

Admissions Procedure

Structure and session times

- At Blakeney Pre-school, we offer continuity of care for children from 2 years of age until school age.
- Pre-school sessions take place on Monday, Tuesday and Wednesday between 9am and 3 pm ,children bring a packed lunch if staying for the whole session.
- We require that pre-schoolers attend a minimum of 2 sessions to ensure children have a quicker and smoother settling in period
- Our morning sessions start at 9am and we ask that children arrive on time , as late arrivals can be disruptive to the others.
- Our sessions finish at either 11.50 am or 3pm , we ask that parents are ready to collect their children at these times, as some children find it stressful waiting for parents after everyone else has gone home.

Admissions Criteria

- Factors to be considered include sibling attendance and time on the waiting list.
- If a parent wishes to delay their child's starting date this will only be possible if the vacancy isn't filled by another child on the waiting list.

Introducing new parents and children

- When a parent or carer expresses interest in the group, they will be invited to visit the setting with their child.
- Information about the group will be provided by the Pre-School Leader.
- Any requests for a place at Blakeney Pre-school must be made to the Pre-school leader and a registration form must be completed – until this form is completed a place cannot be guaranteed.
- If a child experiences difficulties in separating from his/her parent/carer, staff, together with the parent/carer, will choose the best course of action for that individual child.
- Our morning sessions start at 9am and we ask that children arrive on time , as late arrivals can be disruptive to the others.
- Our sessions finish at either 11.50 am or 3pm , we ask that parents are on time to collect their child.

Equal Opportunities

- Children from all ethnic, social and religious backgrounds are welcomed by Blakeney Pre-school.
- No preference will be given to any child based on the above criteria.
- It is Blakeney Pre-school policy to admit all children who fall within the relevant admissions criteria regardless of their disabilities or special needs.
- Staff at Blakeney Pre-school will make an effort to understand the culture of children whose background may differ from theirs.
- See also [Equal Opportunity Policy](#) and [Special Needs Policy](#).

Fees

- Invoices are sent out in the first week of term and must be paid within 21 days.
- Late payment may incur an extra administrative charge and will result in the implementation of our debt recovery procedure. Sessions will also be stopped until full payment has been received.
- If a child is removed from Blakeney Pre-school mid-term then that terms fees will be forfeited.
- If a child is absent (eg due to holidays, sickness etc)fees are still payable unless prior agreement has been given by the Playleaders for exceptional circumstances.
- any additional sessions over and above your free 15 hrs are non transferrable - and cannot be used in lieu of absence (e.g. -if parents pay for a Wednesday afternoon session, this session (if attended) must still be paid for even if another session in the week has been missed.
- Current sessions fee's are £12.15 per half day / £24.30 per full day