arranged in Date of Birth order. Although registered to accept 21 children per session, we are also obliged to keep one of these spaces for emergency admission purposes.

We try to be flexible about attendance, recognising that parents will sometimes need to change attendance. If space is available we are happy for them to be used, but fees will be payable, in advance, for ALL sessions booked (even when absence is due to illness or holidays). We are happy for you to book extra sessions as one-offs, in this instance we ask for payment to be made on the day.

Session fees are payable, in advance, on a half-termly basis at the start of each half-term and an invoice for booked sessions will be issued within the first week of the half-term. Payment needs to be made within two weeks of the issue of the invoice, a date of payment is clearly shown on the invoice. If you are unable to make full payment please speak to the Playleader in the first instance and weekly payments in advance can also be arranged (as required). Parents who are late collecting their child will incur an extra charge of £2.00 for each half an hour after the agreed collection time has passed.

The Pre-school cannot maintain your child's place if fees are not paid in advance. Parents will be given written notification if their child's place is being withdrawn due to non-payment of fees, and should your child be funded and doing extra fee paying hours, these hours will be reduced to the funded hours only.

Should fees not be paid within the required time, and no contact made to make alternative arrangements, the Non-Payment of Fees Procedure will then be followed.

Agreed by.....

Authorised signatory.....

Date.....

Date of review.....