



Policies

ADMISSIONS – HWU5

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”

It is our aim to make our preschool genuinely accessible to all children in the local community. We are however, not part/affiliated to the local schools and therefore admission to the preschool cannot guarantee a place at local schools.

In order to help accomplish our aim:-

- We arrange our waiting list on a “first come, first served” basis for each term, although for continuity of the preschool, an even balance of age ratio must be maintained within the three school terms. The academic year is 1st September to 31 August. Children start primary school the year they turn 5. We have three intakes of children during each school year: September, January and April. The final decision will be at the discretion of the Preschool Manager. Any complaints/appeals will be reviewed individually.
- Every effort will be made to accommodate emergency admissions.
- We operate an Equal Opportunities Policy welcoming children, parents and carers from all cultural, ethnic, religious and social groups, with and without disabilities.
- We will ensure that the existence of the preschool is widely known in the local community by utilising the Community Centre to house the preschool, maintaining a close relationship with the local Health Visitors and by making contributions in the monthly Hatch Warren newsletter (The Rabbiter), which is distributed to every house on the estate.

Our Preschool provides care and opportunities to learn through play for children aged two years to five years, Monday to Friday during term-time, 8.30am – 3.00pm. Each child must attend a minimum of 5 hours per week.

Full Day Care

Full day care is available every day 8.30am-3pm for children over 2 years and 9 months. Children under the age of 2 years and 9 months will be offered the hours 8:30am to 1pm Monday to Friday. Children are eligible to attend preschool from age 2 to 5 years old. Government funding is available to all children from the term following their 3rd birthday until they begin school. Each child is funded to a maximum of 15 hours per week for 37 weeks per year. Eligible families may be funded up to 30 hours per week. 2 year old funding is also available to eligible families.

Children can exceed their government funded hours, additional hours however cannot be guaranteed and are subject to charge. We will always try to accommodate the hours required by each family.

Fees

Fees are reviewed annually by the Committee in line with the government funding – usually in April. Fees are payable at the beginning of every term. As well as being an Approved 3 and 4 Year Old Early Years Education Funded Provider we are an Approved 2 Year Old Early Years Education Funded Provider. Please do not hesitate to ask if you require confirmation of eligibility. A recommended website for more information is www.gov.uk/free-early-education.

Currently Hampshire County Council offers every three and four year old child, funding for 15 hours of early years education. Eligible families can apply for up to 30 hours of funded education. Eligible 2 year olds can receive up to 15 hours of funded education providing they meet the criteria. This can be split between two settings if required. Please speak further with us if this is required.

It is the family's responsibility to ensure funding forms are completed and submitted on time. This may be in paper form or the online application via HMRC. Failure to do this may result in families being charged for the hours taken within preschool.

A non-refundable deposit of £50 is required to secure your child's place. The deposit will be deducted from your first terms fees or returned upon completion of your early years funding.

Induction Meeting

- Autumn Term children in July
- Spring Term children in November/December
- Summer Term children in March

In July, a taster session is arranged for children starting in September. All children are welcome to come in for settling in sessions prior to starting. This provides the opportunity for carers to meet the Preschool staff. The Operational Policies of the Preschool are outlined and any initial questions answered. Every effort is made to ensure that all children and their families feel welcome and secure at this session in order to make settling in easier for all concerned.

During taster sessions and settling in sessions children are accompanied by a parent / carer. Should parents choose a phased start for their child, when the child is the responsibility of the preschool, we are happy to accommodate this. However, any invoicing after your child's start date will be based on the full hours and sessions that have requested as the preschool has kept these sessions open and available for your child.

Terms & Conditions of accepting your child's place:

Please register your child for HWU5's Preschool by either; completing a registration form available on the website www.hatchwarrenunderfives.co.uk or contacting the Preschool Manager by email preschoolmail@aol.com or telephone (01256) 322788.

Four week's notice during term time must be given if you no longer require your child's place or payment in lieu of notice.

Your child must not attend the preschool if they have been sick or had diarrhoea within the previous 48 hours. Please refer to the Sickness Policy for details.

The preschool must be kept informed of any absences, i.e. sickness – please telephone, or holiday – a separate holiday form should be completed.

This policy was adopted at a meeting of the preschool held on:

Signed on behalf of the preschool: _____