



ST CATHARINE'S UNDER FIVES ADMISSIONS POLICY

Aim

St Catharine's Under Fives is registered for childcare of children between the ages of 2 years and 5 years. It is our intention to make our playgroup accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Our aim is to minimise the effects of a low attendance in the Autumn term by ensuring a balance of 2 to 5 year olds on the register.

Method

- We offer Stay & Play visits to children and parents
- We ensure that St Catharine's Under Fives is widely advertised in places accessible to all areas of the community
- We describe our playgroup and its practices in terms of how it treats individuals, regardless of their gender, educational needs, disabilities, background, religion, ethnicity or language spoken.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

Where there is a need to prioritise, the following will be taken into account:

- Age of child (pre-schooler takes precedence in all sessions)
- Length of time on waiting list
- Siblings already attending the playgroup
- Consideration to the financial viability of the playgroup
- The availability of spaces and considering the staff/child ratio, the age of the child and the OFSTED registration requirements for the setting, which states no more than 24 children can be care for at any one time.

Children are allocated from a minimum of two to a maximum of five placements a week, depending on the age of the child, and the number of children we need to provide for.

A child (where possible) will need to attend for a minimum of 2 sessions each week to give continuity and to settle the child in.

Booking places

- Completed Admissions & consent forms must be completed in advance of a child starting St Catharine's Under Fives Playgroup to ensure that the setting has the correct contact/emergency telephone numbers and allergies and dietary requirements. Also, to take into account the child's likes and dislikes to enable smooth transition to playgroup life.



Fees and Funding

We accept children who have 2 year funding and 3 year funding for 15 hours as well as the extended 30 hours. Fees are applied to all children who fall outside of this criterion i.e. not yet funded or above 15 hours. A snack fee is also charged and a deposit is taken which is refundable when/if the child starts playgroup.

If a parent/carer is late picking up their child they will be charged £5 for every 10 minutes they are late to cover the costs of keeping members of staff on to supervise the child.

If parents/carers are late paying their child's fees they will be charged £5 a week until payment has been received.

Fees are reviewed by the committee on a yearly basis and parents informed of any changes.

This policy was adopted at a meeting of St Catharine's Under Fives

Held on (date)

Signed on behalf of the Management Committee