



Uley Pre-school Admissions Policy, Procedures and Terms & Conditions

1. GENERAL

Age of Admittance

3+ years of age

Hours of Opening

Pre-school is open Monday to Friday from 08.40am to 3:20pm, 38 weeks a year term time, excluding bank holidays and school holidays.

Families can access wraparound care, subject to space availability, from 7.45 – 8.40am and 3.20 – 6pm). This is a chargeable service.

Applying for a Place

An 'Expression of Interest' form should be completed and submitted to allow consideration of your request. Applications received will be allocated based on the date the application was received – first come first served.

If Pre-school is oversubscribed, places will be allocated using the oversubscription criteria below.

Allocation Process

Once we have received and reviewed your request for places, you will receive an email from us to confirm your requirements offering a place, stating the start date and the days that you can be accommodated (these may not always be what your requirements stated).

You MUST respond to this email in the stated timeframe to confirm you would like to take up the place and are aware that you are liable for the charges for these agreed sessions.

When we hear back from you within this timeframe the place is secured, at this point and added to our online system ParentPay. If we do not hear from you, we will attempt to contact you, however the place will be offered to the next person on the waiting list.

Oversubscription

Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order (1) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who will have siblings attending the school at the time the applicant child is admitted. (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit
3. Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the Ordnance Survey address point of the school, with those living closer to the school receiving the higher priority.

Settling In

It is our aim to allow all children time for settling in, so that the child can form relationships with their carers and become familiar within the nursery surroundings. Each child and their needs differ so the length of time for settling in varies from child to child.

Parents/Carers will be asked to bring their child for a visit to Uley Pre-school prior to the child starting, to meet staff and familiarise themselves with their new surroundings.

If required, we offer a short stay and play session during an afternoon, if we feel this is necessary. If more settling in support is required, then we will work closely with parents.

Changes

We reserve the right to make amendments to the terms and conditions of your childcare contract without notice.

Change of Details

We request that you immediately inform us of any changes to your registration details.

Court Order

You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

Nappies

We do not provide nappies or any additional nappy changing materials. We ask parents to supply these including wet wipes.

Off Premises Visits

Staff may occasionally take the children for walks or visits off premises during their sessions in accordance with statutory staffing requirements and parental consent being obtained.

Equal Opportunities

We are equal opportunities organisation, which makes decisions without regard to race, colour, sex, religion, national origin, age, disability, marital status or sex change status or any other factor protected by law.

Pre-school Closure

The Pre-school is closed on public Bank Holidays, during school holidays and non-teaching days. Term dates are available [HERE](#)

If the Pre-school has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities.

If the closure exceeds 3 days in duration (excluding any days when the Pre-school would otherwise be closed), we will credit you with an amount that represents the number of days the Pre-school is closed in excess of 3 days, unless you are in receipt of funded hours.

Complaints or Concerns

If you have a concern or complaint, please speak to the class staff in the first instance. If these concerns have not been resolved to your satisfaction, please follow our complaints procedure, available on our policies page.

2. MEDICAL

Emergency Treatment

Any child who attends Pre-school and has an accident whilst in our care will be given basic first aid treatment by staff. This will include the treatment of minor cuts, bumps or bruises.

Any emergency treatment or medical advice will be permitted unless a parent states in writing otherwise. The Pre-school does not accept any responsibility for treatment given against parent's wishes if we have not been informed otherwise.

Procedures

All parents will be informed and required to sign an accident form. In the case of a more serious accident or incident a child will be taken immediately to a doctor or the nearest hospital and parents will be informed.

Sickness

The Pre-school will notify parents should their child become ill at the setting. Please note minimum exclusion periods apply and must be adhered to. Our policy and guidelines have been written with reference to the HSA guidance on infection prevention and control in schools and childcare settings.

Contagious Disease

For the benefit of the other children in the class and school, you must not allow your child to attend Pre-school if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities of the nursery.

Antibiotics

If your child is prescribed antibiotics, please keep them at home until **48 hours dosage** has been administered in case of adverse reaction to the medication. Antibiotics and medicines will only be administered by staff after the child has been taking them for more than 48 hours at home, and only then with authorisation from their parent. All antibiotics must be prescribed by a doctor.

We are only able to administer medication prescribed by a doctor and in the original labelled packaging. A medication form must be completed before staff can administer medication.

Parents need to keep the school up to date of any medical needs. Individual care plans can be written if there is a significant medical need.

3. CHILD PROTECTION

Child Protection

Any child who attends the Pre-school, irrespective of their racial origin, gender, physical or mental impairment, class, religion or cultural background has a right to protection from neglect, physical, sexual or any other abuse and it is our priority to keep children safe from harm whilst in our care.

The Pre-school adopts the school's written policy on Child protection which is available on our policies page: [HERE](#)

Parents/Carers are asked to provide two emergency contact numbers when the child is registered. It is the Parent/Carers responsibility to ensure that they are kept up to date and current.

Collection of Children

Children will not be released into the care of anyone other than those named on the childcare registration form unless authorised by the parents personally, by telephone or in writing. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care.

In addition, a personal visit of introduction by the parents, of anyone who will be collecting the child on occasions is encouraged so we are able to confirm their identity.

You are required to inform us immediately if you are unable to collect your child from Pre-school by the official collection time. All collections must be by an adult over 18 years of age.

Social Services

It is our obligation to require or seek professional advice or actions from the local social services team if we suspect a child is suffering from harm. We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

Behaviour Management

Our Positive Behaviour Policy is available [here](#) or via our website.

4. PROPERTY AND PREMISES

Personal Property

The Pre-school does not accept responsibility for loss or damage of personal property brought on to the premises by children or parents.

Clothing

Parents are requested to send children in easily washable, clearly labelled clothing which is appropriate to the weather conditions. Please discourage your child from bringing items of value to the Pre-school. Please provide a spare set of clothing for your child in case of an accident or the need for change of clothing.

5. FOOD AND DRINK

Water

Fresh drinking water is available to all children throughout the day in a named water bottle. Please provide a water bottle.

Meals & Snacks

Please provide healthy snacks for your child for the morning and afternoon sessions.

Children staying for lunch can bring in their own packed lunch, as we promote healthy eating, we request the children's lunchboxes reflect this. School meals are available for children staying all day and can be booked in the morning. The menu and cost is available on the school website.

Nut Allergy

As the number of children with nut allergies is increasing with parental support we aim to endeavour to keep the premises NUT FREE. Parents are requested not to send food or empty food packaging materials into the Pre-School.

6. FEES, BOOKING AND PAYMENT OF FEES

Booking is available on a 38-week term time only basis

For children aged 3 years of age or over, various sessions are available and calculated as stated in the table below.

We accept a minimum booking pattern of 2 sessions per week

PAYMENT OF FEES

Payments are to be made via ParentPay and payable a month in advance by the 7th of each month.

Morning	8.40am-12.00pm	£20.00
Afternoons	12.00pm-3.20pm	£20.00
All Day	8.40am – 3.20pm	£40.00

Childcare Voucher Payments

We accept company childcare vouchers. The voucher company pays the school directly and we accept payment by most voucher companies in the UK.

Please ensure all voucher payments are made before the 7th of each month as a late voucher payment may be charged.

Free Government Childcare Hours

Funding: *Used during our core hours 8.40am – 3.20pm*

Childcare funding is available for children, starting the term after they turn 3 years old. All children can receive universal 15 hours or you may be eligible for 30 hours funding. For more information, follow the link below:

[15 and 30 hours childcare support | Childcare Choices](#)

Where a parent/carer is utilising the Government Childcare hours, you will be responsible for completing and returning the forms within the designated timeframe. Failure to complete or return these forms will result in an invoice for the hours which you are liable to pay.

Absence

Fees remain payable for periods of absence (holidays and sickness) as the child's place is kept open and staff and associated costs continue to accumulate.

Late Collection

Whilst we understand that on the odd occasion parents and carers may be late due to unforeseen circumstances (please advise us by ringing the school if this is the case) for consistent late collection the child will be placed in after school club and the cost of the session incurred. Consistent late pick-ups, may result in cancellation of any future bookings.

7. CHANGES TO YOUR BOOKING PATTERN

To increase your booking pattern, we require 24 hours' notice **subject to availability**.

The swapping of sessions is ONLY permitted on a permanent basis, or in an emergency, at the discretion of the school.

To decrease your booking pattern, you must provide us with thirty (30) days' notice in writing or by email to the school.

Should insufficient notice be given then you will be invoiced for the full childcare fees for thirty (30) days' notice from the date of any change as if the hours had not decreased.

ADDITIONAL SESSIONS

If additional days have been booked, these will be invoiced on the following months invoice. If you book and then cancel you will still be charged for the day/session booked

8. CANCELLATION

Termination of Contract

If you no longer wish to maintain your child's place at the Pre-school you will be required to give thirty (30) days' notice in writing or by email to the school. We reserve the right to cancel Pre-school places for any breach of the childcare contract including a poor record of attendance.

Non-Payment of Fees

If the payment of Pre-school fees is outstanding for more than 7 days after the 7th of the month this will result in the termination of your childcare contract and the loss of your childcare place. (Unless prior agreement has been made with the school management).

Upon termination of this contract the child shall not be permitted entry to the Pre-school. This shall be regarded as a formal demand for all outstanding monies and we will issue a

final invoice and pass this to a debt collection agency for full recovery. In addition, you will be liable for all associated debt collection fees and court costs.

This Policy will be available for Parents/Carers and has been endorsed by the Governing Body of the school, who will review it annually.