



## Registration and Charging Policy

### **How do I register for a place at Venture?**

A registration form must be completed and a fee of £30 must be paid to secure each child's place at the kindergarten, or if a place is not currently available, a place on our waiting list. The fee covers administrative costs as well as demonstrating commitment to using Venture Outdoor Kindergarten. The registration form and details of how to pay the registration fee can be found on our website: [ventureok.co.uk/register/](http://ventureok.co.uk/register/)

### **Can I visit Venture before registering for a place?**

We love welcoming new families to our kindergarten and showing them what we do at Venture! It is an important part of the process of choosing the right place for your child's early years experience. If you would like to come and see us, please email us at [ventureoutdoorkindergarten@outlook.com](mailto:ventureoutdoorkindergarten@outlook.com) and we will get a visit organised.

We also offer the option for your child to have a 'trial day' at Venture before they begin with us. This is charged at the daily rate. A registration form must be completed before your child spends the day with us.

### **When do children start at Venture?**

There are three terms during each school year and we aim for each family to join us at the very beginning of one of these terms. Children must be 2.5 before the term starts. If a place is available and a child turns 2.5 after the start of term, they may be offered a place to begin during that term's second intake, which is after half term. Please see our website for the appropriate years' term dates.

#### **Autumn Term places**

The majority of children will be allocated a place for the beginning of the school year, in September. During the preceding June, parents of children currently attending the setting will be asked to confirm what days they require for their child for September. This information must be given by 21st June. After this date, parents of children on the waiting list are contacted and offered any remaining places, in the order of priority given below. Waiting list places must be confirmed by parents by 30th June. After this date, places will be offered to the next child on the waiting list, in the order of priority given below. Once all places have been allocated for September, the remaining parents on the waiting list will be informed that their child does not

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have a place. Parents will be given the option to remain on the waiting list until a place becomes available or to be removed from the waiting list and their registration fee refunded.

A second intake of children for the Autumn term starts after half term, subject to availability.

### Spring Term places

The Spring term intake starts in January. During the preceding November, parents of children currently attending the setting will be offered any available places for the spring term. Changes to current arrangements must be confirmed by 21st November. After this, remaining places will be offered to children on our waiting list in the order of priority given below. Waiting list places must be confirmed by parents by 30th November. Once all places have been allocated for January, the remaining parents on the waiting list will be informed that their child does not have a place. Parents will be given the option to remain on the waiting list until a place becomes available or to be removed from the waiting list and their registration fee refunded.

A second intake of children for the Spring term starts after half term, subject to availability.

### Summer Term places

The Summer term intake starts in April. During the preceding February, parents of children currently attending the setting will be offered any available places for the summer term. Changes to current arrangements must be confirmed by 21st February. After this, remaining places will be offered to children on our waiting list in the order of priority given below. Waiting list places must be confirmed by parents by 1st March. Once all places have been allocated for April, the remaining parents on the waiting list will be informed that their child does not have a place. Parents will be given the option to remain on the waiting list until a place becomes available or to be removed from the waiting list and their registration fee refunded.

A second intake of children for the Summer term starts after half term, subject to availability.

### Mid-term places

Occasionally, a place may become available mid-term, and be available for an immediate start. These places will be offered to children who currently attend the setting who have requested additional days. After this they may be offered to families on the waiting list at the managers' discretion, with priority given to those who require 3 or more days per week.

### **Key dates**

21st June - Current families must confirm their requirements for September.

22nd - 25th June - Remaining places offered to waiting list families.

30th June - Waiting list families must accept their place for September.

1st - 22nd July - Remaining places offered to waiting list families / waiting list families informed that they do not have a place.

21st November - Current families must confirm if they wish to take any available places.

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22nd - 25th November - Remaining places offered to waiting list families.

30th November - Waiting list families must accept their place for January.

1st - 15th December - Remaining places offered to waiting list families / waiting list families informed that they do not have a place.

21st February - Current families must confirm if they wish to take any available places.

22nd - 25th February - Remaining places offered to waiting list families.

1st March - Waiting list families must accept their place for April.

1st - 15th March - Remaining places offered to waiting list families / waiting list families informed that they do not have a place.

### **How do we prioritise allocation of places at Venture?**

Places for each term will be allocated in the following order of priority:

1 Child who already attends the setting

Priority given to older children and those requiring more days

2 Child who is 2.5 years+ and an older sibling attends the setting

Priority given to older children and those requiring more days

Earlier registration prioritised

3 Child who requires five days per week

Priority given to older children

Earlier registration prioritised

4 Child who requires four days per week

Priority given to older children

Earlier registration prioritised

5 Child who requires three days per week

Priority given to older children

Earlier registration prioritised

6 Child who requires two days per week

Priority given to older children

Earlier registration prioritised

7 Child who requires one day per week

Priority given to older children

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### Earlier registration prioritised

#### Trends in availability during the year

It is impossible for us to predict availability or to guarantee a place at the kindergarten in advance, but there are certain trends in availability over the course of the year:

September - In September, there are generally lots of places available as many of our children have moved on to school. If you have requested a September start for your child, it is highly likely that they will be joining us then.

January - The kindergarten gradually gets busier as the school year moves on, meaning that by January there is a little less availability. In January most children who are 3+ and require 2 or more days per week will be offered a place. Availability tends to be quite limited for those requiring just one day per week and for two year olds.

April - By the summer term we are generally quite full although there is usually some availability. Many families who have requested a start for the summer term actually join us in September.

#### Notes:

##### Places for 2 year olds:

Due to the high adult/child ratios required for under-threes, the number of places available for 2 year olds is very limited. Therefore most children have reached the age of 3 by the time they begin at Venture.

##### Places for one day per week:

Following a review of our practice and resources, it has become evident that the most beneficial outcome in terms of the child's experience, the staff's relationship with that child, and the overall group cohesion occurs when children attend Venture for at least two sessions per week. For this reason, a place for one day per week will only be offered if there is a plan in place and availability for this to be increased to at least two days per week once the child turns three and has attended Venture for one term.

### **What happens if my child is due to start school and I have not been offered a place?**

In the unlikely event that we are unable to offer your family a place at Venture, your registration fee will be refunded. If you would like your registration fee refunded in these circumstances, please send your child's name and BACs details to [ventureoutdoorkindergarten@outlook.com](mailto:ventureoutdoorkindergarten@outlook.com).

### **Can I request a refund of the registration fee if I change my mind?**

The registration is non-refundable if there is still an opportunity for us to offer your child a place at the kindergarten, i.e. if they have not yet started school.

### **Charging From September 2024**

Session	No of hours	Daily fee age	Daily fee age	Daily fee	Daily fee
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		<b>3+</b>	<b>2.5+</b>	<b>when funded age 3+</b>	<b>when funded age 2.5+</b>
<b>9am - 3pm</b>	<b>6</b>	<b>£36</b>	<b>£46.50</b>	<b>£12.78</b>	<b>£12.78</b>
Koselig Club 8am - 9am (Venture Kitley Farm)	1	£8	£10	£4	£5
Koselig Club 3pm - 4pm (Venture Kitley Farm)	1	£8	£10	£4	£5

Parents / carers will be invoiced through their Tapestry account at the beginning of each month. Payment should be made by BACS: Venture Outdoor Kindergarten Sort code: 40 26 10 Account number 31513591

Payment for the month must be made before the child's first session of that month. If payment is not received by the child's first session of the month, they will not be allowed to attend Venture Outdoor Kindergarten and an invoice reminder will be sent to the parent / carer. We reserve the right to reallocate the place at the kindergarten to another child if payment is not received within 7 days of a reminder being sent.

A flexible arrangement for the payment of fees may be made at the Managers' discretion. Please email [ventureoutdoorkindergarten@outlook.com](mailto:ventureoutdoorkindergarten@outlook.com) to request this.

No refund will be given for sessions that your child does not attend due to illness or holidays.

### **Using Government Funding to help with fees.**

The kindergarten is registered with Devon County Council to offer the EYF (Early Years Funding) to 2, 3 and 4 year olds.

As per government and Devon County Council guidelines Venture Outdoor Kindergarten charges for additional services that are beyond the standard day-care nursery or preschool provision. This is the voluntary Outdoor Resource Fund (ORF) payment which enables us to provide high quality outdoor education for our children. The payment is vital in order for us to run Venture in the way that we do, the main cost of which is paying for experienced qualified teachers, forest and beach school practitioners and keeping our adult to child ratios high. The government prescribes the ratios for early years as one adult for every 13 children where a qualified teacher is employed. At Venture, where more than 50% of our staff are qualified teachers, our ratios are one adult for every 7 children, or for every 6 children at Hope Cove or Mothecombe. If a parent uses EYF they will be invoiced for the ORF as outlined in the table

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above. If a parent already uses EYF to pay another provider, they may use any left over funding to pay part of their child's fees at Venture Outdoor Kindergarten.

Please note that your child is entitled to 570 hours of funding per year (for 15 hours) or 1140 hours (for 30 hours). Anything after this will be charged by us. If you are eligible for 30 hour funding (called Working Entitlements), please ensure that you have given us the code as soon as possible. If the Working Entitlements deadline is missed, you will be charged for your child's sessions. Please also remember to reconfirm your eligibility with HMRC every 3 months otherwise your code will expire.

### **Changes to hours**

A one-month notice period is in place for families who wish to reduce their hours at the kindergarten. This applies to funded hours as well as paid for hours.

### **Late Pick up**

Venture Outdoor Kindergarten sessions begin at 9am and end at 3pm, (or 8am to 4pm for those attending Koselig Club at Venture Kitley Farm). Parents are welcome to drop their child off in the morning between 9am and 9.30am. Except in exceptional circumstances, we do not facilitate ad hoc drop off or pick up times due to the disruption that this causes to the children and the fact that we use various outdoor locations.

Parents / carers must inform Venture Outdoor Kindergarten staff as soon as possible if they are unable to collect their child at the finishing time. Kindergarten staff will stay with the child at the pick up point until the parent / carer arrives. Parents / carers will be invoiced for any additional childcare given under these circumstances at a rate of £5.50 /15 minutes or part of 15 minutes.

### **Monitoring and review**

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2017.

Reviewed September 2018.

Reviewed August 2019.

Reviewed August 2020.

Reviewed June 2021.

Reviewed July 2022.

Reviewed July 2023.

Reviewed June 2024.