



**Hyde Heath Pre-school**  
Have fun and learn!

Registered Charity Number 1020591  
Hyde Heath Infant School, Weedon Hill, Hyde Heath, Amersham, Bucks, HP6 5RW  
Tel: 01494 782845  
Registered Charity Number 1020591

## 09 Childcare practice procedures

### 09.1 Waiting list and admissions

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The waiting list is arranged in birth order and in addition may take into account the following:
  - the age of the child with priority being given to children eligible for the free entitlement
  - length of time on the waiting list
  - the vicinity of the home to the setting
  - siblings already attending the setting
  - the capacity of the setting to meet the individual needs of the child
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time,
- Where it is financially viable to do so, a place is kept vacant for an emergency admission.
- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome.
- The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.

- The needs and individual circumstances of children joining the setting are monitored on 09.1c Childcare registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- Section 05 Equality procedures is shared and widely promoted to all.
- Places are provided in accordance with 09.1d Childcare terms and conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.

### **Admissions**

- Once a childcare place has been offered the relevant paperwork is completed by the setting manager or deputy before the child starts and filed on the child's personal file. Forms completed include:
  - 07.1a Privacy notice - explains what personal data we collect, why we collect it, how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it.
  - 09.1d Childcare terms and conditions - govern the basis by which we provide childcare.
  - 09.1c Childcare registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

### **Children with SEND**

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at [www.gov.uk/disability-living-allowance-children/how-to-claim](http://www.gov.uk/disability-living-allowance-children/how-to-claim).
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

## Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures.

### 15 Hour Entitlement for 2-Year-old children:

Depending on a family's circumstances some children are eligible to receive 15 hours' free education from the start of the term following his or her second birthday.

In our Pre-school, we will offer the following pattern of provision for 15-hour entitlement for 2-Year-old children:

- 4 mornings a week 9am until 12pm and one afternoon 12pm until 3pm, Monday to Thursday
- 4 afternoons a week 12pm until 3pm and one morning, Monday to Thursday
- 2 full days and one half day, for example, Monday and Tuesday 9am until 3.00pm (4 sessions) and Wednesday Morning 9am until 12pm (1 session).
- A combination of morning, afternoon and full day sessions that do not exceed 15 hours of childcare from 9am until 3pm, Monday to Thursday.
- Friday sessions are only available if the Pre-School can meet the adult to child ratio and we do not exceed capacity.
- Private sessions can be allocated on top of the entitlement at £21 per session. One session is based from 9am until 12pm or 12pm until 3pm. We ask parents/carers for private session requirements one term before each term your child attends. Parents/carers are invoiced prior to each term your child attends and fees must be paid in full before the start of the invoiced term. BACS, cheque or cash is accepted. If you would like to discuss setting up a payment plan, please speak to the Pre-School administrator. Delayed payment will result in cancelation of private sessions.
- Please note, if your child turns 3 years old mid-term the lower rate will apply the term after their 3rd birthday.
- For children staying from 9am until 3pm or from 12pm until 3pm, a packed lunch will need to be provided by the parent/carer.
- Ad-Hoc (one off) sessions can be provided based on accommodation of staffing ratios and Pre-School capacity. One weeks' notice is required by the parent/carer and the chosen session charged at £21 per session. Payment for ad-hoc sessions must be paid before or on the day of your child's attendance, failure to do will result in the Manager not accepting your child for the session(s) required. **Please note-** if you are not claiming your full entitlement of government funding for your child, we are unable to offer ad-hoc sessions.
- **Please Note-** For Preschool to plan provision, parents are asked to self-declare to us. Parents/Carers must provide proof of 2-year-old funding entitlement and a copy of their child's birth

certificate before their child starts at Hyde Heath Pre-School, failure to do so will result in Hyde Heath Pre-School being unable to accept funded hours.

### **15 Hours Universal Entitlement for 3 and 4-Year-old children:**

Prior to compulsory education, every child is entitled to receive 15 hours' free education from the start of the term following his or her third birthday. Those children who are moving up to Reception following their 4<sup>th</sup> birthday do not count as part of the roll for the school and children will not be guaranteed a place in Hyde Heath Infant School. They must apply for a school place in accordance with the coordinated scheme and places are then allocated in line with the admissions rules for the school.

In our Pre-school, we will offer the following pattern of provision for 15 hours

Universal entitlement for all children:

- 5 mornings a week 9am until 12pm
- 5 afternoons a week 12pm until 3pm or
- 2 full days and one half day, for example, Monday and Tuesday 9am until 3pm (4 sessions) and Wednesday Morning 9am until 12pm (1 session).
- A combination of morning, afternoon and full day sessions that do not exceed 15 hours of childcare over the week from 9am until 3pm
- Private sessions can be allocated on top of the universal entitlement at £19 per session. One session is based from 9am until 12pm or 12pm until 3pm. We ask parents/carers for private session requirements one term before each term your child attends. Parents/carers are invoiced prior to each term your child attends and fees must be paid in full before the start of the invoiced term. BACS, cheque or cash is accepted. If you would like to discuss setting up a payment plan, please speak to the Pre-School administrator. Delayed payment will result in cancelation of private sessions.
- All universal and extended funded children will be asked to contribute to a consumable charge, currently set at 50p per hour when the child is in attendance. This is invoiced.
- For children staying from 9am until 3pm or from 12pm until 3pm, a packed lunch will need to be provided by the parent/carer.
- Ad-Hoc (one off) sessions can be provided based on accommodation of staffing ratios and capacity. One weeks' notice is required by the parent/carer and charged at £19 per session. Payment for ad-hoc sessions must be paid before or on the day of your child's attendance, failure to do will result in the Manager not accepting your child for the session(s) required. **Please note-** if you are not claiming your full entitlement of government funding for your child, we are unable to offer ad-hoc sessions.

All childcare sessions are based on capacity in the Pre-School and are subject to staff ratios. Parents/carers are asked to indicate the pattern of attendance they would prefer the term before their child starts

Pre-School. In the event of any pattern of attendance being oversubscribed, places will be allocated once a space becomes available.

### **30 Hour Entitlement for 3 and 4-Year-old children**

Some children will be eligible for an extended entitlement, which is up to 30 hours a week term-time or a total of 1140 hours taken throughout the year. However, eligibility criteria will apply.

#### **Eligibility Criteria**

- Both parents are working (or sole parent in a lone parent family) & each parent/carer earns on average:
- A weekly minimum equivalent to 16 hours at national minimum wage (for under 25 year olds) or national living wage (if over 25), and
- Earn less than £100,000 per year, or
- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity, paternity or adoption leave or statutory sick pay, or
- One parent is employed & the other parent has substantial caring responsibilities based on specific benefits received for caring, or
- One parent is employed & one parent is disabled or incapacitated based on receipt of specific benefits.

For Preschool to plan provision, parents are asked to self-declare to us, using the above eligibility criteria. However, parents must also log on to the following website: [www.gov.uk](http://www.gov.uk). The website will check parents' eligibility and provide parents with a voucher code that they must present to the Preschool Manager. Codes must be applied for before the start of each term, if you fail to present your code before the term starts, your child's place will not be accepted until the following term. Parents are also reminded to resubmit their details and gain a new code when instructed by Buckinghamshire County Council.

In our Pre-school, we will offer the following pattern of provision for 30 hours' entitlement:

- 5 mornings 9am – 12 noon, plus additional sessions of 12 noon until 3pm or 5 afternoons 12pm – 3pm, plus additional sessions of 9am – 12pm. Parents/Carers must state in their application which additional morning/afternoon sessions they will require.
- Parents/Carers may use all of their 30 hour entitlement or part of their entitlement. Parents/Carers must not expect their sessions to be flexible throughout the term due to staff ratios and capacity.
- All universal and extended funded children will be asked to contribute to a consumable charge, currently set at 50p per hour when the child is in attendance. This is invoiced.
- Parents/Carers must inform the Manager immediately if there are any changes in Parents/Carers circumstances which may affect your eligibility.
- For children staying from 9am until 3pm or 12pm until 3pm, a packed lunch will need to be provided by the parent/carer.

## **Private Sessions**

In our Pre-school, we will offer the following pattern of provision for term time only private sessions:

- Full time, Monday to Friday 9am until 3pm or a combination of hours, for example:
- 5 mornings a week 9am until 12pm
- 5 afternoons a week 12pm until 3pm or
- 2 full days and one half day, for example, Monday and Tuesday 9.00am – 3.00pm and Wednesday Morning 9am until 12pm.
- A combination of morning, afternoon and full day sessions of childcare over the week from 9am until 3pm.
- Private sessions are charged at £19 per session and provided on availability of staffing ratios and capacity. We ask parents/carers for private session requirements one term before each term your child attends. Parents/carers are invoiced prior to each term your child attends and fees must be paid in full before the start of the invoiced term. BACS, cheque or cash is accepted. If you would like to discuss setting up a payment plan, please speak to the Pre-School administrator. Delayed payment will result in cancellation of private sessions.
- For children staying from 9am until 3pm or from 12pm until 3pm, a packed lunch will need to be provided.
- Ad-Hoc (one off) sessions can be provided based on staffing ratios and capacity. One weeks' notice is required by the parent/carer and charged at £19
- per session. Payment for ad-hoc sessions must be paid before or on the day of your child's attendance, failure to do will result in the Manager not accepting your child for the session(s) required.

## **Lunch Club**

Runs from 12.00pm until 1.00pm, Monday to Friday. It will be available for children who only attend the morning session (9.00am- 12.00pm) who would like to stay for lunch. The extra hour will be at a cost of £7 per child and children are requested to bring their own lunchbox. If you would like your child to attend, please contact the Manager a week in advance of the session required. This will be subject to availability and staff ratios.

## **Soft Opening**

To reflect the opening hours of Hyde Heath Infant School, we will be operating a soft opening for those children who have siblings in the school to allow more flexibility for Parents/Carers. We will open from 8.50am for children to attend. This will be charged at £2.50 per day (10 minutes) and parents/carers must sign their child in when they arrive. Invoices will be sent at the end of each month and payment must be made by the end of the first week of the month. Children will not be able to attend following sessions until payment is made. We may also need to cancel this session at short notice if staffing does not allow or for other reasons out of our control.

**Deposits**

We ask **all** new parents and carers to pay a deposit of £25 towards securing a place for your child at our Pre-School. This deposit is refunded within 6 weeks of your child taking up a place at our Pre-School. If you decide you no longer require a place at our Pre-School, we reserve the right to keep the deposit.

**Additional Costs**

As a Charity run Pre-School, we require funds to support the smooth running of the day to day management of the Pre-School. A consumable charge of 50p per hour for those children who are funded (excluding 2-year-old funded) will be asked and invoiced termly to help pay for your child's healthy snacks and consumables. Parents who choose not to pay may like to consider providing donations in the form of resources or consumables e.g. wipes, paper etc or by donating through our justgiving page, amazon wishlist or by taking a post it note from our board.