

Pre-School Centre Admissions Policy

Rationale

Our aim is to make setting accessible, inclusive to all children and their families.

We ensure that all our community have access to the setting through open and clearly communicated procedures. We believe that all children should have equal opportunities to learn, develop and grow with dignity in a community of mutual respect.

The Pre-School will:

Provision

Our Pre-School is open Monday to Friday 8.30 am to 5.30pm. Morning session is 8.30 am to 1pm and the afternoon session from 1pm to 5.30 pm. Lunch is between 12 and 1pm.

As a registered provider by Ofsted and as outlined in the 2017 EYFS framework we are restricted to numbers and ages of the children that we care for. As part of our Ofsted registration, we are able to care for 12 children aged between 6months and 2 years (Babies), 24 children (Toddlers) aged between 2 years and 3 years and 40 children (Pre-school) between the ages of 3 years and 5 years. Please note this is our registration, this will depend on staff availability.

The Pre-School Centre offers places only for staff and students who attend the University.

Ratios

- Under 2's - 1 staff: 3 children
- 2-3 years - 1 staff: 4 children
- 3- 5 years - 1 staff: 8 children

15/30 hours Government Funding

As you may/may not be aware, LCC now refer to the existing 15-hour funding as Universal funding and refers to the new 30-hour funding as Extended funding, please find detailed below how these funding streams may be used at the Pre-School.

In line with both Universal (existing 15-hour funding) and Extended (new 30-hour funding) the Pre School offers contracts for a 38-week Term-Time contract and a 11 week non term-time contract for all age groups from September 2020. Universal 15-hour funding, and any agreed 30 Extended hour funding, can be used in the 38-week term time period only. Sessions booked during non-term time are payable in full.

Booking Universal 15-hour funding only. The existing 15-hour funding is now referred to by LCC as Universal funding and indicated below are the sessions Parents/Carers can use to use the 15-hour funding. Please indicate by placing a U in the sessions where you wish to use your universal 15 hours and if you require a paid lunch.

Booking Universal 15-hour funding and additional paid hours

Please indicate with a P (paid) for any other sessions that you wish your child to attend over and above the 15 funded hours, including early and late sessions and if you require to pay and stay over the lunch-time period with a paid lunch.

Parents/Carers using 15 Universal funding can book a maximum of 15 hours in the following sessions:

9.00am - 12noon and 1.00pm - 4.00pm. Early and late sessions are not offered for use of universal or extended hours and are paid sessions.

Requesting Extended 30-hour funding

Parents/Carers may be eligible for 30-hour funding (15 Universal plus 15 Extended) and we ask that you use this provided form to indicate which sessions you would also like consideration to be given to Extended hours by placing an E in sessions for requested use of extended funding. Parents/Carers should indicate Extended sessions required as well as Universal hours and any relevant paid sessions. Please contact Saskia or Lisa should you require clarification on 892597.

Can you please ensure all booking forms are returned to the Pre-School in advance of your child taking the place.

Once your sessions have been confirmed we will issue a Parent Agreement form in keeping with LCC requirements.

Please note if parents wish to take their child out during funding hours you are not entitled to have alternative sessions.

The Government funding does not cover the cost of lunch/lunch hour, and additional hours. (This is highlighted on the booking form).

If your child/children attend more than one setting you will need to notify us how many hours are being used at each setting (there is provision for this on the Parental Agreement Form).

All charges will be shown on your monthly invoice via Connect childcare.

If for any reason you are having difficulties paying your fees, please come and speak to Lisa or Saskia and make us aware. If you are a student, we can sign post you to gain help and support from our colleagues at The I.

Deposit

A deposit of one week's fees will be required to secure your child's/children's place, once a place has been offered. This is non-refundable and will come off your first month's invoice.

Fees

All fees are payable upon receipt of invoice by childcare vouchers or card payments. Payment should be received by the University no later than the 7th of each month following the invoice period. The University reserves the right to charge a fee of £25 for late payments. Children may be excluded from the Pre-School Centre if fees remain outstanding beyond 14 days from their due date.

The Pre-School Centre is a cashless facility; online store payments are required for fees. Cash & card payments are accepted at our Cashiers Office, Adelphi Building.

Refunds/deductions will not be given due to sickness or holidays.

All sessions booked will be charged for if not used - Please notify the Pre-School of holidays dates.

Please note a late collection of children charge of £ 20.00 will be added onto your account for late collections after our session's times have finished.

To cancel your child's place at Pre-School, please see our Terms and Conditions policy.

Reviewed - 16/08/2022 by Lisa Best/Saskia Gregory

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