

Terms & Conditions Dore Pre-School

Organisation

At Dore Pre-School, our core values of resilience, creativity, resourcefulness and kindness are at the heart of our curriculum. Driven also by a forest school approach to learning, our children will become independent thinkers and curious learners who will develop the necessary skills to equip them for a positive start to school life and future learning.

Dore Pre-School is run alongside Dore Primary School and is not a separate legal entity. Dore Pre-School employs members of School staff and is run on the school premises.

Our Pre-school adopts the school values and ethos. Surplus funds generated from Pre-school will be re-invested back into Pre-School and the rest of Dore Primary School.

Our Pre-School can accommodate a maximum of 26 nursery children.

Every child is entitled to 15 hours free childcare. Some children are entitled up to 30 hours per week (depending on eligibility) Free Early Learning (FEL) in an early years setting, from the start of the term following their third birthday, for 38 weeks in a full school year.

Children starting Pre-School will be offered settling in sessions a week prior to their start date.

Please note that admission to Dore Primary Pre-School does not guarantee admission to Dore Primary School. Sheffield City Council Admissions Team manages the allocation of places at Dore Primary School.

Policies and procedures

Dore Pre-School applies the clearly defined policies and procedures of the school. All policies are available on the School website. <http://www.dore.sheffield.sch.uk/parent-information/policies>.

In particular, Pre-School requests that parents familiarise themselves with the following policies: Behaviour Policy; Adult Behaviour Policy; Administering Medicine Policy; Intimate Care Policy, Absence Policy. In addition to this we ask that you agree to the terms and conditions and sign the general consent forms.

Registration for New Pupils

A child is deemed to be of Pre-School age from the beginning of the term following their third birthday.

Parents may register their interest in a place at the Pre-School by completing an Expression of Interest form, which is on the school website. This can be done at any time during the year following their child's second birthday.

Formal Applications for Pre-school places must be made as follows:

Parents/carers should complete an Admissions form which will be sent to parents following an offer of a place. This should be returned to school within 3 weeks of the offer being given. Failure to return the Admissions form within the 3 week period will result in the child's place being withdrawn. Parents should provide evidence of their child's birth certificate on the first day of attending Pre-School. This should be taken to the main school office.

Where places are remaining, additional sessions may be offered at the start of each half term, up to the agreed admission limit.

Where there are more applications for admission to the Pre-School than the planned admission number (26) the admissions policy will apply. The admissions policy clearly states the criteria used to allocate places and how providers prioritise applications.

In the circumstance where more applications are received than places are available, and where the criteria for admissions has been applied, children who are not offered a place will be added to a reserve list in order of the admissions criteria and not by the date of the application.

If a place becomes available, the Pre-School will contact the parents of the child at the top of the list.

The reserve list is not a waiting list - if a request is made by a parent whose child has higher priority according to the admissions policy, these will move up.

Placing a child's name on the reserve list does not guarantee that a place will become available.

Pre-school Sessions and Opening Times

Pre-school will operate every day during school term time. The sessions are as follows:

- Breakfast Club 7.30am - 8.30am
- Morning Session 8.30am - 11.30am
- Lunch 11.30am - 12.15pm
- Afternoon session 12.15pm - 15.15pm
- After School 15.15pm - 17.30pm

The morning and afternoon sessions constitute our core day which equates to six hours daily between the hours 8.30am -15.15pm. The lunchtime session from 11.30am to 12.15pm is not part of the core day and is not covered by funding, therefore, there is an additional cost for lunchtime sessions. Breakfast Club and After School are also not covered by funding and have an additional cost.

Pre-School only runs during term time and will not be open during school holidays or on bank holidays and teacher training days.

Deposits

The Pre-School charges a non-refundable deposit of £100.00 to parents accessing provision.

The purpose of the deposit is to secure places for childcare and provide assurance to the Pre-School that parents will take up the place. If a parent does not take up a reserved place, deposits will not be returned.

Deposits will be returned to parents by means of a deduction from their first invoice upon taking up a reserved place.

Payment of fees and refunds

The current fee for a session can be found on the school website or via the school office. Fees are payable each term. The payment notification period will vary during the school year depending on the length of the school holiday proceeding the first school day of each term.

Please ensure that fees are paid promptly. Payments may be made in two instalments. Late payment charges of £10.00 per invoice will be applied each week a payment is late. Non-payment for more than 1 month may result in your child's place being terminated. If you are having difficulty paying fees, please speak in confidence to the head teacher who may exercise discretion based on the circumstances.

At Pre-School we accept a range of different childcare vouchers for you to pay your child's fees. If you wish to pay by childcare vouchers, please advise the school office.

Additional Costs

A cost of £5.25 is charged per day for a child staying during the lunchtime period between 11.30am - 12.15pm. There is also an optional cost of £1.75 if a parent wishes to purchase a school meal for their child.

Breakfast Club is charged at £8.40 per day and After School sessions is charged at £10.50 per day.

Parents should provide all nappies and wipes, where they are not provided parents will be charged £0.50 per nappy.

Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their contracted hours. This incurs a cost which will be passed on to the parents at £25.00 for the first 15 minutes and a further £10.00 for every additional 15 minutes.

These costs may be waived in exceptional circumstances at the discretion of the head teacher.

Eligibility for 30 hours free childcare

Dore Pre-School have a limited number of places. Parents of children aged 3 and 4 must meet the following criteria in order to be eligible for 30 hours free childcare:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months)
- The parent should be seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-European Economic Area national, the parent has recourse to public funds.

Parents should check their own eligibility for the scheme using the government's Childcare Choices website, childcare calculator or call the HMRC helpline Tel: 0300 123 4097. If parents are eligible, they will be directed to the digital childcare service to apply.

Parents can only start claiming their 30 hours free childcare from the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible.

If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's birth certificate. As the free childcare cannot be claimed until the code has been verified, parents should provide the school with this information as soon as possible in order to avoid delay.

Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare. If parents fail to be approved / reconfirm their eligibility, funding will not be available and parents will be fully liable for the cost of sessions at Pre-school.

The LA will audit the eligibility codes at six points during the year to identify any children who have fallen out of eligibility.

LA will notify the school as soon as possible where parents have fallen out of their eligibility. The school will then notify parents within five working days.

If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time.

If a parent falls into their grace period before their child has started a 30 hours place, they should not take up their 30 hours place.

The grace period will not continue once a child has reached compulsory school age.

A child who becomes ineligible during the first half of a funding block will be funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as they remain under the compulsory school age, whichever is shorter.

A child who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as they remain under the compulsory school age, whichever is shorter.

If a child becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care.

Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.

Notice Period

If you wish to remove your child from Dore Pre-School you will need to give one term notice. This should be given in writing before the end of your child's penultimate term.

Uniform

There is no uniform required for Pre-School however we ask that parents refer to our kit list to ensure children are suitably dressed for outdoor learning experiences. As much of our learning will take place outside, children are likely to leave Pre-School with muddy clothes on.

Food and Allergies

Children will be given milk and a snack each day.

Children may choose to have a school lunch or they may bring a packed lunch from home. Home packed lunches should contain healthy choices and must not contain nuts.

Parents are required to inform Pre-school if their child has any allergies. Parents will be asked to complete a Medical Diet Enquiry Form to be submitted to Taylor Shaw, catering company in order for an individual Medical Diet Plan to be devised for that child. Until a Medical Diet Plan has been issued, children with allergies are not permitted to have a school lunch.

Absence and Holidays

Please ensure you have read our Absence Policy which details what parents/carers will need to do in the event of illness and procedures around extended periods of absence. It also details our policy regarding holidays.

Funding will be paid for holidays taken during FEL funded weeks for up to 4 weeks in a funding year. However, a firm return date must be provided by the parent. If a child does not return on the agreed date then they will be treated as a leaver and the parent will need to re-apply for a place.

If a holiday is taken in term time, payment of fees will still be required for non FEL funded hours.