



The Meads Management Group  
Mill Mead School, Port Vale, Hertford, SG14 3AA  
Ofsted Registration Number: 401994



## THE MEADS MANAGEMENT GROUP'S PROCEDURES FOR ADMISSIONS INTO THE MEADOWS, THE MEADS AFTER SCHOOL CLUB, AND THE MEADS HOLIDAY CLUB

### The Meadows Pre School

- Parent/Carer enquires are received by phone, email, or in person. Applicants are given a Meadows brochure, and application form.
- Visits are welcome prior to application.
- On receipt, application forms are date stamped, and acknowledged by letter/email.
- The Parent/Carer is contacted during the term prior to their child turning 3 years old regarding spaces and how to book.
- Parents/Carers will be contacted prior to a child's 3<sup>rd</sup> birthday if they wish for an early start in Meadows (*children are able to start the day after their 3<sup>rd</sup> birthday, if space is available*). In this instance, bookings will be invoiced and charged a private fee.
- Booking forms are sent out by post **each term** giving parents the opportunity to book flexible child care from 7.45am to 6.00pm, Monday to Friday.
- Sessions are only guaranteed for one term at a time. Parents are given the opportunity to reapply each term, enabling them to vary sessions throughout the year, where space is available.
- Bookings are date stamped upon receipt, and spaces are allocated on a first come, first served basis. We operate within the Ofsted recommendation of 20 children in the morning session and 24 children in the afternoon session.
- Meadows bookings will always take priority over bookings for Mill Mead School Nursery children.
- All bookings are confirmed by either letter, or by email.
- New parents are invited to an information evening known as 'Meet the Teacher' in the term prior to their child/children starting in Meadows.

Tel: 01992 582055

E-Mail: [meads@millmead.herts.sch.uk](mailto:meads@millmead.herts.sch.uk)

Web: [www.meadsandmeadows.co.uk/](http://www.meadsandmeadows.co.uk/)

Facebook: /TheMeadsOOSC

/TheMeadsPreNursery

Twitter: @TheMeadsMeadows



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- Parents/Carers are given a 'Parent Pack' at the Meet the Teacher session where Data Collection Forms, Permissions slips, Home information and our Bookings and Payments Policy are distributed.
- All parents will be required to fill in a funding form for their child, regardless of funded hours used. All children are entitled to 15 hours of funded childcare from the term after their child's 3<sup>rd</sup> birthday.
- Some parents/carers may be entitled to an additional 15 hours (*total of 30 hours*). 30 hours of funding can be used in The Meadows during term-time only, where space allows.
- Any sessions booked that will not be covered by funding will be invoiced and charged at a private fee. Please see our bookings and payments policy for more detail.
- All new children are offered either 'Settling In' sessions, or a 'Stay and Play' session to aid the settling in process. Parents must remain on the premises throughout these sessions.

## **THE MEADS AFTER SCHOOL CLUB**

- Parent/Carer enquires are received by phone, email, or in person.
- Applicants are given a Meads brochure, Child information sheet, Discipline & Consent Form, All About Me form and appropriate booking form. Visits are welcome prior to application.
- Upon receipt of the completed forms, children's details are logged and filed. These details are held securely in a metal cabinet in The Meads office, and will also be held electronically.
- Bookings are taken on a first come, first served basis, and we operate within Ofsted ratios (*please refer to our certificate of registration displayed on our notice board in the dining room*).
- If the sessions requested for term-time bookings are unavailable, we will contact the parent/carer, and place the child onto our waiting list.
- We review our waiting list every 4-6 weeks and offer places where available.

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- Cancellations and refunds: Please refer to our 'Bookings and Payments Policy'.
- All term-time bookings are referred to as 'annual bookings' and continue until the parent/carer informs us otherwise.
- We require **one month's written notice** if parents/carers wish to amend, or cancel, a term time booking.

### **THE MEADS HOLIDAY CLUB**

- Parent/Carer enquires are received by phone, email, or in person.
- Applicants are given a Meads brochure, Child information sheet, Discipline & Consent Form, All About Me form and appropriate booking form. Visits are welcome prior to application.
- Internal, and External Booking, forms for each holiday are emailed to parents. External booking forms are also available on our website. Hard copies of booking forms are always available upon request from The Meads Office.
- The Meads Holiday Club will be open to Mill Mead School pupils only during Occasional Days, and Inset Days, when not attached to a school holiday.
- The Meads Holiday Club will be open to all children aged 3-11 years during School Holidays, and Inset Days, when attached to a school holiday.
- Bookings are taken on a first come, first served basis and we operate within Ofsted ratios (*please refer to our certificate of registration displayed on our notice board in the dining room*).
- Holiday club bookings are for that holiday only, as per the booking form. Separate booking forms are issued for each holiday.
- Cancellations and refunds: Please refer to our 'Bookings and Payments Policy'.
- Email addresses will be logged onto our mailing list for future holiday use.

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Further information is contained in our bookings and payments policy a copy of which is available from the Meads office.

Adopted by the Committee of The Meads Management Group on:

Date: .....

Signed: .....

Print Name: .....

Position: .....

Reviewed: January 2018

Date for review: September 2019

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