

STICK FISH PRE-SCHOOL ADMISSIONS POLICY

We are a term-time only pre-school, for children aged between 2 ½ and 4 years operating Monday To Friday 9.30 until 12.30. An optional lunch session is available until 1pm.

OR 9.30 until 2.30 (for 3 and 4 year olds only). We can accommodate some children to be taken From 9 a.m. This will be at the discretion of the manager.

15 FREE HOURS (UNIVERSAL)

Monday to Friday 9.30 until 12.30 is government funded for all children from the term after their third birthday.

We also accept government funding for eligible 2 year olds (from 2 years and 6 months).

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. Please see additional information about eligibility and how you can apply for this funding.

COST OF NON-FUNDED SESSIONS (fee payers)

£12 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 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).

- 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 in the first instance according to the child’s date of birth. Children may be admitted throughout the course of the year, subject to availability of places. It may be necessary to wait until the beginning of a term, depending on staff/child ratios. 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 Sticky Fish Pre-school;
- 4 Sticky Fish Pre-school is registered to take children aged between 2 ½ and 5 years and we will try to leave a space for children new to the area or a late application from parents of a pre-school aged child. Sticky Fish Pre-school retains the right to be flexible as to how many children are admitted. We will remain within local authority recommendations for staff:child ratios, aiming to have a higher staff:child ratio than is recommended.

5 Sticky Fish Pre-school requires a term's notice of termination of a place. For funded children, this means a full term (Autumn, Spring, Summer) in accordance with funding dates. For fee-paying children it is up to the discretion of the pre-school, but the period of notice will be a full half-term. In the event of unforeseen circumstances, Sticky Fish Pre-school will give no less than a full term's notice of termination of a place.

Date Agreed: March 2017 Review Date: December 2018

Signed by: E.Tomlinson Signature: E.Tomlinson

Role of signatory: Pre-school manager