



Admissions Policy

GENERAL INFORMATION ABOUT LITTLE GREG’S PRE SCHOOL.

Little Greg's Pre School is a setting which is open to all children from the age of 2 onwards.

Children can attend on or after their 2nd birthday. We have a registration process in place and spaces are allocated on a first-come first served basis. If a place cannot be offered due to no availability of places, then a child can be placed onto our waiting list on request.

- We operate during term time only. *See link below.*
- Monday to Friday.
- We are registered for a total of 32 children, aged from 2 - 5 years.
- Places are limited in number, as we are only able to operate with the appropriate staff/child ratio in place.
- We are an all-inclusive setting and are able to offer placements for DAF and SEN children. (subject to availability).
- Please note that Little Greg’s **DO NOT** accept deferred placements.

Please refer to Warwickshire County Council, Education for full school opening information as per link below.

<https://www.warwickshire.gov.uk/education-learning/school-term-dates-induction-days-training-days-holidays/2>

We offer:-

Morning sessions	8.30 am - 11.30 am
Lunch Club (which includes a hot meal)	11.30 am - 12.30 pm
Afternoon session	12.30 pm - 3.30 pm
Children are required to attend a minimum of 2 sessions.	

Extended child care sessions are available for children aged above 3 years: *Children must be fully toilet trained as the extended care is run from our host school 'St Gregory’s Primary School'.*

Breakfast club	7:40 am - 8.30am
After School club	3.30pm - 5.15pm
<i>Please ask for full details of sessions available.</i>	

ST GREGORY’S CATHOLIC PRIMARY SCHOOL ADMISSION.

It is important to note that attendance to Little Greg's Pre-School **does NOT in any way** guarantee admission into St Gregory's Catholic Primary School. Separate admission arrangements apply to both settings as Little Greg’s is an independently run charitable organisation and is not affiliated in any way to the Primary School setting.

DEFERRED SCHOOL START



As an independent early years setting we do not accept deferred children out of year group. Due to the needs of the setting meeting the statutory obligations for reception aged children remaining in nursery provision.

FEES

Fees are per child, per day, as listed below.

	2 year old	3-4 year old
Morning Session	£ 20.50	£ 18.50
Lunch Club (Includes Hot Meal)	£ 6.00	£ 6.00
Afternoon Session	£ 20.50	£ 18.50
Full day equivalent fee	£ 47.00	£ 43.00

These figures do not include for Nursery Education Grants, this is considered when invoiced at the prevailing rate.

PRE-BOOKED SESSIONS

- All accepted and approved pre-booked sessions guarantee your child a place at Little Greg's.
- We cannot guarantee that a place will be available for anyone booking on an ad hoc basis.

INVOICING

- Invoices will be issued the month before
- Settlement is requested on or after 1st of the month of issue.
- Payments will be requested via Direct Debit unless a voucher agreement is in place.
- Voucher Payments must be received no later than the 6th of the month of invoice.
- Any additional sessions or charges will be invoiced monthly in arrears and are payable as per our invoice terms above.

NON OR LATE PAYMENT

- Any fees which are not settled as per our terms, will be subject to a late payment charge of £10.00 per follow up.
- Persistent failure to pay any outstanding invoice(s), may result in further action (including legal action) to recover all outstanding monies.
- We reserve the right to exclude the child/children from the Pre-School setting until the fees and charges have been paid in full.

DIRECT DEBIT FAILED PAYMENTS.

- Direct Debits which have been rejected will automatically be represented for 2 further attempts to collect.
- Any costs incurred by Little Greg's pre-school for the failed collection of requested Direct Debits will be invoiced onto the Bill Payer.
- Any invoices which are not settled as per our terms, will be subject to a late payment charge of £10.00 per follow up.



DEBT MANAGEMENT

Our management process is listed below.

1. Telephone call to bill payer to discuss outstanding debt.
2. Date for payment of debt usually agreed at this stage.
3. If no contact, or payment not made as agreed, an email is sent to the bill payer (copied to the Pre-School Manager) outlining further actions.
4. After 7 days a FINAL NOTICE reminder will be sent.
5. Legal action may be considered in order to collect the outstanding amount due.
6. We reserve the right to exclude any child/children from the setting should payment not be made in a timely manner. Please refer to our terms and conditions for full details.

NOTICE PERIOD *(please see our terms and conditions for full details).*

One calendar month's written notice is required, this covers:-

- Any change to a pre-booked Pre-School session
- Or to withdraw from the Pre-School entirely.

LATE COLLECTION FEE

- All children must be collected promptly at the end of their session time. A fee of £10 is payable for every 15 minutes, or part thereof for any late collection.

CANCELLATIONS

- Full fees will still be charged for booked sessions that are not attended.
- If we have to close due to events or circumstances beyond our control, the sessional fee will be payable in full and we are under no obligation to provide alternative childcare to you. If closure exceeds 3 working days we will credit the number of days closed exceeding 3 days.

PARENTAL BEHAVIOUR

Little Gregs Pre-School encourages close links with parents/carers and the community. We believe that children benefit when the relationship between home and pre-school is a positive one.

As role models, and for the safety and well-being of our children, staff, committee, parents/carers, and other visitors are expected to behave appropriately when on the pre-school premises.

Parents/carers and other visitors are expected to show respect and concern for others and support the respectful ethos of our pre-school by setting a good example in their own speech and behaviour towards all members of the pre-school community.