



PATCHWORK DAY NURSERY

Admissions and Charging Policy

Approved by The Perins MAT Trust Board February 2019

Signed Chair of Trustees

Signed Executive Headteacher

Review date:

Introduction

Patchwork aims to be accessible to children and families from all sections of the local community. It aims also to ensure that all sections of the local community have access to the facilities and services offered through open, fair and clearly communicated procedures. Regular consultation with families ensures that a broad range of family needs are accommodated.

Patchwork operates 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. Children and/or parents with disabilities are supported to take full part in all activities.

Aims of the Policy

The aims of this policy are to make clear:

- the opening hours and the session options available to families.
- the process for securing a funded place at Patchwork Day Nursery
- the fees and charges applicable

Capacity of the Facilities

Patchwork comprises two buildings, a nursery for children aged 0-3 and a pre-school for children aged 3 and 4. The Nursery at Patchwork has a capacity of 21 children and the pre-school a capacity of 24 children.

Opening Times & Sessions

Patchwork is open from 8 am to 6 pm Monday to Friday and places are available on a full-time or part-time sessional basis. It is open 51 weeks per year, closed only on Bank Holidays, for five working days over the Christmas and New Year period and for three INSET days for staff training and development.

Admissions

A waiting list is kept and is compiled on a first come first served basis and places are offered as vacancies arise.

In the Nursery all places are for 51 weeks except for children of the staff of the Perins MAT, whilst in the pre-school places can be for either 51 weeks or a 38 week term time only placement.

Children can start their education at any time during the year but must give 4 weeks' notice in writing should they wish to terminate their placement at Patchwork Day Nursery.

Parents of non-funded children are expected to pay for their child's place regardless of illness or holiday; Patchwork will claim the funding for funded children for these days. Where possible children will be offered an alternative session.

In event of an unexpected closure of Patchwork, due to circumstances outside of our control, parents will not be entitled to a refund.

Staff at the Perins MAT

Staff who are employed by the Perins MAT are entitled to a 20% discount in childcare fees, as well as the option of having a term-time only place both in the Nursery, and the Pre-school.

Fees and Charges

Standard Fees

The standard fees for sessions at Patchwork are set out below:

Table 1: Nursery Sessions and Fees

Morning session	8.00 am to 1.00 pm	£31
Afternoon session	1.00 pm to 6.00 pm	£31
Full day	8.00 am to 6.00 pm	£58
Hot Lunch	12 noon to 1.00pm	£2.80

Note: There is also a £50 non-refundable registration charge for children entering the Nursery

Table 2: Pre-school Sessions and Fees

Morning session	8.00 am to 1.00 pm	£29
Afternoon session	1.00 pm to 6.00 pm	£29
Full day	8.00 am to 6.00 pm	£56
Hot Lunch	12 noon to 1.00pm	£2.80

Patchwork issues monthly invoices in advance which must be paid within two weeks of issue.

Early Years Funding

All three year olds are entitled to fifteen hours of Early Years Education (EYE) funding per week up to 570 hours a year from the term after their third birthday, known as universal funding. These hours can be used in term time only.

Table 3. Availability of EYE funding

Your child's date of birth	Availability of EYE funding from the Government
Children born between Sept 1st -Dec 31	Funding starts the following January
Children born between Jan 1st -March 31st	Funding starts the following April
Children born between April 1st -Aug 31st	Funding starts the following September

Parents are required to complete a Parent Declaration form each funding period to agree the number of funded hours being claimed. These hours may be shared between more than one childcare provider.

Some three year olds may be entitled to thirty hours of EYE Funding during term-time if they have working parents. This is known as extended funding. Parents can see the eligibility criteria at:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Parents wishing to make use of this offer will need to provide a 30 hour eligibility code once they have registered via the HMRC website. The funding codes must be in place the term before the funding is due to commence and

be renewed before the grace period expires. Parents will also need to supply their National Insurance Numbers to enable Patchwork to access the extended funding,

Table 4. Availability of extended funding

A valid successful 30 hour application made between:	Earliest date the entitlement can be claimed:
1 January - 31 March	1 April
1 April - 31 August	1 September
1 September - 31 December	1 January

The term time dates covered by the funding comprise Hampshire County Council Council's published term dates 1st September to 31st August, see <https://www.hants.gov.uk/educationandlearning/schoolholidays>. The funding periods are as followed.

Autumn Term - the 1st September to 31st December

Spring Term - the 1st January to 31st March

Summer Term - the 1st April to 31st August

The purpose of government funding is to provide high-quality, flexible early education and childcare. The government guidelines state that funding should not be used for consumables (such as food and materials) or additional services (including enrichment opportunities) and that it is appropriate for providers to charge for these – see the DfE publication, Early Education and Childcare Statutory Guidance for Local Authorities – March 2018.

We believe that the educational opportunities offered by Patchwork are excellent and we want to be able to continue to offer these to all our children.

In order to be able to offer this wide range of extra services and enrichment opportunities we ask all parents to pay a daily charge based on the number of sessions booked. These charges cover:

- ✓ Food: Breakfast, a morning and afternoon snack, tea, drink
- ✓ Special events such as Nativity Play, Easter Egg Hunt, Sports Day, Graduation Day, Grandparents Tea Party and more.
- ✓ Enrichment activities including those through The Perins MAT, Ballet, music, cooking, Spanish, sports, Mini Movement, Science experiments, Literacy sessions, write dance and Forest School
- ✓ Trips offsite - visits to local Infant school, farm visits, visits to local community locations
- ✓ Access to Tapestry
- ✓ Termly Parents Evenings
- ✓ Fortnightly news bulletins
- ✓ Home learning activities

Table 5: Enrichment charge – Term time only

Morning session	8.00 am to 1.00 pm	Includes breakfast, morning snack,	£5.00
Afternoon session	1.00 pm to 6.00 pm	Includes tea, afternoon snack	£5.00
Full day	8.00 am to 6.00 pm	Includes breakfast, all snacks, tea	£10.00
School day	9.00am to 3.00pm	Includes morning/afternoon snacks	£6.00
Hot lunch			£2.80

Note: Children attending during the school holidays will be charged the standard fees in Tables 1 and 2 as applicable

Free places

To help ensure that the Patchwork experience is as inclusive as possible to all members of the community parents of funded children can apply for a place which is free of the enrichment charge. These places will be allocated using criteria based around the family’s financial circumstances and the additional or educational needs of the child, in line with both the criteria used to define Early Years Pupil Premium and the policies of the Perins MAT (see Perins School Charging and Remissions Policy and Sunhill Junior School Charging and Remissions Policy).

Parents should apply in writing, using the form in Appendix A and each application will be considered on a case by case basis by the Patchwork Day Nursery Manager and a member of The Perins MAT Trust Board.



PERINS MAT

Application Form for fully funded EYE place

Name

Address

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.....**Postcode**.....

Reason for Application:

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Please continue overleaf if necessary.

Signed

Print Name

Application Accepted (Y/N)

Signed

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Manager – Patchwork Day Nursery

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Trustee - Perins MAT