[Your logo here]

**[Insert Provision Name)**

**Address:**

**Telephone Number:**

**Email Contact:**

**Website details:**

**Ofsted Number:**

**Our Service for parents;**

For two year olds, we are able to offer places both for eligible two year olds – see guidance from our office and for some paid places.

For three year olds, we offer several options of service;

**Universal Offer:**  All children are eligible for 15 funded hours from the **term after their third birthday.** This operates for 38 weeks per year to cover term time.

**30 Hours:** We also offer 16 places for parents who are eligible to the 30 hours childcare In our commitment to offering these full time places, we do not want to disadvantage children who already attend [provision name], but whose families would not be eligible for the full time places. This means that we offer a combination of full time and part time places to cater for the different families in our community.

**Blended 30 hours:** For parents wishing to take their 30 hour entitlement across more than one provider, we work with other partners to support parents with this. You can take 15 hours child care with us, and 15 hours with another provider of your choosing. Some of the child minders we work with are listed below.

[insert CM partners here]

We are committed to working in partnership with your choice of provider to share information to support your child’s development. Parents will be asked to sign to agree to information sharing about your child to facilitate this partnership.

**Admissions Information**

**Pupil Numbers**

We operate the ratio of 1:13 for all of our sessions. Over lunchtime, when the teacher is not present, this ratio increases to 1:8. This gives us the following capacity;

Session capacity 26 places for morning and afternoons =

16 x full time places (30 hours/ 30 hours+) created for eligible children based on admission priorities

10 x morning places remaining for universal 15 hours/ blended offer

10 x afternoon places remaining for universal 15 hours/ blended offer

Where full time places are not taken, further 15 hours places will be opened up

**Admission criteria**

Where applications for places exceed our admission numbers, the following criteria will be applied in order;

* Statutory eligibility
* Children with a statement of special need
* Foster children
* Current pupils eligible for the next academic term
* Sibling Link
* Actual DOB
* Distance from school

**Hours of Opening**

**Nursery \*amend as appropriate**

8.40 am– 11.40 am morning session for universal offer

11.40 am – 12.20pm lunch

12.20pm – 3.20 pm afternoon session for universal offer

8.40am – 3.20pm full day session for 30 hours + offer \*

8.40am – 2.40pm full day session for 30 hours

**30 hours + offer\***

This is to provide parents with a similar working day to the rest of school, but does equate to 33.3 hours, for which there is a charge of £10 per week.

If parents wish to have solely their 30 hour entitlement, children must be collected at 2.40pm daily.

**Charges**

**Universal Offer**

This applies to parents who are ineligible, or not wishing to take up the 30 hour entitlement. If places are available in the three year old provision, parents have the option to purchase additional hours. This cannot be less than 3 session blocks in addition to the 15 hours already funded by the DfE.

The charge for this will be;

£12 per session 8.40 – 11.40am OR 12.20pm – 3.20pm

£4 per lunch session 11.40 – 12.20pm plus £1.40 for the lunch (or children can bring a packed lunch).

£75 Full week’s cover 8.40am – 3.20pm including lunchtime

The service is non-profit making and we try to keep fees as low as possible so that childcare is affordable to our parents. Fees are set at a level to cover costs. Any surplus balances after paying staffing costs are reinvested into learning resources for the Early Years.

The Governing Board aims to increase the fees only as needed when costs rise and no more often than every six months. Revisions of fee level will be announced at least one month in advance of any such changes. Parents and carers are notified individually by letter.

In order to cancel additional hours, 4 weeks’ written notice is required. If this is not given, charges will still be applied as normal. This will be the case even if the child does not attend additional sessions.

A contract (appendix 3) of additional hours will be signed by the parent at the start of each term. This will form an agreement between school and the parent of the charges being applied and how payment will be received in advance.

**30 hours offer**

We offer 16 x full time provision places at [provision name] for parents to access their 30 hours entitlement. Parents should be aware they may choose to take these hours across different settings to complement their working day. This may mean you choose to take only your 15 hours entitlement at [provision name], and use another provider/s to stretch the day for later collection time, or stretch hours to include holiday provision.

**Childminders we work with**

We are pleased to work in partnership with a number of child minders who are able to drop off/ collect from [provision name].

Parents may wish to make contact with them to check their availability and pricing structure.

Child Minder A, name contact details, offer (ie will take other 15 hours plus wraparound care/ can drop off collect am/pm only)

Child Minder B

Child Minder C

**30 hours eligibility**

To check eligibility, parents must ensure they meet the following criteria:

* All parents living in the household work a minimum of 16 hours a week at national living wage, and earn no more than £100 000 each per year.

**Or**

* One or both parents are currently on maternity, paternity of shared parental/adoption leave
* One or both parents are currently 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 capacity to work

Parents should then access the HMRC website, Childcare Choices to generate the access code that allows us to complete your application request and parent declaration form. These can be obtained from our office. You will also have to show your child’s birth certificate/ passport. The Government state that eligibility checks must be refreshed every three months as work circumstances can fluctuate.

Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for further details on 30 hours and to register for updates.

**30 hour + charging structure**

Our session times for full time nursery pupils 30 hours of learning time with the option to top up to 30 hours+ to coincide with collection of other pupils at the school.

**Full time**

8.40am – 3.20pm; 33.3 hours each week (30hours +, incurring £10 weekly top up fee)

8.40am – 2.40pm; 30 hours, note daily late collection charge of £4 if children are not collected promptly

Lunch provision will still follow the EYFS curriculum, but will be an additional 40 minutes x 5 days, totalling 200 minutes each week above the 30 hours offer.

**School charges parents just £10 each week for this additional childcare. This then provides 33.3 hours of child care each week, with only £10 charged to parents. This pricing structure is reviewed annually to be certain we are covering costs.**

If parents chose not to pay this top up fee, there is an option to collect children at 2.40pm daily. You should speak to the office if you wish to choose this.

**Lunch Fees**

Nursery children do not fall under the governments universal free school meals for infants. Parents will have the option of sending in food from home, or purchasing school meals at £1.40 each day. Snack provision also follows the same charges as the rest of school at £1.75/week.

**Late Collection Charges**

As ratios of adults per child are calculated based on our registered children, late collection fees will be incurred if parents are late collecting their children.

This will be charged at the session rate; ie if you have paid for a morning and lunch session for your child and collect later than 12.20pm, you will be charged £12 session fee for going into the afternoon. Late collection at the end of the school day will result in a HOOSC charge being applied for out of school club session at £4. Repeated late collection could result in your child’s additional session being withdrawn.

For children taking the 30 hours option, they must be collected at 2.40pm to ensure adequate staffing levels. Late collection on any day will incur additional staff pay and parents will be charged £4.

**Payments**

Fee payment can be made by:

 Cash

 Cheque (made payable to Bolton MBC)

 Childcare Vouchers (please check to find out which are accepted)

Fees are not refundable or transferable except where at least one month notice of absence is given. It is most helpful if you inform school with as much notice as possible of any expected absences. This will help keep staffing costs down. Late payment could result in the child’s additional sessions being withdrawn and given to a child on the waiting list.

**Bookings**

In order to maintain your child’s place on initially starting at First Steps or the Nursery Class, please pay a deposit of £40.00 which will be repaid to you on the last day of your child’s attendance at First Steps, providing that all fees are paid to date. A completed contract must also be handed in to the Office to confirm your acceptance of a place.

Once your booking has been made, all absences for any reason are charged at the normal rate. Flexible and additional hours can be booked subject to availability but a booking form must be filled in accompanied with payment. For arrangements made by telephone a booking must be completed along with payment on collection of your child. It is essential that you collect your child on time as they find it upsetting if you are late. Please let us know as soon as possible if you anticipate being late. Late collection fees may apply (see above).

**Staffing**

Lower School Lead:

EYFS Lead:

Nursery

Teacher:

Teaching Assistant:

Reception

Teacher:

Teaching Assistant:

All staff are experienced in Early Years settings and [provision name] is fully committed to the continuing professional development of all members of staff to ensure our children benefit from the latest in educational practice as we move towards outstanding.

We are committed to working in partnership with other agencies to ensure the best care for your child.

**Appendices**

Appendix 1: Application form for two year old provision

Appendix 2: Application form for Nursery Class

Appendix 3: Acceptance of Place

**Appendix 2**

NURSERY APPLICATION FORM

I wish to apply for a place for my child in the **3 YEAR OLD NURSERY UNIT** at

[provision name]

**Section 1: Child’s details**

Name of Child .............................................................................................................................................……………

Date of Birth ...............................................................................................................................................……………

Is your child at present in any pre-school care (eg, playgroup, day nursery, nursery school, childminder)? YES / NO

If YES, state type .....................................................................................................................................…………

Please inform us of any medical or emotional condition that your child may have:

..................................................................................................................................................................

..................................................................................................................................................................

Please indicate which Primary School would be your first choice when your child leaves Nursery Class

..................................................................................................................................................................

**Section 2: Session Preferences Universal (if 30 hours, go to section 3)**

**Start Term Applied for**

**Must be not earlier than the term after you child’s third birthday**

Autumn🞏 Spring🞏 Summer🞏

**15 Hours Funded Provision** 1st Preference 2nd Preference

3 hours each morning 🞏 🞏

3 hours each afternoon 🞏 🞏

**15 hours funded provision working with a childminder/ other provider**

 1st Preference 2nd Preference

3 hours each morning 🞏 🞏

3 hours each afternoon 🞏 🞏

**Additional Provider details**

Name………………………………………………………………………………………………..

Telephone Number………………………………………………………………………………

Email Address…………………………………………………………………………………………..

Hours they will be caring for my child……………………………………………………………..

Password for collection………………………………………………………………………………………..

By ticking this box, I authorise staff from [provision name] Primary School to share information about my child in respect of medical needs, emotional wellbeing, relevant home events and academic progress and achievement information 🞏

**Optional Additional Hours**

I would/ would not\* be interested in purchasing additional sessions as below

3 hours each morning 🞏

3 hours each afternoon 🞏

**Section 3: Session Preferences 30 hours (if 15 hours, go to Section 4)**

**30 hours Funded provision**

**For this option, I understand I cannot be offered a place until I have provided by eligibility through HMRC’s child care choices website. I understand I have to refresh my eligibility every three months or risk charges for my additional 15 hours**

8.40am – 3.20pm daily; 33.3 hours provision 🞏 I understand there is a £10 weekly charge for this

8.40am – 2.40pm daily; 30 hours provision 🞏 I understand I will be charged for late collection

**Section 4: Parent Details**

Name of both parents .................................................................................................................................…………………………..

Name of carer or any other person with parental responsibilities …………………………………………………….

Address .....................................................................................................................................................…………

Tel No .......................................................................................................................................................………

Address of Parent 2 if different from above ........................................................................................……………………………………………………………………..

Name and contact details of Health Visitor …………………………………………………………………………………………

**Section 5: Siblings at [provision name]**

Name of sibling/s: Current Year Group/s: ..................................................................................................................................……………

..................................................................................................................................……………

**BOLTON METROPOLITAN BOROUGH**

**DEPARTMENT OF EDUCATION**

1 In signing this application for a place in the nursery class of [provision name] Primary School it should be understood that :-

 (a) a place in the nursery class does not guarantee a place in the Reception class of the same school at a later date;

 (b) acceptance of a place in a nursery class does not mean that a child must transfer to a Primary School to which the class is attached. A parent may wish the child to transfer to a different Primary School at the appropriate age.

2 If a place at Nursery is accepted it is understood your child will attend regularly. If attendance is irregular throughout a current term other than for illness, you may be asked to withdraw your child so that the place may be re-allocated.

3 Birth certificate must be provided to confirm your child is starting nursery in the term after their third birthday.

4 The charging policy adopted by the school and understand hours beyond your funded entitlement will be jeopardised in your account falls into arears, this includes payment of late fees.

5 The school may withdraw your child’s place if they do not attend sessions punctually.

6 Your entitlement to 30 hours (if applicable) may be taken across different providers if you wish to only take up 15 hours at [provision name]. This can be stretched across a 38 week or 52 weeks/ year.

7 To take the 30 hours offer, you are not obliged to take the full session of school day and can collect your child at 2.40pm.

8 Your 30 hours eligibility must be refreshed every three months via the government portal and if you fail to update this you will be charged accordingly for the child care recceived

Signature of Parent/Guardian ....................................................... Date ...............................

Signature of carer or any other person with parental responsibilities …………………………………………………

Please could you tell us where you heard about us. Eg website, magazine, word of mouth etc

...............................................................................................................................................................

**Appendix 3**

**Acceptance of Place**

**Your place at our provision is not confirmed until the school have this document returned to the Office.**

I would like to accept the offer a place at

[provision name]

For my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that their start term will be\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (refer to offer letter sent from school)

I understand that my place is conditional on my child attending the provision daily and punctually unless there is a medical reason or other circumstances that the school will be made aware of.

In accepting a First Steps place, I understand I will have to apply to a nursery place for either 15 hr or 30 hr provision.

In accepting a Nursery place, I acknowledge there is not automatic entitlement to move through into the Reception class at [provision name] Primary School, as this admission policy is regulated by Bolton Local Authority.

I agree to complete all induction paperwork needed by the school and update the school promptly if my contact details change.

I understand my responsibilities in reporting any medical information to the school.

I understand the importance of prompt collection of my child and accept that late fees must be paid if they are not collected promptly.

I understand I must provide my child’s birth certificate at registration.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Complete this section for Paid Provision Only**

I enclose my deposit of £40.00 which will be repaid to on the last day of my child’s attendance at the provision, providing that all fees are paid to date

I understand fees must be paid a minimum of a week in advance

I understand I must still pay the fees even if my child is absent from school

I acknowledge that I must give 4 weeks’ written notice to alter the number of sessions, without this written notice, I will still have to pay the session charges as agreed

I understand that late payment of fees could mean my child’s place is withdrawn to go to another child on the waiting list

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_