

Admissions, arrivals and collections, policy and procedure



(This should be read in conjunction with the statement of purpose, contract and registration form.)

Berriew Pre-school provides a safe and welcoming environment, where children's voices are heard and they have the freedom to make their own choices to become Creative, Independent Learners.

It is the policy of Berriew Pre-School to welcome all children and families who, in line with our statement of purpose, may want to attend.

We do this by:

- Accepting applications from families for their children regardless of gender, culture, religion or disability.
- Taking account of the Equality Act 2010.
- Making sure that advertisements for Berriew Pre-school are accessible, reflect the needs of the community and are displayed in the local community and the local authority Families Information Service.
- Welcoming parents/carers who want to be actively involved in the running of Berriew Pre-school (see parental involvement policy and refer to current covid19 guidelines)
- Implementing an effective settling in policy and procedure.
- Operating the following procedures:

Fees:

- Fees are paid half termly - in advance via bacs
- Payments are not refundable, however in certain circumstances a credit may be offered.
- Fees are payable if a child is absent without notice or for a short period of sickness/family holiday.
- Parents/carers are advised to speak to the leader/Manager or Chairperson about payment of fees in cases of prolonged absence.
- A child's continued place at Berriew Pre-school is dependent on continued payment of fees.

Notice: Berriew Pre-school requires one month notice in writing of a child leaving the provision.

Allocation of places: Berriew Pre-school allocates places fairly in the following way:



- While available places exist, they are allocated on a first come first served basis.
- Parents are referred to the 3+ education admissions process and to the childcare funding information if applicable.

[Childcare Offer for Wales | Help With Childcare Costs Wales | GOV.WALES](#)
[Early Years Funded Education - Powys County Council](#)

- Berriew Pre-school maintains a reserved place for children sponsored by social services/employers/others – or for emergency admissions.
- Places can be reserved in advance on payment of the registration fee of £10.00.
- If, in exceptional circumstances, Berriew Pre-School is not able to admit a child we will provide a written statement of the reasons and information about how any appeal against the decision can be made.

Starting in Berriew Pre-school:

- Parents/carers complete and sign the contract and registration form and confirm they have read and understood the policies and procedures and agree to the terms and conditions before their child attends. You will find all policies and procedures on our website www.berriewpreschool.com
- Parents/carers agree to inform Berriew Pre-school of any changes to information they have provided.
- Parents/carers give one half term's notice in writing to Jackie or Claire to terminate their contract with Berriew Pre-school

Arrival and collection policy (including arrangements when children are not collected):

- Taking into account the Children Act 1989 Parents/carers can be confident that Berriew Pre-school places the highest priority on their child's safety and wellbeing while in our care.
- Parents/carers are responsible for informing Berriew Pre-school of any changes to details of named persons who can collect their child, in writing and verbally.
- Berriew Pre-school does not accept children who are unwell at the time of arrival.



Arrival at the provision:

- Children who arrive by taxi: the booking and payment of transport by a taxi is the responsibility of parents/carers as a private arrangement between the parents/carers and the transport provider. Berriew Pre-school advises parents/carers to make their own checks with the transport company and insist that proof of identity should be carried by drivers and produced on request. Parents/carers are also advised to insist that Criminal Records Bureau (CRB) checks and where relevant checks by the Independent Safeguarding Authority are made on the taxi drivers involved.
- Parents/carers are advised that by signing the contract and registration form they agree to inform Berriew Pre-school of any planned or unplanned absences.
- The attendance register is updated as each child arrives and leaves.

Collection from the provision:

If any of the following happens on more than one occasion, a discussion with the parent/carer is arranged.

- Berriew Pre-school may charge an additional fee each time a parent/carer fails to collect their child at the agreed time.
- No child is left unattended because a parent/carer fails to collect them and two members of staff remain to supervise the child.
- Every effort is made to contact the parent/carer or emergency contacts.
- A child is not released into the care of any person without informing a member of staff and it being recorded on the register, However, in an emergency situation, a telephone call from the parent/carer stating that another adult will collect the child may be accepted provided that an accurate description of the adult is given and that the adult can give proof of their identity on arrival, including the child's password pre-arranged on the registration form.
- Berriew Pre-school reserves the right to make additional checks on persons arriving to collect a child if considered appropriate in exceptional circumstances.
- If all attempts to contact relevant adults fail, the Social Services duty officer is contacted who will be asked to advise what action to take. The registered person/responsible individual is informed.
- If at any time when a child is collected there are concerns that to hand over the child may be placing them at some risk, the member of staff seeks advice

from a manager/designated child protection officer, who will speak to the parent/carer, and do what is reasonable in the circumstances to safeguard the child's welfare. In certain circumstances, the manager/designated child protection officer may advise the parent/carer that following handover, they will call the social services duty officer or police or relevant agency, and that the Berriew Pre-school child protection policy may be put into action. A record of the circumstances is made.



- A record of events when a child is not collected on time is kept. This records the date, time of collection, the name and address of any non-authorized person collecting the child, and any additional relevant information. A copy is given to the parents/carers.

This **admissions, arrivals and collections** policy and procedure was passed for use in Berriew Pre-school.

On:

By:

Position:

Date of planned review: