

## **Admissions Letter for Registration Sept 2023-July 2024**

Monday 22nd May 2023

Dear Parents,

There is a lot of information in this letter, so please ensure you read it all and understand what you need to do.

### **Key dates for your diary:**

**Registration opens- Monday 22<sup>nd</sup> May 2023**

**Registration closes - Friday 9<sup>th</sup> June 2023 at 6:15pm**

**Allocation of spaces - Friday 30<sup>th</sup> June 2023**

**Parents to email confirmation of spaces- Friday 7<sup>th</sup> July 2023 by 6:15pm.**

**Please look at our Admissions and Registration Policy for more info-**

<http://www.fusionchildcareservices.co.uk/wp-content/uploads/2023/03/ADMISSIONS-AND-REGISTRATION-POLICY.pdf>

## **New Families and New Siblings:**

### **How new families and new siblings access the registration pack:**

- Please go to our website at [www.fusionchildcareservices.co.uk](http://www.fusionchildcareservices.co.uk) to download your Registration Pack for September 2023 ('Parents'- 'Welcome and Registration'- Registration Pack Sept 2023-July 2024)

### **How to complete your pack for New families and New Siblings:**

**Option 1:** Use the 'Fill and Sign' function on PDF/Adobe and email back your completed pack with a passport sized image to [admin@fusionchildcareservices.co.uk](mailto:admin@fusionchildcareservices.co.uk) by **Friday 9<sup>th</sup> June 2023 at 6:15pm.** Please note the photo does **NOT** need to be a passport photo, just that size, so it can be cropped down. Registration packs are date and time stamped and we operate on a first come first serve basis.

**Option 2:** Download, print and complete your pack by hand. When fully complete, return to 45 Cranbourne Drive, Harpenden, Herts, AL5 1RJ by **Friday 9<sup>th</sup> June 2023 at 6:15pm.**

**Option 3:** Download, print and complete your pack by hand. When fully complete, scan in and email [admin@fusionchildcareservices.co.uk](mailto:admin@fusionchildcareservices.co.uk) by **Friday 9<sup>th</sup> June 2023 at 6:15pm.**

Families who have a sibling(s) joining their existing child/ren, a new Registration Pack that has all children on is required.

Please have a read of our 'Welcome Pack' which can be found on our website in the 'Welcome and Registration Tab' and the Q and A sheet.

## **Existing families/currently registered with us:**

Fusion will email you a **Data Collection Sheet** which is the data we currently hold about you/your family. We would like you to amend any incorrect information on page 1 and page 2, ensure all the consents are completed, both primary and secondary contacts have signed and send back to us. When we receive your Data Collection Sheet back, we will amend any data that needs changing our end.

You can complete your Data Collection sheet by using the 'Fill and Sign' function on PDF/Adobe and email/scan back to us or you can print it off complete by hand and give to us in person or scan it into us by **Friday 9<sup>th</sup> June 2022 at 6:15pm.**

If you would prefer to receive a paper copy of your Data Collection sheet, please let us know and we will happily print one off for you and you can collect from us.

We are continuing to do the Data Collection sheets this year as it is less work for parents but still provides us with the data we require.

During sessions, we will be doing the following, which saves you needing to provide the information:

- Taking an updated picture of your child/ren to add onto our records
- Go through the Behaviour Form and the children will be signing it
- Complete the 'Important information sheet'

Please make sure you are aware of our policy about changing sessions and what priority category you fall into.

## **Further info and Registration Fee for every family, existing or new:**

Annual registration fee for existing and new families is **£20** per academic year. This will be invoiced to you at the end of the month of when you completed your Registration Pack/Data Collection Sheet and is payable on receipt of the invoice.

**PLEASE NOTE: PACKS/DATA COLLECTION SHEETS THAT ARE INCOMPLETE OR RECEIVED AFTER THE DEADLINE WILL BE PROCESSED BUT EXISTING SPACES WILL UNFORTUNATELY BE FORFEITED AND SPACE WILL BE SUBJECT TO AVAILABILITY.**

**Parents of Reception children starting September 2023:** Due to Reception and their staggered start, we offer a 50% retainer fee scheme for their settling in period, then any sessions that the child/ren attend (they are welcome to attend every session if you want/need them too), we will just invoice you at the end of September for the remaining 50% of the sessions your child/ren attended. Without this retainer in place, we will be unable to guarantee your child/ren's place at your chosen sessions and you will join the waiting list and places will be subject to availability. We will email you over the Summer about this.

**Allocation and Confirmation of places:** You will be advised by e-mail on **Friday 30<sup>th</sup> June 2023** whether you have the places you have requested. Please reply via email to confirm your acceptance of the spaces we have allocated you by **Friday 7<sup>th</sup> July 2023 at 6:15pm.** We will endeavour to accommodate everyone's request where possible but if we are unable to, this will be detailed in the Allocation email.

Once you have confirmed your spaces via email, in August 2023, we will send you a Statement for the Autumn Term's fees, together with an invoice for September 2023. Fees are payable in advance, either termly or monthly and your first payment is due on the 5<sup>th</sup> September 2023.

**Statement from the Headteachers and Governors:**

**Wraparound Provision at The Grove in Partnership with Fusion Childcare Services**

The Infant and Junior schools met with Fusion 23/03/2023 for our annual discussion about the continuing provision of high-quality wrap around care for children at The Grove Schools.

Last year we expressed our concern about the pressure on capacity and the availability of high-quality wraparound care for working families. Fusion were very keen to make it possible for families to access the care they need, and we are pleased with the changes that were made for the beginning of this academic year. By using both buildings at the end of the day, Fusion were able to increase the number of places and this will continue as long as it is necessary.

A price review, effective from the Autumn term, was also undertaken. Fusion price increases are always in line with inflation and no higher, and an *overall* increase for Fusion charges of 10% has been agreed for the new academic year. *Individual* elements may cost slightly more or less, but the net effect is 10%.

Whilst we understand many budgets are currently being stressed by inflation, these pressures apply to wraparound care provision as well. Indeed, many of the key costs for both the schools and Fusion are inflating at a higher rate than this (e.g. gas prices for schools up 63%). As many of you will know the Office for National Statistics provide three main inflation indices, and we have once again focused on the lowest of these, CPI. This is currently 10.1% and we are satisfied that we have been able to limit the increase to a rise in line with this.

If you have any questions about registration, please don't hesitate to ask.

Finally, we would like to take this opportunity to welcome our new families to the Fusion Family and we look forward to working in partnership with you. To our Existing families, we are looking forward to seeing your child/ren continue to grow and working in partnership with you.

Yours sincerely

**Tracy Wilkins**

**Director- 07879811927**

**Abigail Wilkins**

**Manager-07796000413**

**Rebecca Wilkins**

**Deputy Manager**