

Updated: 01/09/21

Review: 31/08/22



## Registration and Admission

**Fees are payable in full, by the end of the first week of a new term – September, January and April. A whole academic term's notice of intention to remove a child from RAINBOW is required in writing before the first day of term \*. Otherwise, a full term's fee will become due, regardless of your child attending Rainbow.**

Children attend for 5 mornings a week 9 / 9.15am to 12.30pm, or 5 afternoons a week 12-3pm, 3 terms per year each consisting of approximately 12 weeks. Children are accepted from the age of 2 years (depending upon the child's capacity).

All children are placed onto a waiting list. Children on the waiting list are taken in strict rotation with the exception of siblings who are given priority. Places are confirmed one term in advance when a deposit of £500 is required, which is deductible from their final term's fee. This fee is refundable, less an administration fee, should a family change their mind more than 8 weeks before the start date. An administration fee of £100 will be charged.

Once a child has a confirmed place, a settling-in process begins. This happens at the end of term before the child is due to start, and in some cases the beginning of the term they are due to start. They spend a portion of the morning/afternoon with their parent/carer, with us, to get to know our routine and staff. Each child is assigned a key worker within the first two weeks of starting once the child has had a chance to settle in and establish a bond.

Once a child joins Rainbow, which may be a staggered start, parents are encouraged to bring their child into the garden or group and settle them at an activity with a member of staff. Once settled, they inform their child that they will go. Depending on individual children, staff might ask a parent to collect earlier than 12.30 or 3pm for several days. Each child is treated as an individual, therefore, no formal settling-in process is adhered to. Parents who are anxious about their child are reassured by staff and given information about their child's activities and welfare whilst in the group. We do appreciate that not all children are completely toilet trained, and are happy to discuss

\*three points of withdrawal over the academic year. 1<sup>st</sup> September to leave at the end of the Autumn Term (December), 1<sup>st</sup> January to leave at the end of the Spring term (March) & 1<sup>st</sup> April to leave at the end of the Summer Term (July). Notice is not required for children automatically transitioning to Reception at a local school.

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your child's needs individually. However, in extreme circumstances a parent may be called to assist a child who maybe in distress.

We have a complete set of policy documentation available on request.

A separate registration form is completed at the play date or on the first day.

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