

Hind Leys Pre-School & Natural Play Centre

Admissions Policy

Eligibility

The Pre-School is provided for children who are between 6 months and 6 years of age. Applications are considered regardless of ethnicity or ability, in accordance with the Equal Opportunities Policy.

Organisation

Currently sessions are as follows, daily, term time only:

Nest (Age 0-2 years)

8.00am to 5.00pm, flexible hours available

Robins (Age 2-3yrs):

Mornings 9.00am – 12.00noon
Afternoons 12noon – 3.00pm
Full Days available 9.00am – 3.00pm

Owls (Age 3+)

Mornings 9.00am – 12.00noon
Afternoons 12 noon – 3.00pm
Full Days available 9.00am – 3.00pm

15 hours Free Early Education Entitlement (FEEE) is available automatically for 3+ years old. Additional hours are charged at an hourly rate, daily, term time. For 2+ year olds, a telephone number is available from the Pre-School office to confirm if you fit the criteria and are eligible for FEEE. For an additional charge, early start times may be available for those parents who may need them. Please speak to the Manager regarding times and costs.

We also accept children whose parents meet the criteria and have applied for 30 hours funding. It is the parents' responsibility to apply for 30 hours using the Childcare Choices website. Please refer to the fees policy for additional charges.

Fees

Pre-School has a fees structure in place until the term after your child's 3rd Birthday. These fees are set by the management committee and are explained at induction sessions. Parental fees are not refunded due to absence (absence is defined as taking holidays during term time etc.) or general illnesses. In certain circumstances a reduction in fees may be applied in cases of prolonged illness or long term holidays, by prior agreement with the Pre-School Manager.

Free Early Education Entitlement is available for all children the term after their 3rd Birthday, and in certain circumstances, after the child's 2nd birthday. We require a copy of your child's birth certificate and a completed Parental Statement of Undertaking for each academic year that your child is with us to enable us to claim for the FEEE funding. In order for us to comply with the Leicestershire County Council's FEEE monitoring guidelines parents must be aware of the following:

- When a funded place is accepted at Hind Leys Pre-School all parents must be aware of the attendance rules. Leicestershire County Council requires us, as providers, to document all absences from funded Pre-school children. This means that each time your child misses a FUNDED pre-school session we will require a reason for audit purposes. This may be in the form of a note with brief explanation or a telephone call.
- If you are taking time out in a Pre-School term for a holiday, we operate an 'Absence Log'. Parents must call Pre-School and advise of any absence.
- Parents are to be aware that if any FEEE (Free Early Education Entitlement) has to be requested back by the County Council for unauthorised absences, then Pre-School will be obliged to invoice the parents of that child, for monies lost

Publicity

The Pre-School advertises its activities as follows:

- An Open Day for fundraising
- Stalls at local Charity or fundraising events (e.g. Shepshed Show, Shepshed Market etc.)

- Posters in Health Centres, Hind Leys Community College, Glenmore Community Centre, Shepshed Library and 4+ Units attached to schools.
- Social media sites.

Admissions

The primary intake is 6 months to 6 years, provided that places are available. Parents/Carers are encouraged to discuss all aspects of admission with the Pre-School Manager or Senior. This discussion may be conducted at the pre-school or the Child's home by arrangement. Parents/Carers are encouraged to visit the Pre-School prior to attendance or registration. Parent/Carers are actively encouraged to attend no more than 2 pre-school provisions, and Pre-School does not allow children to attend Pre-School and school at the same time. It is not felt that this is in the best interests of the Child.

The Nest Children are offered more flexible hours and there are no set session times.

We offer structured sessions for the Robins and Owls with a minimum request of two sessions at Pre-School. Once funded, each child is entitled to up to 15 hours or 30 hours of sessions per week dependant on availability of places. Staff and management feel that it is progression in the number of sessions a child attends is best for the child.

Admission Documents

Documents associated with admission to Pre-School are:

- Registration forms
- Waiting list
- Telephone call/letter/email to arrange induction date.
- Parent pack (containing Parent Provider Contract along with authority forms, description of Pre-School activities, description of conditions, fees, etc)
- Policies (available for reference in Pre-School)

Procedures

- 1) The child is registered by the parent/carer. Registration forms are available from the Pre-School office or via our website. Completed forms should be returned to the office as soon as possible with a deposit paid.
- 2) The child's name is placed on the waiting list (in date of birth order).
- 3) Places are allocated according to age (i.e.: older children have priority). Exceptions may be made in accordance with the wishes of Ofsted and Social Services or in accordance with the Equal Opportunities Policy.
- 4) A letter or telephone call is made to the parent/carer offering a place and confirming an induction date to discuss details of the Pre-School fees, practices etc.
- 5) The child attends his/her first session.

Attendance

A register is kept of the attendance of each child. It is important that this register is completed as children arrive. Any difficulties experienced by the child are to be brought to the attention of the Pre-School Leader and discussed with the parent/carer at the earliest opportunity. This child's record details (especially emergency contact telephone numbers) are kept on a personal computer and are to be checked with the parent/carer at the beginning of each term.

Attendance Documents

Documents associated with attendance are:

- Attendance register
- Record of child's details (from registration documents)
- Development file

- Accident record book

Arrival and Collection

The Pre-School Manager, Seniors and Educators are to ensure that parents/carers understand the need for:

- Punctual arrival at the beginning of a Pre-School session
- Punctual collection at the end of a session
- Waiting quietly after early arrival at all times

Pre-School staff will supervise the arrival and departure of children. Parents/Carers must inform the Pre-School Leader of any changes in the collection routine after the session, and must clearly identify any other person(s) they authorise for collection of their child. A separate policy is in place to cover failure by a parent/carer to collect a child after a session. Late collections by parents are subject to an additional charge.

Hind Leys Community College parking regulations are to be observed by all Parents/Carers who travel to the pre-school by car. Parking spaces and spaces for disabled drivers are clearly marked; yellow cross-hatched areas are for emergency vehicles only and must be kept clear AT ALL TIMES.

Parent/Carer Consent

A general consent form is to be signed by each Parent/Carer on admission. A separate form is to be signed to cover any special requirements for outings.

Insurance

The Pre-School Management Committee is to provide and maintain insurance to cover:

- The Pre-School in the event of a valid claim by a child's Parent/Carer in the event of accident, injury etc.
- The Pre-School in the event of a valid claim by employees.
- Pre-School mobile, property and equipment against damage.

Complaints procedure

Any complaints against the Pre-School and/or Pre-School staff members are to be addressed in the first instance to the member of staff directly involved with the complaint or another member of staff. If action by that member of staff fails to resolve the problem then the Pre-School Leader is to be contacted. If the Pre-School Leader alone does not resolve the complaint, then the Parent/Carer is advised to inform the Chairperson of the Pre-School Management Committee by letter. The Chairperson will then discuss the complaint fully with the supervisor. If the Parent/Carer is still not satisfied with the outcome of the Complaints Procedure, he/she should contact: -

OFSTED Helpline for Parents
Tel: 0300 123 1231
Email: enquiries@ofsted.gov.uk

The above number deals with:

- Variations
- Medical issues
- Complaints
- New applications
- DBS checks
- Active applications