



Bo Peeps Preschool Ltd, Mycenae House  
Mycenae Road, Blackheath  
London, SE3 7SE  
Tel: 07935373239

## **ADMISSIONS POLICY**

### **Policy Statement**

It is our intention to make our Pre - School accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### **Procedures**

Our session times are as follows:

Monday	9am – Midday	12:30 – 3:30pm
Tuesday	9am – Midday	12:30 – 3:30pm
Wednesday	9am – Midday	12:30 – 3:30pm
Thursday	9am – Midday	12:30 – 3:30pm
Friday	9am – Midday	12:30 – 3:30pm

We ask that you arrive promptly to collect your child at the end of each session.

Whilst we accept that delays are sometimes unavoidable we ask that you contact us as soon as you realise that you are going to be late using the Bo Peeps Telephone number.

Bo Peeps Preschool has an equal opportunities policy. We are committed to treating all children in our care with equal concern and make every attempt to meet their specific needs with regard to their religious persuasion, racial origin, cultural and linguistic background, as well as gender or disability.

In accordance with this policy Bo Peeps Preschool are pleased to accept applications on behalf of all children with a view to them starting with us when they reach 2 years. It is never too early to add your child to our waiting list.

It is the responsibility of parents/carers to ensure that Bo Peeps Preschool has up-to-date addresses, contact phone numbers and any available email addresses. Amendment forms are available from Bopeeps during session times, or printable forms are planned for our website

A minimum of 4 weeks' notice is required to terminate or amend a child's place Bopeeps Pre School. Curtailment of sessions MUST be received in WRITING. Holiday periods do NOT count towards notice. Notices can be collected in by Pre-school staff but MUST be in a sealed envelope and clearly marked FAO. Admissions.

It is up to the discretion of the parent/carer as to whether or not their child(ren) attends their allocated session(s) during the required 4 week period of notice. However as NEG funding cannot be claimed for sessions which a child does not attend, alternative arrangements for the payment of fees must be made. Recovery of arrears incurred through non-payment of fees may be out- sourced to debt collection agencies.

If less than 4 weeks' notice to leave Bopeeps Pre School is served, all allocated sessions are liable to be charged at the unfunded rate for the duration of the remaining notice period, up to 4 weeks. This will include sessions which were eligible for NEG funding. A cancellation fee of £10 will also be incurred.

A minimum of 4 weeks' notice is required where a child wishes to remain at Bopeeps Preschool, but needs to cancel one or more of their allocated sessions. If less than the required 4 weeks' notice is served, the allocated session(s) are liable to be charged at the unfunded rate for the duration of the remaining notice period, up to 4 weeks. This will include sessions which were eligible for NEG funding.

Direct swapping of sessions will no longer be permitted. In order to amend a child's pre-school sessions, the 4 week notice period to cancel the desired session(s) must be correctly served in the first instance. Subject to availability, a new session(s) can then either be commenced immediately at the pre-school leader's discretion, or at the start of the next half-term.

Regardless of when a new session(s) is commenced, if less than the required 4 weeks' notice to cancel is served, the session(s) concerned are liable to be charged at the unfunded rate for the duration of the remaining notice period, up to 4 weeks. This will include sessions which were eligible for NEG funding.

Bopeeps preschool will confirm acceptance of all written notices in writing, clearly detailing if notice has been served correctly, and the date from which cancellations and/or amendments will become effective. It is the responsibility of the parent/carer to ensure that confirmation this is received. In case of dispute over notices ONLY those where confirmation can be provided will be accepted.

Confirmation letters may be handed out through the Pre-school but MUST be sealed and clearly

marked with the name of the child concerned. If the child has already left the then all correspondence will be posted to last known address.

The required 4 weeks' notice period can only be waived in exceptional circumstances, and at the discretion of the Bopeeps Pre School management whose decision is final. The outcome of any such decision will be sent to the last known correspondence address of all those concerned.

New session(s) are subject to availability. They can be reserved prior to, or at the same time notice is served to cancel a session, up to a maximum of 6 weeks in advance. Immediate session alterations will only be allowed in exceptional circumstances.

New starters will be admitted into the Pre-school at the start of the term / half-term nearest to them reaching 2 years old.

Additional sessions for already attending children can only be started, subject to availability, at the start of every term/half-term, or mid-term at the pre-school leader's discretion.

Regrettably, Bo Peeps Preschool can no longer afford to reserve sessions more than 6 weeks in advance. Bopeeps will therefore only allocate or reserve sessions on behalf of children where they are due to be commenced at the start of the following term/half-term.

Children are not able to reserve additional sessions more than 6 weeks in advance in lieu of them obtaining NEG funding.

When allocating September sessions, priority falls in favour of 'returning' children wishing to retain their existing sessions.

Priority for September 'new starters', and 'returning' children wanting amended/additional sessions, will be allocated according to when the children were originally placed on our waiting list. In this situation a new starter could have session preference over a 'returning' child.

Within term/half-term intakes Bopeeps will prioritise session allocations according to dates of original waiting list applications.

As all sessions are subject to availability, this may regrettably mean that not all children will have an equal opportunity to attend all sessions. We will operate a 'first-come-first-served' waiting list for already attending children who wish to be notified of, and considered for, alternative sessions as and when they become available. The 4 week notice period will be applied.

All accounts that are not settled in full by the time specified on the invoice will incur an

outstanding penalty charge equal to 10% of the original bill, unless an alternative date has been agreed in writing from Bopeeps preschool. All letters to chase will be invoiced at £10 per letter.

If, despite repeated reminders, the payment of outstanding fees due is not forthcoming Bopeeps reserves the right to discontinue all of the child's sessions.

In addition Bo Peeps Preschool will seek to recover arrears incurred through non-payment of fees, and may out-source recovery to debt collection agencies.

Policy Implemented Date: September 2017

Policy Review Date: September 2019