

Hornbeams Preschool

Policies and Procedures

Hornbeams Nursery and Preschool provides a fabulous learning environment for 2-4 year olds. We are able to offer funded and non-funded sessions. The setting is open Mon to Fri from 9am – 3pm during school term time.

Admissions

Our setting has capacity for four 2-3 year olds and eight 3-4 year olds each day. Due to our small size we are only able to hold a place once offered for one school half term. If parents have enquired regarding a future place, decisions on admissions applications and the allocation of places will be made on the first day of each half term.

In the event of places being oversubscribed, places will be allocated according to the following:

- 1) A sibling already attending the EYFS or school setting.
- 2) Distance from the family residence to the setting

Children are able to attend their first settling in session once the following documentation has been received:

- Copy of birth certificate
- Data collection form
- Signed permissions form
- Signed local authority registration form

Settling in period

Children are ready for an early years setting at different ages. For children who are in the 2-3 year old cohort (nursery), there is a one month settling in period when they are limited to half day sessions before full day sessions can be considered. We reserve the right to extend the settling in period if necessary.

Children who are in the 3-4 year old cohort (pre-school) may attend full days if available.

All children are required to complete two initial 1 hour trial sessions (2:00-3:00pm) before starting in Hornbeams. These are free of charge.

Additional sessions

Additional sessions are subject to availability and staffing. Please be aware that the setting cannot guarantee additional hours beyond those agreed on enrollment. All requests for alterations to hours must be made through the school office. You will receive an email once this has been confirmed.

Fees/ Funding

15 hours Early Years funding is available to support working families with 2-year-olds and is available for all 3 and 4 year-olds. For 2-year-olds, funding is available to families that meet certain criteria, such as being in receipt of specific benefits or having a low income. For 3 and 4 year-olds, all children are eligible for 15 hours of universal funding. 30 hours funding may be available to working families who meet the necessary criteria. For more information and to apply please see:

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support>

We recommend that families apply for funding as soon as they are considering a placement.

- The current fees for additional non-funded hours are £5.80 for 2 years old and £5.50 for 3 to 4 year olds.
- One months' notice must be provided to cancel your child's place.

- Children have the option of having a hot school meal (£2.80) or alternatively they can bring their own healthy packed lunch.
- Whilst we do not currently charge for extra consumables that your child may need e.g. nappies, we reserve the right to do so.
- The school regularly reviews the additional fees payable for non-funded sessions or additional sessions and will provide at least 1 months' notice to parents and carers of any increase.
- Please note that all payments are non-refundable, and child absences and holidays taken within term-time must be paid for to ensure the sustainability and viability of our setting.

Late Payment

- If fees are not paid on the agreed day the setting will notify the parent or carer in writing to request immediate payment. If parents or carers are experiencing difficulties they are advised to speak to the school office, who will assist where possible to ease the situation and try to find a workable solution.
- If fees are paid persistently late or not paid with no explanation, the setting reserves the right to terminate the child's place with immediate effect.
- Late collection of children after the official finish time of 3.00pm will incur a fine of £5 per child per day. Persistent late collection of children may jeopardise a child's place at the setting. If additional payments are not made, or parents do not speak to the Headteacher to discuss the situation, the child's place may be terminated.
- Parents or carers must give one months' notice in writing should they wish to terminate their child's place at the setting and payment for one months' notice period must be received in full.

Communications

We use the Seesaw app to share photos and updates directly from the classroom, offering a window into each child's learning. This is a closed account. Official communications regarding important updates about school events and activities, closures etc. are sent from the school office via parent pay. This will be received as an email once you have signed up. It is imperative that all of our parents do sign up to parent pay regardless of whether any fees or payments are likely to be required.

Children may only be collected by a responsible person aged **16 or over**. Parents/carers may delegate their responsibility to another individual, provided that the school is informed in advance and the delegated person is aged 16 or above.