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Registered charity number 1080554

## **Record Keeping**

### **5.5 Financing Special Needs Children Policy**

#### **Policy**

Guidance as to how we finance any special needs children which may choose to attend the preschool.

#### **Procedure**

Children with Special Needs will require more attention and support and will affect our staffing ratio.

Our staffing policy is that we tend to be over staffed during the September to December months, when our income is low, so can afford to meet the requirements of a special need child.

From January onwards our numbers increase, but so does our income, so by April, we should be in a position to employ additional staff to assist with this need.

Financial or Staffing assistance is normally available from the local authority when the child reaches 3 years old depending on their needs. This will also help reduce the financial support required from the preschool.