

# Hatchlings Foundation Stage Unit



## **Admission and Fees Policy – effective from 01.07.18**

Hatchlings Foundation Stage Unit is a part of the Levels Academy Trust and linked to Middlezoy and Othery Primary Schools. It offers education and care for children from 2 years old until they start school in a high quality, safe and stimulating environment. Parents are able to use their Early Years Entitlement (EYE) of 30 hours a week for their child at the setting if they are entitled to funding. Additional hours can also be purchased.

### ***Admissions***

Application for a place needs to be made by completing an Application Form which is available from the school office.

### ***Eligibility***

Hatchlings Foundation Stage Unit admits children from age 2.

To be eligible for a 2 Year old place the child must be in receipt of 2 Year old funding or parents will need to purchase hours as detailed below. Confirmation of funding will be required before a place is allocated.

To be eligible for the Early Years Entitlement (up to 30 hours a week) the child must have turned 3 for a 3 year old place, the term or holiday before they start. For example, if a child is 3 in February he/she can claim funding after the Easter Holiday.

The Foundation Stage Unit is open to all children in the Othery, Middlezoy and surrounding area. Each applicant will be considered for a place as detailed below.

### ***Allocation of places***

Due to rations, a session at Hatchlings Foundation Stage Unit is considered full when:

- There are 10 three and four year olds in a single session **or**
- There is up to 4 two year olds in the session and 6 children of three and four year olds.

Once the Foundation Stage Unit is full a waiting list will be in operation. When there is an over-subscription of applicants, priority will be given to those children who fall within the catchment area of the school and have siblings already in the school. Priority will be then given to those children who have been on the waiting list the longest. A balance of allocated places will be maintained between those children identified as having a particular educational and/or social need and those without. Also, a balance will be maintained of ages in order to include children throughout the span of the age group. Parent preferences for sessions will be taken into consideration. However, it is not always possible to meet these preferences. Acceptance of a place will be made in writing at least a half-term before the child is due to start, detailing session times, 'Stay and Play' dates and initial start dates. Parents/Carers will need to complete/provide the following documents prior to a confirmed start date being given:-

- Admission form
- Read and sign the fees policy
- Copy of birth certificate/passport or EU ID card
- Parent declaration form (NOTE this is a legally binding document, without this your place is not secured)
- Child Registration form
- Parent Contract/Hours form
- Confirmation of funding for a 2 year old place where necessary
- Booking deposit payment (see below for detail and payment options)

**Booking deposit**

Once availability has been confirmed by us, a booking deposit of £20.00 is required with the Admission Paperwork to secure a place. This deposit is refunded upon payment of your first invoice, or, can be used as part payment of your first invoice.

In the instance when a place has been confirmed by us, and you have completed the forms and paid the booking deposit, but the place is not used for whatever reason, the booking deposit paid is not refundable.

**Settling In**

The Foundation Stage Unit will arrange a 'Stay and Play' session for your child on their start date. After this a settling in period will be agreed with yourself. The Foundation Stage Unit will claim your Early Years Entitlement hours for the number of hours you have booked, up to 30 hours per week where this is applicable.

**Allocated Hours and Sessions**

The Hatchlings Foundation Stage Unit is open for 38 weeks of the year during term-time only. There is a morning and afternoon session each day with the option of paying for lunch at £2.30 per child. You also have the option of providing your child's own healthy lunch within the school guidelines. Children can attend for a morning or afternoon session or a mixture of both.

Morning session 9.00am -12.00pm

Afternoon session 12.00pm – 3pm (this session includes lunch – 12.15pm onwards)

Parents will be asked for their preference for session times including requests for additional hours the term before they start the Foundation Stage Unit. These will be allocated on a 'first-come-first-served' basis so a prompt reply is advised.

**Early Years Entitlement Funding**

We are in receipt of Early Years Entitlement Funding (EYE) for three and four year olds; this will be available from the term after your child's third birthday. The parent/carer needs to give consent to share National Insurance details with the EYE team to ensure the funding can be used at The Hatchlings Foundation Stage Unit. All fees charged relate to those hours or weeks not funded by the EYE Funding. Should a session last longer than the EYE Funding available, parents/carers will be required to pay for that part of the session that exceeds the EYE Funding. Your child is entitled to 30 free hours per week for 38 weeks under the Early Years Entitlement Funding once these hours have been used any additional hours will be chargeable. Parents can chose to access some hours with another provider but not go above 15 hours universal EYE or 15 hours extended EYE per week. There is a requirement to re-verify codes for EYE funding by the parent/carer and failure to comply may result in loss of hours or funding. If you are unsure how this affects you please check with the School office/admin team or on the HMRC website.

**Additional Hours**

Requests for additional hours may be made when completing the session times form when applying for a place or if your child is already in nursery by completing a change of hours form. Please ask a member of staff or at the school office. Lunch sessions can be booked each day in advance at £2.30 per lunch (for those staying all day or being part of the afternoon session).

Additional sessions of 3 hours can also be booked:-

For 2 year olds (until the term/holiday after their 3rd birthday) at £4.25 an hour (£12.75 a session)

For 3-4 year olds at £4.00 an hour (£12.00 a session)

All hours above the relevant funded thresh-hold must be paid for even if your child misses nursery due to illness, a day trip, family holiday etc.

## ***2 Year Old Funding***

Families wishing to access the 2 year old funding must apply for it themselves. Confirmation of 2 year old funding will need to be sent to the school before a place can be allocated where applicable. All fees charged relate to those hours or weeks not funded by 2 year old Funding. Should a session last longer than the Funding available, parents/carers will be required to pay for that part of the session that exceeds the Funding. Once these hours have been used any additional hours will be chargeable.

## ***Additional Services & Consumables***

It is the responsibility of the parent/carer to provide nappies, wipes, creams etc where appropriate. If these are not provided charges will apply.

When the opportunity arises they will be off-site trips (i.e. Forest School). In some of these cases a voluntary contribution will be requested.

## ***Invoicing and Payment***

Invoices are sent to every parent/carer by email (to the nominated email address on the registration form) or hard copy given directly to the parent/carer when dropping off or collecting. This will be on a monthly basis in advance and payments must be made by the date stated on the invoice.

BACS/electronic bank payments can be made to:

Middlezoy School,

Nat West Bank,

Sort Code 601234,

Account number 37100696

Cheques should be made payable to Middlezoy School.

Childcare vouchers are acceptable in most cases but please ensure that you notify the office/admin team BEFORE any times/session are used so the specific vouchers can be verified that they can be accepted as payment.

If you are paying in cash please have the correct money as we cannot give change. Please pay a member of staff in the Foundation Stage Unit or School Office with monies in a named envelope. This will be recorded and a receipt issued. We cannot accept loose money.

We require at least four weeks' notice to process changes to your hours. Please ask for a form in the school office. Your request will then be processed and if there is availability a confirmation letter will be given to you confirming the start date of the amended hours.

We reserve the right to make a charge of £2.50 per quarter of an hour should you be late in collecting your child from nursery.

In case of continuing illness, please consult the Foundation Stage Unit Teacher as soon as possible; who will consult Head of School and payment will be at their discretion.

## ***Late/Non Payment of Fees Procedure:***

Any problems concerning the paying of your invoice, please talk to the Foundation Stage Unit Teacher or Finance Officer in the school office as soon as possible. All information will remain confidential.

A late payment fee of £1.00 per working day will be applied from the date fees are overdue. If fees remain unpaid after 7 days from the due date then your child's additional hours could be terminated and they will only be able to access the EYE funded hours.

**Working Tax Credit:**

If you receive the childcare element of Working tax Credit you may be able to get help towards the cost of childcare. For further details contact the Tax Credits Helpline on 0845 300 3900 or visit H.M Revenue and Customs (H.M.R.C) website [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits). Alternatively an excellent government web site to assist with understanding entitlements is [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If you wish to claim for help towards childcare costs you may be asked to provide evidence to the HMRC. It is therefore essential that you retain your receipts for the Foundation Stage Unit fees you pay. If you require duplicate receipts an administration fee of £5 will be charged.

**Termination of the contract:****Setting**

The setting reserves the right to terminate the contract without notice in the event of any parent/carer displaying aggressive or abusive behaviour towards staff or children within the settings or in cases of non-payment of fees, following the non-payment procedure. At all other times one months' notice in writing will be given.

**Parents/carers**

Four weeks written notice must be given to the setting to terminate a child's place, by completing a termination form. If written notice is not received, four weeks' fees will be charged and we will claim 4 weeks EYE funding.

**Late Collection of your child at the end of the Nursery session**

If you do not pick up your child on time at the end of the session a late collection fee may be charged. The charge for late collection at the end of the nursery session will be £2.50 per quarter of an hour with a minimum charge of £10.00. If a parent/carer is over 15 minutes late collecting their child, we will attempt contact via telephone numbers listed on the registration form. If there is no response, we will contact any emergency contacts listed on the registration form. If after 30 minutes, no contact has been made with the parent/carer or any named emergency contacts, a member of staff is required to contact the Local Social Care Team for advice.

**Food**

Cooked lunches are available during Term Time. These are currently £2.30 per day. All lunches must be booked by a set date which is clear on the order form. This can be paid by cash (correct money please), BACS or cheque, put in an envelope with your child's name on stating which days you would like your child to have lunch. Please give to a staff member. Fruit and water are provided by Hatchlings. Your child is entitled to free milk. You need to register through [www.coolmilk.com](http://www.coolmilk.com). Children will need to bring snacks as desired and a packed lunch if not paying for a cooked lunch. These packed lunches are required to be within the school healthy lunch guidelines. Once meals have been booked we regret that we are unable to provide a refund even if your child does not attend nursery due to illness. If your child needs a bid please provide this.

**INSET Days**

We will not claim for INSET days as these are outside the 38 weeks of the year.

**Closure for Emergency**

In the event of the nursery having to close due to an emergency e.g. bad weather, we will give you as much notice as is reasonably possible.

***Admission Policy and Fees Review***

This policy and the fees/charges stated in this document will be reviewed at least (but not limited to) annually, at the end of the academic year. Any changes made to either the policy or fees will be notified to all parents/carers. Policy changes can be immediately if desired by The Hatchlings Foundation Stage Unit but changes in fees will apply with at least one months' notice.

***Data Protection***

Hatchlings Foundation Stage Unit is a part of the Levels Academy Trust and linked to Middlezoy and Othery Primary Schools. It operates under the Data Protection Policy held by the Levels Academy Trust which is available on request from the School Office/Administration, which includes treatment of data retention and deletion as well as Birth Certificate Copies.

**School policies apply, where appropriate, on any areas not covered by this document.**