

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.13 Registering and Cancellations

Policy statement

It is our intention to make our setting 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. If any aspect of this policy deters you from sending your child to our preschool please talk to us directly.

Registering

If you would like a place for your child, please email, call, or download an application form from the website. A deposit of £50 is required on application.

The deposit will be refunded from the first term's invoice.

If your child is offered a place at our Pre-School and you choose not to accept it, the deposit remains payable and will not be refunded unless you cancel their place in writing no later than six months before their start date.

Cancellation

We plan our staffing levels and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. 7 weeks written notice is required of a child leaving the Pre-school or reducing their sessions., or a cancellation fee of 7 weeks will be incurred.

If notice is not given, we will aim to fill the child's place as quickly as possible and will reimburse cancellation fees, or part thereof, if we can fill the place during that 7 weeks.

Reducing Sessions

If you have signed up for sessions and subsequently decide to reduce your hours, this will also require 7 weeks written notice, (you will be liable to pay for those sessions whether funded or not if we are unable to fill the space)

This policy was adopted at a meeting of Cuckoo Meadow *(name of provider)*

Held on _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)