



Admissions & Charging Policy

STATEMENT OF INTENT

Treetops provides preschool, breakfast, after-school, and holiday club services for children from a wide surrounding area. As a fully inclusive setting, we are committed to offering high-quality childcare at affordable rates. Operating as a Community Interest Company and not-for-profit organisation, our goal is to keep our services as accessible as possible while ensuring long-term sustainability. Each year, we carefully plan our budget based on the number of children enrolled and the fees required to cover essential costs such as rent, insurance, staff wages, and other operational expenses involved in running a childcare provision.

We aim to provide our services to local families within the community through open, fair and clearly communicated procedures.

ADMISSIONS

We advertise in places accessible to all areas of the community, Information is accessible, in written and spoken form – and, where appropriate, in different languages.

Prioritising Places: -

- We have a first come/first served waiting list with Early Years Entitlement Funded (EYEF) children, 2-year-old funding, Early Years Pupil Premium (EYPP) and Children in Care taking precedence.
- We also prioritise and make reasonable adjustments in respect of children with additional needs and those children who have siblings already attending Treetops.

We always try to keep one preschool place vacant, if this is financially viable, to accommodate an emergency admission.

We expect a certain level of consistent attendance to maximise the children's learning and development. Within preschool, the Devon County Council guidelines EYEF grant are monitored and records maintained.

We offer a minimum of 2 sessions per week, (on different days) from experience, consistency, routine and regular attendance benefits a child hugely, seeing children more than once a week supports a quicker settling in period and gives more opportunities for building those important relationships. Whereas once a week takes a long time to come around each week so the child isn't being exposed to that regular contact with the setting.

CHARGES AND FUNDING

We invoice monthly and payment must be made by the end of the first week of the month or within 7 days of invoices of being sent out if we return mid-month after a holiday period. Non-

payment as set out above without prior notification being made to Treetops will result in a £10 charge for every week unpaid.

Funded Places

The Preschool is open to children from the age of 2 until the start of primary education. Primary education is currently offered in Devon to all children in the September following their fourth birthday.

Parents are entitled to defer full time primary education until any time up to the term after the child's fifth birthday. If they feel that this would be beneficial to their child and if they decided to do so, they will still be entitled to the early year's entitlement funding.

Treetops is registered with Ofsted and Devon County Council (DCC) under the Early Years Entitlement Funding scheme (EYEF), established under the Childcare Act 2006.

Funding can be used at Treetops Monday-Friday between the hours of 9.30am-3.30pm, any hours used either side of this will be charged for. Hours are booked termly to meet the needs of families and working patterns.

A one stop shop for all things funding and childcare - <https://www.beststartinlife.gov.uk/>

Targeted 2-Year-Old Funding

We are registered to take 2-year-old funding for those two-year-olds deemed eligible under the criteria. If your child is eligible for this funding, you will receive an eligibility code which we need at registration. We can then provide up to 15 funded hours for your 2-year-old, per week (570pa). It is the parents responsibility to apply for this funding if they think they are eligible by completing the application on the Citizens Portal. Prior to accepting any child, we must receive the Parent Declaration Form completed and a copy of the notification email from the EYEF team at Devon County Council which includes the application reference number starting with the letters TYF. The number alone is not sufficient. Some families may need further help and can contact the Customer Service Desk on 0345 155 1013.

<https://www.beststartinlife.gov.uk/eligibility-checker>

Universal Entitlement Funding (EYEF) for 3 and 4-year olds

All 3 and 4-year-olds are eligible for the 'universal' early years funded childcare, up to 15 hours per week (max of 570 hours term time) from the term following their third birthday until they start school. No code is required to access the universal 3 & 4 year old funding, it is claimed directly by us on behalf of the children and administered by DCC.

Working Entitlement

From September 2025, up to 30 hours per week of funded childcare is available for children of eligible working parents from the term after they turn 9 months old until they start at school. Treetops take children from 2 years old.

Applications for the working entitlement need to be made via HMRC. Both parents or lone parent need:

- to live in England
- to be working the equivalent of 16 hours per week at the National Minimum or Living Wage
- to expect to have income of less than £100,000 each a year

Up to 30 hours are offered in term time only, over 38 weeks of the year (5 days per week) between 9.30am to 3.30pm. Hours either side of these times, will be charged for. Treetops must be made aware that the working entitlement is going to be claimed for/used as settings aren't informed of parental eligibility. Parents must reconfirm their eligibility for the extended entitlement every 3 months. It is the parents' responsibility to do so. If at any point a parent becomes ineligible for the extended entitlement, or are unable to reconfirm their eligibility prior to the start of the next term, we will discuss your options including: whether the universal entitlement should continue to be accessed (15 hours), whether hours should be reduced or whether you wish to continue with the same attendance but make payment for the hours attended.

Children who turn 9 months, 2 or 3 years old between:	Will be funded from:
1st September and 31st December	1st January
1st January and 31st March	1st April
1st April and 31st August	1st September

Children do not have to attend any more hours in addition to their funded hours. However, any attended over and above their statutory allocation will be charged at the fee rates below.

- Preschool sessions for the under threes are charged at £7.00 per hour
- Preschool sessions for the over threes are charged at £6.50 per hour
- When settling a child into the preschool we charge parents/carers £3.50 per morning or afternoon session, this is to cover resources and snack for example and does not include childcare as children remain in the care of their parents or carer during this period.

Early Years Pupil Premium (EYPP)

EYPP funding is an additional sum of money paid to the provider for three and four-year-old children of families in receipt of certain benefits. This funding will be used to enhance the quality of your child's early years experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. If you believe that your child may qualify for the EYPP funding, please complete the relevant section of the Parent Declaration Form.

Disability Access Fund

Children who are in receipt of child Disability Living Allowance and are receiving the funded entitlement are eligible for the Disability Access Fund. This is paid to us at a fixed annual rate.

If your child is in receipt of the Disability Allowance please complete the Disability Access Fund Declaration Form which can be provided by Treetops.

Consumable Charge

Every child who attends preschool – whether funded or unfunded – will be charged a non-refundable voluntary charge of £4.20 per day per child to cover additional services/consumables. This fee will be charged monthly as per guidance above.

Government funding and our hourly rate covers the basic cost of Early Years Education but does not include;

Meals, drinks and snacks

Enhanced provision (resources and specialist teaching)

Celebrations, outings and seasonal activities.

IT access and family support initiatives

Breakdown of consumable charge for ease of understanding;

Snack - our daily snacks x twice daily includes the recommended types of foods the children should be having daily, this includes dipping yogurts, eggs, fruit, veg, cheese, starchy/fibre foods and other dairy items.

Baking ingredients to make our snacks with the children e.g. pancakes, bread, cheese twists, soups.

Taste testing opportunities

Tissues

Toilet Roll

Emergency Nappies

Nappy creams

Bedding and washing of bedding/blankets

Transition visits

Play visits to other schools

Specialist staff training beyond the minimum early years basic training - Speech and Language training, first aid, Makaton, Behaviour management etc.

Leaver's day and gifts

Celebrations - Mothers, Father's Day, Easter activities, Christmas gifts and any personal celebrations or festivals in between

Christingle celebration at Sourton church

Hand towels

Wet wipes

Suncreams

Medication held on site - for emergency use for temperatures or pain relief

Specific activities, - daily gardening activities – sunflower challenge, seasonal vegetables and pumpkin picking.

Offsite trips (not inc transport) – seasonal walks, park visits, Christmas tree festival, Springfields visits.

This list isn't exhaustive

EXTENDED SCHOOLS SERVICES

These clubs are open to children aged 2-12 years and are charged as follows: -

School Aged Children

- After school club is £10.00 per session, a session runs from collection from school until 6pm. This cost includes a snack or light tea. There is a £5 registration fee to cover administration for this service, payable once, at the start of attendance. A daily collection is made from Bridestowe school due to the ability to collect children with walking due to its proximity to Treetops.
- Holiday club is charged on a daily rate dependent on activities provided (i.e., trips out etc); each session runs from 8am until 5pm. These charges will be made clear in all promotional information and activity programmes emails. Bookwhen, an online portal for parents/carers is used to book places directly for Holiday Club
- Breakfast club is charged at £6.50 per session per child and starts at 7.45am until school. This includes a good breakfast to start the day

Preschool Children

All the above services are provided for pre-school aged children at a charge of: -

- £7.00 per hours (under 3 years of age)
- £6.50 per hour for 3 & 4 year olds

BOOKING PLACES

At Treetops, we operate a booking system which enables parents/carers to book places via telephone, email or in person. When you book your child into either the preschool or the extended schools services, you will be required to complete an application form and sign a declaration to your commitment for your child to attend and for you to pay. Once this has been received and processed along with your child Identification document, you will be sent a confirmation of your child(s) place(s), and this is the official commencement of the contract between us. For funded places, you are required to complete a funding declaration within the registration form as well.

Once your children(s) hours/sessions are booked, they cannot be altered until the following term apart from exceptional circumstances – and these hours can only be changed if there are spaces available.

LATENESS AND LATE COLLECTION

If you are late to drop your child off at any session, this does not automatically mean that you will be able to collect your child later than the agreed booked times. Regular lateness to preschool may be difficult for both families and children and we would be happy to discuss with you changing your booked hours, this is especially important as the funding from early years entitlement (grant funded) requires full use of booked hours. Failure to fully use booked, grant funded hours in this way may result in parents and families being billed for a repayment of the grant for the hours not used.

If you are going to be late to collect your child, then please let us know as soon as possible so that we can arrange staffing until you are able to collect your child.

However, if children are collected considerably later than staffing is arranged on a one-off or regular basis, Treetops then have to recoup the staffing costs associated with this unexpected

childcare. In this instance, we will follow our Late Collection Policy & Procedures. **A charge of £20 will be made once the normal collection time has lapsed past 10 minutes and then after every 15 mins.**

Please see Late collection, Lost Child Policy for more details.

NON-ATTENDANCE OR ABSENCE

During preschool hours non-attendance or absence may be due to illness, medical appointments. Treetops must be informed on the morning of any absence the reason why their child will not be attending on that day. For holidays or other family circumstances we ask all parents/carers to complete a form detailing the reason for any planned absence and confirming the absence with their signature. If notification of absence is not made staff will call to ensure the safety of the child as per Safeguarding Policy/Attendance policy

Where funding is claimed, children are expected to attend for all claimed hours. In claiming statutory funds, parents/carers are understood to be making a commitment for their child to attend particular/agreed hours for the benefit of their child's learning and development. If families have a planned absence it can, depending upon availability, be possible to arrange for a child to come in another time/day and this would mean that they did not miss out on attending the preschool, obviously not all days and times are available throughout the term and we have to ensure that we adhere to maximum numbers and staff to child ratios.

If agreed hours of attendance are missed persistently, or for extended periods, Devon County Council will be contacted for advice and parents/carers will be given notice of termination of one weeks' notice. We reserve the right to remove funded sessions from a child who is persistently absent and reallocate to another child.

If your child is absent from a session that would normally be paid for (for example, illness, holiday, medical appointment) you will still be charged for the session – you will not receive a refund or be able to book hours/another session using that fee unless there are extenuating circumstances. You pay for the space not for attendance.

For all grant funded hours a maximum of two weeks holiday may be taken per Devon County Council financial year (1st April to 31st March). We do discourage taking holiday in term time as it does disrupt the children learning and relationships.

For holiday club and after school club, all booked sessions must be paid for and refunds cannot be given for unplanned absences for any reason. If there is a genuine reason for cancelling attendance, then it may be possible to move the session to another day to ensure that parents are able to recoup their session. This is subject to availability. If cancellations to breakfast, after school are made in writing or by e-mail, 2 weeks in advance of the date of the planned service, then refunds may be issued. Without the ability to plan for regular numbers the service would not be sustainable and as well as protecting the families and children who use the service from undue financial pressure Treetops must consider how best to ensure that the services it provided can be financially viable.

GIVING NOTICE

For all services parents/carers are required to give four weeks' notice, in writing, of their child no longer requiring the provision here at Treetops, full payment of fees will be due for this period. Therefore, it is recommended that notice is given prior to leaving to avoid unwanted charges.

PAYMENT

We accept payments through Tax Free Childcare and most childcare vouchers, usually from an employer, in payment for our services. Also, as an Ofsted registered provider, families can claim, if entitled, to universal credit to help them pay for childcare costs. We prefer direct payments for invoice settlement.

PAYMENT DIFFICULTIES

If parents/carers have difficulty paying an invoice, then they are asked to contact us as soon as possible in order to discuss alternative arrangements. If payment is overdue then a reminder will be sent and if the amount remains outstanding a Director of the Treetops Board will contact the parent/carer in order to discuss how to move forward with an appropriate payment schedule.

Please note that Treetops has the right to seek legal advice in recouping unpaid fees, if all attempts at arranging a flexible and appropriate repayment agreement have failed Treetops reserves the right to withdraw services. All attempts will be made to give parents and family's advice and information about where to seek help with financial problems and what benefits may be available to them.

Charges are reviewed annually in the March of each year. Please also note that any additional charges for trips cannot be refunded due to absences.

This policy was adopted by the Directors of Treetops CIC

Held on (date) 20/10/2025

Signed by