



Cheselbourne Village School
'Inspiring a Lifetime Love of Learning'



Caterpillar Pre-School – Foundation Base Nursery 1 and 2 Policy

Adopted by the Governing Body on
June 2020
(To be reviewed June 2021)

Please read in conjunction with our EYFS Policy.

Management

The Governing Body of Cheselbourne Village School is responsible for the efficient management of Caterpillar Pre-school. The day-to-day running is organised by the Pre-school Leader and the EYFS Leader overseen by the Heateacher. Caterpillar Pre-School works in complete partnership with Cheselbourne Village School, liaising to plan the curriculum and events with Reception and KS1 children and to support the transition from pre-school to school.

Admissions Policy

At Caterpillars, we care for children between the ages of 2 years and 9 months and 4 years.

We take the following matters into account when prioritising and deciding on admissions:

- *Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements.*
- *Children who have siblings who are already with us.*
- *When the application is received (extra weight is given to those who have been on the waiting list the longest).*
- *The pre-school's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.*
- *A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.*
- *Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.*

We operate an inclusion and equality policy and ensure that all children have access to Caterpillar places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending Caterpillars, parents must complete and sign a registration and permissions form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents and other emergency contact, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Fees and Funding

We are eligible to provide government funded places for early education. We follow Dorset Council's Local Provider Agreement for this:

<http://www.dorsetnexus.org.uk/Pages/Download/5745fc2d-0fa6-4bb1-8935-98d0a8f386c8>

All settings registered to accept government funding must offer funded places for those children eligible as specified by the local authority. We offer funded places at Caterpillar Pre-School.

For details about funded places and checking your eligibility for funding, please see: <https://www.dorsetcouncil.gov.uk/children-families/childcare/childcare-funding/childcare-funding-options.aspx> All funded sessions are in line with the flexible arrangement as specified by the Government.

If parents wish to book hours not covered by their eligible funded hours every hour is charged at £5 per hour. Please see below details regarding how we invoice parents.

Invoices

Booking forms are sent out with Dorset Council Funding Forms in the term before a child is due to be in pre-school. Places should be booked via the Booking Form and returned to the school office in the half term before i.e. *to book a pre-school place for the Spring Term bookings need to be made by the second half of the Autumn Term. Sessions booked cannot be changed once the term the sessions are booked has started, as staffing is organised in advance based upon bookings made on the forms. If you do need to alter your booking within a term you will need to speak to the headteacher to see if this can be accommodated. Thank you.*

Invoices for booked sessions not covered by government funding are sent to parents in the first month of the term the child is to attend and payment is expected by the end of the first half term. i.e. *Invoices for the Autumn Term will be sent to parent in September and fees will be due to be paid before the Autumn half term.*

Non-payment of fees, including any outstanding debts will result in the loss of your child's place at Pre-School. Recovery of any outstanding debt will be overseen by the Headteacher. A payment plan can be arranged to assist in the repayment of these debts. This will list payment amounts and due dates and be agreed by both parties. Failure to keep to this agreed payment plan will result in the loss of your child's place. In cases of hardship or ill health please speak to the Headteacher; this will be dealt with in the strictest confidence.

Payment for fees can be made via cash or cheque but the preferred payment method is via BACS – clearly stating your child's name as a reference for the payment.

*BACS payments to: Cheselbourne Village School / Account No: 69603634 / Sort code: 60-07-01
Please could you put your child's name as the reference for these payments. Thank you.*

Returned Cheques - if for any reason a cheque is returned by the bank as unpaid it is the responsibility of the parent to contact the pre-school immediately to re-arrange payment. Should the pre-school be notified by the bank and the parent has not been in contact they will be contacted to repay the outstanding amount immediately.

In the event of any unexpected closure we cannot refund payment for sessions not able to run as staffing arrangements are based upon the bookings received from each term. Where a family request a change to booked sessions we will try to accommodate these but it may not always be possible due to staffing arrangements and needed to adhere to correct ratios of adults to children.

Early Years Pupil Premium

Early Years Pupil Premium is additional Government funding to support your 3 & 4-year old's early education. Your child's nursery could receive up to £300 a year for your child to support their individual learning if they are eligible.

Is my Child eligible? - If you are in receipt of low income related benefits, or you care for looked-after children through foster, adoption or residency order and your 3 or 4-year-old child is receiving free early education hours at a nursery, you may apply.

If you would like more information on Early Years Pupil Premium, **please click here**.

How do I apply? - Forms and an information leaflet are available at from the school office. You will need to complete an application form and give this to the school office with proof of your eligibility.