



RECKLEFORD COMMUNITY SCHOOL RAINBOW NURSERY

Admission and Fees Policy – effective from 07/01/2019

Reckleford Rainbow Nursery is a Local Authority Nursery which is part of Reckleford Community School. It offers education and care for children from 2 years old until they start school, in a quality, safe and stimulating environment. Parents are able to use their Early Years Entitlement (EYE) of 15 hours a week for their child at the setting if they are entitled to funding or 30 hours funding for some working families.

Admissions

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

Eligibility

Reckleford Nursery admits children from the term after their 2nd birthday.

To be eligible for a 2 Year old place (15 free hours per week) the child must be in receipt of 2 Year old funding or if a place is available parents may be able to purchase hours as detailed below. Confirmation of funding will be required before a place is allocated.

Children will be eligible for the Early Years Entitlement (15hours a week) the term after their 3rd birthday. For example, if a child is 3 in February he/she can claim funding after the Easter Holiday.

Some parents may be entitled to 30 hours free funding for children who are 3 from the term after their 3rd birthday. You will need to visit childcarechoices.gov.uk to see if you are eligible. **See below for more details.**

The nursery is open to all children in the Yeovil Area. Each applicant will be considered for a place as detailed below.

Allocation of places

- Places will be allocated on a 'first-come-first-served' basis with priority being given to those parents who will be claiming the full 15 hours free entitlement.
- Once the nursery is full a waiting list will be operation.
- 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.
- 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/or have siblings already in the school. Priority will be then given to those children who have been on the waiting list the longest.

- 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 detailing their start date and 'Stay and Play, session. If a child fails to attend within 5 days of their start date and no reason is given then the offer of a place maybe withdrawn and the place allocated to another child.
- 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
 - ❖ Child Registration form
 - ❖ Parent Contract/Hours form
 - ❖ Confirmation of funding for a 2 year old place/30 hours funding.

Settling In

The nursery 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 nursery will charge for full sessions during the settling in period as places are allocated in 15 hour blocks and the 15 hour place will be reserved for your child.

Allocated Hours and Sessions

Reckleford Nursery is open for 38 weeks of the year during term-time only.

There are morning and afternoon sessions each day. Your child will be allocated a place for either mornings or afternoons for 5 days per week (Monday to Friday) or all day.

Morning session 9.00-12.00

Afternoon session 12.00 – 3.00

Parents will be asked for their preference for session times before they start nursery. 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.
- 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 15 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 unless they are entitled to 30 hours funding.
- Your child will be allocated a place for a minimum of 15 hours per week for 38 weeks. Even if your child attends for less than 15 hours per week we will claim the full 15 hours Early Years Entitlement. This means that your child will not be able to

attend any other setting unless they are dual placed for special educational needs requirements.

30 HOURS ENTITLEMENT FOR WORKING PARENTS

Parents who earn around £120 per week (equivalent to 16 hours at minimum wage) or more, may be entitled to claim an additional 15 hours of funded child care. Reckleford Nursery will be offering a limited number of places for parents wishing to take up these additional funded hours.

In order to see whether you qualify for these additional hours visit www.go.uk/childcare-calculate or speak to Mrs. White in the school office.

If approved you will be given a 30 hours code. Please bring this to the school office along with your National Insurance number. Parents will need to complete a form of consent so that a validation check can be completed. If successful your child will be allocated a 30 hour place (provided one is available) and will be advised of the expiry date of the 30 hour funding.

It is the parent's responsibility to inform the local authority if you are no longer entitled to 30 hours (ie you stop working or reduce your hours). You will then enter a 'Grace period' by the end of which your child will no longer be able to take up more than their 15 hours 'basic entitlement' or you will be required to pay for additional hours.

Please note that it is the parent's responsibility to renew the 30 funding online before the expiry date. Once renewed you must advise the school office in order that a validation re-check may be completed before the expiry date. Failure to do so will mean your child's entitlement to a funded place is reduced to 15 hours per week.

2 Year Old Funding

- You will need to apply for 2 year funding.
- Confirmation of 2 year old funding will need to be sent to the school before a place can be allocated.
- 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.
- Your child is entitled to 15 free hours per week for 38 weeks under the 2 Year Old Funding. Once these hours have been used any additional hours will be chargeable.
- Your child will be allocated a place for a minimum of 15 hours per week for 38 weeks. Even if your child attends for less than 15 hours per week we will claim the full 15 hours 2 Year Old Funding. This means that your child will not be able to attend any other setting unless they are dual placed for special educational needs requirements.

FEE PAYING

Additional Hours, Billing and Invoicing

Additional hours can be requested. Requests for additional hours may be made by completing the session times form. Please ask a member of staff or at the school office.

The cost per hour is £4.40 for all age groups.

Invoices are sent to every parent/carer on a monthly basis in advance and must be paid by the date stated on the invoice.

- Cheques should be made payable to **Reckleford Community School**. If you are paying in cash please have the correct money as **we cannot give change**. Please pay a member of staff in the nursery in a **named envelope**. This will be recorded and a receipt issued. We cannot accept loose money. If payment is not received in an envelope then the nursery will provide one and a charge of 20p will be added to your next bill.
- 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.
- All hours other than hours your child is entitled to for free must be paid for even if your child misses nursery due to illness, a day trip holiday etc those hours must still be paid for, as the nursery is keeping his/her place open.
- In case of continuing illness, please consult the Nursery Teacher as soon as possible; who will consult Head Teacher and payment will be at their discretion

For any parents/carers failing to pay by the due date the following procedure will apply:

Late/Non Payment of Fees Procedure:

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

A late payment fee of £1.50 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 will be terminated and they will only be able to access the EYE 15 funded hours.

We may pursue the debt using Local Authority procedures.

Fees will be charged from the start date provided by the nursery.

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

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 nursery fees you pay. If you require duplicate receipts an administration fee of £15 will be charged.

Termination of the contract:

Setting

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times one months' notice in writing will be given. **If your child has been absent from the nursery for more than 4 weeks we will no longer be able to claim funding for your child's place and we will therefore terminate their place and it will be allocated to another child from the waiting list. In the event that your child has a long term illness that prevents them from attending the nursery it is essential that we are kept fully informed on a weekly basis in order to prevent their place from being terminated.**

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 at 15 hours per week.

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 required. The charge for late collection at the end of the nursery session will be £2 per quarter of an hour with a minimum charge of £4.40.

Food

Children attending the afternoon session must be provided with a packed lunch.

Bank Holidays

We will claim for bank holidays as part of the Early Years Entitlement hours.

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 claim for the EYE hours that you would normally have attended. We will also charge your normal fees that day.

Exclusion

In the event of your child being excluded we will still claim the normal 15 hours per week and fees will still be payable for the time of the exclusion as your child will be holding a place.

Prior Attendance at another setting

When completing the nursery admission form, it is essential that you advise us if your child has previously attended another nursery, playgroup or childminder. This is so that we can ensure your child does not start our setting until sufficient notice has been given to the previous provider. Failure to do so may result in you paying for your child's nursery place at a rate of £4.40 per hour until such time as the notice period for the previous provider expires and we are able to claim funding for your child.