



## Early Education & Childcare

### Admissions, Bookings & Free Early Education Entitlement Policy

#### Aims

- To ensure BS3 Community's Early Education & Childcare Services are accessible to the local community and that places are allocated in line with the Equal Opportunities and Inclusion Policy.
- To communicate the procedures for offering and managing places (fee paying and free entitlement), and the rationale behind these to families.
- To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy.

#### Accessibility

BS3 Community Development aims to ensure all of its services are accessible to all sections of the local community as per the 'Equal Opportunities Policy'. The organisation aims to communicate about its services across the local area and admissions are managed in line with our charitable objectives, and related statutory requirements outlined by the Early Years Foundation Stage and Bristol City Council's Free Early Education Entitlement information (as applicable).

BS3 Community exists as a charity to 'promote the benefit of inhabitants of the BS3 postcode area of Bristol'. There is a commitment to identifying the level of need for specific services in the local area and to continually investigate realistic options to adapt and evolve the existing provision. This includes consultation with parent representatives, local families, the local authority, schools and other provision.

#### Sessions & Options

BS3 Community provides early education and childcare for 1-5 year olds at both of its community centre sites.

The Southville Centre and the Chessel Centre both offer all year round nursery provision. Full and half day sessions options are available, 8am-6pm Monday to Friday, 51 weeks of the year (closed during Christmas period). We require that children do a minimum of 1 full day or 2 half day sessions (8am-1pm or 1pm-6pm). All sessions include meals prepared by 'Kate's Kitchen' at the Southville Centre café.

The Southville Centre, Leighton Room – 24 place nursery for 1-3 year olds.  
The Southville Centre, Stackpool Room – 30 place nursery for 3-5 year olds.  
The Chessel Centre, Pearl Room – 24 place nursery for 1-3 year olds.  
The Chessel Centre, Ruby Room – 30 place nursery for 3-5 year olds.

The Southville Centre also has term time only nursery provision. Please note, parents/carers must provide a packed lunch.

The Southville Centre, Raleigh Room – 30 place nursery for 3-5 year olds.

There are two attendance options for term time only provision (subject to availability):

Option 1. 8.30am – 2.45pm on Monday & Tuesday and 8.30am – 11.00am on Wednesday.  
Option 2. 12.15pm – 2.45pm on Wednesday and 8.30am – 2.45pm on Thursday & Friday

### All Year Round Fee Paying Spaces

For the period September 2018 – September 2019 the following fees apply for BS3 Community Early Education & Childcare sessions:

| Family Services Session Costs |         |         |         |                                  |
|-------------------------------|---------|---------|---------|----------------------------------|
|                               | 1-2 yrs | 2-3 yrs | 3-4 yrs | Out of School                    |
| <b>Morning</b>                | £37.30  | £35.45  | £33.60  | <i>Breakfast Club</i> £4.80      |
| <b>Afternoon</b>              | £36.25  | £34.40  | £32.55  | <i>After School</i> £10.85       |
| <b>Full Day</b>               | £65.35  | £62.00  | £59.55  | <i>Holiday Playscheme</i> £28.65 |

All session fees include snacks and meals, with the exception of holiday playscheme where children may bring a packed lunch, or meals may be purchased via the café.

Parents are required to provide nappies for their child, where these are required.

Invoices are issued on a monthly basis, and payment is required within 30 days. For fee paying sessions (and additional hours above and beyond funded entitlements) we are able to accept childcare vouchers or tax free childcare payments. Our unique reference numbers for tax free childcare are as follows:

Nursery: 50001859250

Out of School Services: 50001859587

Where other funded schemes or third party payments may apply, we may require advance written confirmation.

Bank holidays, and closure dates (Christmas week) are not charged or funded by Free Entitlement. All other sessions will be charged (or funding allocated against them) regardless of whether a child attends. Sessions, whether fee paying or funding, cannot be swapped or re-allocated.

The notice period for cancelling fee paying sessions is 30 days. Cancellation should be submitted in writing, either via letter to the relevant centre or via email to [family.services@bs3community.org.uk](mailto:family.services@bs3community.org.uk)

### Waiting List Communication

*BS3 Community*

Families who join the nursery waiting list should expect confirmation by email that their application has been received and processed. Parents/carers are always welcome to contact us to discuss the progress of their application. In most cases we aim to allocate new all year round nursery spaces approximately 2-3 months ahead, new term time only spaces one term ahead,

and new ASC spaces as they arise, although this will vary depending on the nature of new availability.

### *Parents*

In order to manage the waiting list effectively we request that parents email or call the nursery if any information relating to an application changes – including where a space is no longer required.

### **Allocation of Places**

Where services are over-subscribed for all year round spaces at the Southville Centre Nursery, or for spaces in the Southville Centre After School, Breakfast or Holiday Club the charity has agreed the following priority for admissions:

- 1 – Employees of SCDA
- 2 – Places for siblings of existing children attending the same service
- 3 – Families living within the BS3 postcode area
- 4 – Families living outside of the BS3 postcode area

Where services are over-subscribed for term time only, free entitlement funded spaces at the Southville Centre Nursery, the charity has an agreement with Bristol City Council to apply the following priority for admissions:

- 1 - Children already attending and not starting school in Sept (returners)
- 2 - Siblings of children at Ashton Gate Primary
- 3 - Families living within in the BS3 postcode area
- 4 - Families living outside of the BS3 postcode area

Within these priority groups places are offered on a first come first serve basis. Places will always be confirmed by us in writing.

### **Deposits**

In order to ensure our services are financially sustainable, for fee paying spaces, it is the policy of the charity to ask for a nursery deposit equivalent to one month's fees; this equates to 1/12<sup>th</sup> of what would be paid annually. This deposit supports the organisation in ensuring families who reserve places are committed to using them and protects against unpaid fees. We are always happy to discuss alternative arrangements with families who feel unable to pay deposits in the time frame given. Deposits will be returned to families when a child leaves the nursery, providing any outstanding fees have been paid in full. In the event of a place being cancelled prior to a child starting at the nursery, this deposit is non-refundable and will be used to cover the first month's fees for the reserved place. Deposits will not be charged for free entitlement only spaces.

On receipt the charity designates deposits to a 'retainer account' which is audited externally and funds held are covered by the Financial Services Compensation Scheme. The charity does not accrue interest on deposits.

Regardless of a family's position on the waiting list, we cannot hold spaces open where there are others actively waiting to access them. This includes where families have registered for free entitlement and spaces are available in advance of the start of term.

### **'Induction Sessions'**

*All Year Round Nursery*

Once a place has been offered each child is assigned an Early Years Practitioner to act as a key worker. This person will take responsibility for contacting families and arranging appropriate settling in sessions. The first of the settling in sessions will always require parents to stay with their child in order to allow their child an informal introduction to the nursery and for parents and key workers to have time to communicate about specific needs and personalities. During this visit a 'starting nursery' form will be completed with parents, information from this will be used to ensure children are provided with the most appropriate nursery experiences.

Subsequent settling in sessions will be organised to meet the needs of the specific child, this process usually takes approximately 2 weeks, but it is important that child, parent and nursery are happy before a child attends their full sessions. Key workers keep records of children's progress during this period.

The settling process is viewed as an essential part of ensuring children have a positive time at nursery and we will be flexible in extending this period and offering families additional support if needed. Parents are expected to respect the professional judgment of nursery staff if they feel a child needs additional settling sessions before starting their sessions.

In some situations home visits or an informal meeting within the centre may also be organised. For example this may be considered beneficial if a child has special educational needs, if there is anxiety around attachments or if a child has been struggling with the settling in process.

#### *Term Time Only Nursery*

Induction sessions for the term time only group take place for new children over the first 3-4 weeks of term. In September, when the group has the biggest intake, the class is divided into smaller groups to allow practitioners to provide more support to individual children. Parents are always invited to attend the first session with their child and are given key information about the nursery day during this session.

#### *After School Club/Holiday Playscheme*

Parents are welcome to arrange for children to come for short play sessions or visits prior to starting After School Club or Holiday Playscheme. Playworkers will ensure parents are kept fully informed of their child's progress when they first start attending and that children who need individual support receive it.

### **Free Early Education Entitlement – Universal Entitlement (15 hours)**

All children aged 3 or 4 years old at the start of the funded term (1<sup>st</sup> Sept, 1<sup>st</sup> Jan, 1<sup>st</sup> Apr) are entitled to the 'universal' 15 hours.

Subject to availability, families can access their 15 hours free entitlement in both our term time only (Southville Centre) and all year round provision (Southville Centre or Chessel Centre). Sessions must be within the options listed above under 'sessions and options'.

In the term time children entitled to the 15 universal hours can attend either option 1 or 2, these cannot be mixed and there is no option to pay for additional hours.

In the all year round provision, the universal 15 hour entitlement (570 hours per year) is 'stretched' over a 49.7 week year giving a weekly entitlement of 11.5 hours. Any combination of sessions can be requested and hours attended in addition to the 11.5 funded hours will be charged as per the fees information above.

*The cost of meals, snacks, outings and sundry items is not covered by free early education entitlement, and therefore for some items we may request a 'voluntary contribution'. In particular we request a sessional contribution for meals in the all year round nursery. This contribution is*

*not mandatory, and if you are unable or unwilling to pay this, this will not affect your access to a place at the nursery. No registration fees apply for Free Early Education Entitlement spaces.*

In order to access universal entitlement, parents are required to complete a Bristol City Council EYR1 form and to provide a passport of birth certificate to verify eligibility. Signing the EYR1 form constitutes a contract of one funded term, and there is no entitlement to reclaim or reallocate this funding in the event that the space is no longer required. However, where exceptional circumstances apply please contact us and we will be happy to discuss this with you.

### **Free Early Education Entitlement – Extended Entitlement (30 hours)**

An additional 15 hours 'extended' entitlement (making 30 hours in total) is available to parents who meet the government's eligibility criteria. If eligible, these hours effectively double the entitlements and options above. For our term time only provision, this means that families can access both option one and option two (30 hours), in our all year round provision this means families can access 23 hours free hours per week across 49.7 weeks.

Parents need to apply via HMRC for the extended 15 free hours and can check eligibility via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If eligible parents will receive an 11 digit code, which is valid for 3 months. After 3 months parents should receive a prompt from HMRC to renew this code, if the code is not reviewed it will become ineligible and a grace period will come into effect. Once this has expired, funding will cease. BS3 Community is not involved in the generation or renewal of this code, and cannot issue reminders or contact HMRC on behalf of parents. Grace periods are as follows:

| <b>Date child becomes ineligible</b>                  | <b>End of Grace Period + Funding of Extra Free Hours</b> |
|---|--|
| 1 <sup>st</sup> September to 21 <sup>st</sup> October | 31 <sup>st</sup> December                                |
| 22 <sup>nd</sup> October to 31 <sup>st</sup> December | 31 <sup>st</sup> March                                   |
| 1 <sup>st</sup> January to 10 <sup>th</sup> February  | 31 <sup>st</sup> March                                   |
| 11 <sup>th</sup> February to 31 <sup>st</sup> March   | 31 <sup>st</sup> August                                  |
| 1 <sup>st</sup> April to 26 <sup>th</sup> May         | 31 <sup>st</sup> August                                  |
| 27 <sup>th</sup> May to 31 <sup>st</sup> August       | 31 <sup>st</sup> December                                |

In the event that a child is no longer eligible for the extended entitlement, in our year provision parents have the option to either pay for these hours or reduce the amount of hours the child attends. In our term time only provision there is no option to pay for hours and therefore the attendance hours would reduce and parents would need to choose which option (1 or 2) they would like to retain.

### **Appeals**

In the event that you have a concern or complaint about any aspect of your delivery of the free hours, you may either refer to our Complaints Policy or contact Bristol City Council to discuss it further. The contact information for Bristol City Council Family Information Service is: [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) / 0845 129 7 217.

Reviewed Apr 2018

#### **Related documentation:**

- Information Pack
- [Bristol City Council FEEE Link](#)
- [HMRC Childcare Choices Link](#)
- 13. Equal Opportunities Policy
- 18. SEND Policy