**Busy Bees Admissions and Settling Policy and Procedures**

**Policy**

At Busy Bees we want our children and families to enjoy being involved, children need to know that other adults care about them and will help them to play with the resources. Parents need to feel confident in the ability of the staff to look after and encourage their children to benefit from their time spent at Busy Bees.

Busy Bees welcomes all families from the local area, and aims to be as inclusive as circumstances allow.

It is our policy to offer a place to children aged of 2-4 years old.

Our waiting list is arranged in order of date of birth, and the date of initial registration is monitored; Busy Bees aim to offer places in as fair a manner as possible, taking these criteria and any special circumstances into account.

Busy Bees ensure our information makes it clear that all families are welcome.

**Procedures**

Busy Bees provides information verbally and written; our policy document will be emailed to you on enrolment. To keep parents updated we use a text service, our parent’s notice board as well as Tapestry, our online learning journal provider.

When children are ready to start attending Busy Bees will;

Ensure that parents/carers know they are welcome to visit us by appointment, at any time before their child is due to join us.

Introduce new families into the group by inviting them to special sessions to discuss paperwork, any concerns they have and to sample activities.

Welcome parents at the sessions until they feel confident their child has settled and no longer needs them to stay.

Reassure parents who are anxious about their child by giving them information about their child’s activities and welfare while attending the setting.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents/carers to help their children to feel comfortable in the pre-school, to benefit from what it has to offer, and for the child to be confident that their parents/carers will return at the end of the session.

**Busy Bees – Fees Policy**

We aim to provide affordable, high-quality care and offer as much flexibility as possible to meet the needs of our families.

**Funding**

Busy Bees is registered to offer funded and extended funding for qualifying children.

This begins in the term following your child’s 3rd Birthday and allows you up to 15 hours funded per weekfor 38 weeks per academic year.

Working parents who meet the criteria could be entitled to an additional 15 hours a week (up to 30 hours funded).

Some children are eligible for funding in the term following their 2nd Birthday, if certain criteria are met. Again, this allows you up to 15 hours funded per week for 38 weeks per academic year. Please ask for more information.

**Fees**

Here is a table to explain our fees

|  |  |  |  |
| --- | --- | --- | --- |
| Session | Times | Non-funded Fees  £ | Funded Child Fees  £ |
| Morning | 9-12 | 19.00 | Funded |
| Afternoon | 12-3 | 19.00 | Funded |
| School Day | 9-3 | 38.00 | Funded |

**Additional Information**

Fees do not include any food or Lunch.

All children will be given a named water bottle to access throughout the session.

All children are eligible to a third of a pint of milk per day.

Fees may be paid weekly, monthly or half-termly. A statement of fees due will be issued at the beginning of each half term, and reminders will be given where necessary. All fees should be paid before the end of the relevant half term. Fees must still be paid if your child is absent for a short period of time e.g., illness or holiday.

If your child has to be absent over a long period of time, please talk to the Pre-school Manager to discuss any fee arrangements. Any discussions will be completely confidential.

The year is divided into 3 terms; as far as possible these will be consistent with our local schools.

Please note that in the event of your child leaving Busy Bees during the academic year, we will require a notice period of 4 weeks; this will enable us to allocate the place to another child and forward any funding to the new setting.

Manager

Date reviewed Jan 2024