**Admissions Policy**

It is the intention of Pegasus Childcare Centre to make our provision accessible to children and families from all of the community. Our admissions policy operates within an equal opportunities framework and this is regularly reviewed.

Pegasus Childcare Centre is open 5 days a week and are term time only however where the demand is there we open for Holiday Clubs throughout the year.

* We ensure that the existence of Pegasus Childcare Centre is widely known in local communities - Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.  We welcome everyone from our local community. Making this known through our Facebook page, posters and other advertisements.
* We ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents/carers with additional needs to take part in the activity of the setting. We monitor the gender and ethnic background of the individuals joining the setting making sure we have good diversity.
* We ensure that information about our setting is accessible in written form to all. Where necessary we will try to provide information in spoken forms, Braille, or in another language through signing or an interpreter.
* Children from the age of 2 years old will be admitted in accordance with our Ofsted Registration.
* We will keep a place vacant, if this is financially viable, to accommodate an emergency admission.
* The waiting list will be monitored and reviewed regularly.

**Factors that will be taken into consideration in allocating places:**

* The age of the child
* Where 2,3 & 4year old places are available, hours will be prioritized for children who are eligible to access their Early Years Entitlement.
* Length of time on waiting list
* Siblings already at the setting
* The vicinity of the home to setting

EYE places will be offered in accordance with the Code of Practice for Local Authorities on delivery of Free Early Years Provision for 3 & 4 year olds and the local conditions identified within the Early Years Provider Agreement.

Parents/Carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Pegasus Childcare Centre in line with the Data Protection Act and Ofsted Registration requirement under the 1989 Children Act.

**Hours**

* Hours will be agreed before the child starts. Any changes to a child’s hours must be done in writing e.g. via email and agreed with management. Allocation and changes in hours will be accommodated where possible on a first come, first served basis.
* Two sessions are required per child over two different days or as one full day as a minimum requirement for registration.
* If Parents/Carers choose to remove their child from the setting for holiday or due to long term sickness, payment will still be expected even in absence, if you wish us to keep the place open. If you are removing your child permanently, Pegasus Childcare Centre requires 4 weeks’ notice which is payable in full.

**Funding**

At Pegasus Childcare Centre we offer funding for eligible 2 year olds, 3 and 4 year olds claiming the universal 15 hours and working families eligible for an additional 15 hours. While we will endeavour to accommodate all funding, priority will be given to 2 years olds receiving funding and then3 & 4 years old on universal funding. Places will be limited and will be on a first come, first served basis, at the discretion of the management.

Families are able to split their funding between providers and may use anything from their funding allowance at centre, providing it is workable within the sessions we offer. Should we not be able to accommodate a request, we will support families in seeking alternative arrangements where this is required.

**Notice periods**

Parents are required to give a 4 week notice period for any funded and paid hours when deciding to withdraw their child from Pegasus Childcare Centre and will be invoiced for this period in the usual way.

I**nvoices**

Pegasus Childcare Centre will ensure that invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for additional hours.

**Complaints**

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with Paige Shackleton, Centre Manager using the normal complaints procedure.

**Payment**

Standing Order

**Bank Account Details are -**

Account Number - 00027082

Sort code - 40-52-40

Reference - Child’s name

**Payment struggles**

Pegasus Childcare Centre encourages prompt payment but recognise that at times some families may experience financial difficulties. Pegasus Childcare Centre will ensure that no child/children/families are penalised should this situation arise.

Pegasus Childcare Centre will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/ren 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 Parent/Carer concerned
* A payment plan will be agreed if necessary.
* Where unmet payments continue the chair of committee will liaise with Parent/Carer to arrange payment options.
* Where there are no resolutions the child’s/ren’s place may be withdrawn.

**Tax Credit**

Pegasus Childcare Centre is registered with Ofsted, therefore where appropriate families are able to claim child tax credit. Details are available upon request.

**Childcare Vouchers**

Pegasus Childcare Centre is registered with Lincolnshire County Council and accepts childcare vouchers. Details are available upon request,

***This Policy and Procedure has been adopted by Pegasus Childcare Centre***

**Signatures on behalf of the setting by:**

………………………. **Chairperson**

…………Paige Shackleton….……. **Manager**

…………Emma Thornalley.……. **Deputy Manager**

**Date of Implementation** - September 2017

**Date Reviewed**- September 2019          **Date Reviewed and updated** - September 2021

**Date Reviewed and updated-**                 **Date Reviewed and updated-**

**Date Reviewed and updated-**                 **Date Reviewed and updated-**