### **STICK FISH PRE-SCHOOL**

# **ADMISSIONS POLICY**

We are a term time only pre-school, running 38 weeks per year, for children aged between 2 ½ years and (up to) 5 years. We are closed during the school holidays set by Bristol Local Authority.

 We operate from Monday to Friday, 9.30 am until 12.30. An optional lunch session is available until 1pm.

OR from 9.30 until 2.30 (for 3 and 4 year olds only). We can accommodate some children to be taken from 9am at the managers discretion.

FROM SEPTEMBER 2024, WE WILL OPERATE FROM 9AM UNTIL 12. THE LUNCH SESSION WILL BE FROM 12 UNTIL 12.30. WE WILL CLOSE AT 3PM.

 9AM -3PM (INCLUSIVE) FOR OVER 3,S ONLY.

Parents/carers must abide by the drop off and collection times that have been agreed with the Pre-school.

It is essential that no child be left beyond their agreed collection time, 12.30, 1pm or 2.30pm.

We do not offer afternoon only sessions.

**15 FREE HOURS (UNIVERSAL) for 3 and 4 year olds**

Monday to Friday 9.30 until 12.30 or three full days (9.30 until 2.30) is government funded for all children from the term after their third birthday.

We also accept government funding for eligible 2 year olds for families receiving government support (from 2 years and 6 months). Under 3,’s are not able to access extended (afternoon) sessions.

**15 FREE HOURS (EXTENDED) – KNOWN AS “30 HOURS FREE CHILDCARE”.**

Monday to Friday 9.30 (9 a.m at the managers’ discretion) until 2.30. This is government funded for families who are eligible and whose children are three or four years of age. See the link below for details of how to apply online. There is a three month renewal cycle for the extended hours which parents must renew on their HMRC childcare account in order for their child to remain in a funded place.

If a parent loses eligibility, there is a three month “grace” period, during which time we will discuss with parents the options open to them. If, at the end of the grace period, there is no possibility of a parent regaining their eligibility, then we will need to charge our usual fees in order for their child to remain at Sticky Fish.

FROM APRIL 2024.

ALL WORKING FAMILIES OF 2 YEAR OLDS ELIGIBLE FOR 15 FUNDED HOURS( SUBJECT TO CAPACITY AT STICKY FISH)

FAMILY ELIGIBILITY DECIDED BY HMRC. PARENTS TO COMPLETE ONLINE APPLICATION TO CHECK.

CHILDREN MUST TAKE A MINIMUM OF TWO MORNINGS.

Children should, ideally, take a MINIMUM of TWO mornings before they can have access to the extended hours (afternnoons). It will be at the mangers discretion that under certain circumstances, these hours can be negotiated.

**TAX-FREE CHILDCARE**

This is a government initiative to help parents with their childcare costs. We are signed up to receive these payments if you choose to make use of this. You will need to request our code in order to have access to this. Please follow the link below for more information.

[**https://www.gov.uk/tax-free-childcare**](https://www.gov.uk/tax-free-childcare)

FOLLOW THIS LINK FOR INFORMATION ABOUT THE WAYS THAT PARENTS CAN ACCESS HELP WITH CHILDCARE COSTS:

<https://www.childcarechoices.gov.uk/>

**COST OF NON-FUNDED SESSIONS ( fee payers)**

£14 per 3 hour morning session (9.30 until 12.30) for children who have not had their third birthday, and are not eligible for the government funding for 2 year olds.

£2.50 per lunch session (12.30 until 1pm) for morning children only.

£10 for the additional extended hours for over 3’s (12.30 until 2.30 which includes the lunch session ).

An invoice (feeslip) will be sent every HALF term (approximately six weekly) to parents email address in the first week of the term. Details of when and how to pay will be explained. The balance should be paid as soon as that is received.

We do not request a deposit fee, nor do we charge for bank holidays, staff inset days, or registration fees.

FEES. SEPTEMBER 2024

£18 PER 3 HOUR MORNING SESSION (9 UNTIL 12).

£3 PER THIRTY MINUTE LUNCH SESSION (12 UNTIL 12.30)

£18 FOR THE ADDITIONAL HOURS FOR OVER 3.S (12 UNTIL 3 WHICH INCLUDES THE LUNCH SESSION).

**CONSUMABLES**

We do not charge for consumables, such as snack items. However, we welcome donations on a weekly basis of fruit and other snack foods which are shared with the children.

We request that parents provide their child’s packed lunch if that option is being taken.

We request that parents provide their child’s own nappies, wipes and other necessary items that their child will need throughout the day.

FROM SEPTEMBER 2024, A CHARGE MAY BE MADE FOR CONSUMABLES. THIS WILL BE CONFIRMED IN THE SPRING OF 2024

**ADMISSIONS PROCESS**

1. A waiting list will be kept according to the date children’s names are received.
2. Places will be allocated for the start of the Autumn term (September) in the first instance according to the child’s date of birth. A second main admission will be in the Winter term (January). Children will be admitted throughout the course of the year, subject to availability of places. Start dates throughout the year will be at the discretion of the Pre-school.
3. Priority will also be given to siblings/families already known by/involved in the Pre-school.
4. Sticky Fish is registered to take children aged between 2 ½ and 5 years. We will attempt to leave a space for children new to the area or a late application from parents of a pre-school child.
5. Sticky Fish requires a minimum of a HALF TERM’S notice of termination of a place for children who are non-funded (feepayers)
6. Sticky Fish requires a WHOLE TERM.S notice of termination of a place in accordance with funding dates.

We will abide by the General Data Protection Regulations. (See separate policy and Privacy Notice).

Date Agreed: NOV 2023 Review Date: Nov

 2024

Signed by: E.Tomlinson

Role of signatory: Pre-school manager