

*ADMISSIONS POLICY AND PROCEDURE for EARLY YEARS EDUCATION FUNDING*

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**What is the Early Years Education Funding?**

- Early years education funding is learning and care funded by Hampshire County Council
- Early years education funding is paid directly to the provider for your child's place
- Available to all three- and four-year-olds (for 6 terms following the child's third Birthday) regardless of family income
- Up to 15 hours a week (maximum 10 hours per day and 15 hours over a minimum of 2 days) under the 'universal offer' (15 hours), or up to 30 hours a week for the 'extended entitlement'
- Early years education funding can be split across different providers, but not within the same day
- Available between 06.00 am. and 8.00 pm. where provided
- Up to 38 weeks a year or as a 'stretched offer' where nursery care is offered for 52 weeks/year

**What The Children's House offers:**

- 15 hours per week early years education funding (universal offer)
- Additional hours between 8.30am – 4pm.
- 35 weeks per year education and care
- Flexible take up by parents depending upon available spaces
- Flexible drop-off and pick-up times between 08.30am. and 4.00pm.
- Option of 3 drop-off times and 4 pick-up times on the condition that spaces are available
- Collaborative working with another provider where a child attends two settings, but not within the same day (and subject to Covid19 guidance)

**The Implications of early years education funding**

- The funding provided by Hampshire County Council does not cover the cost of delivery at The Children's House
- In order to remain in the scheme and for the business to remain sustainable, the school has the right to charge for additional services and consumables for the first fifteen hours.
- Additional hours will be charged at a rate that may appear to be disproportionate
- The morning sessions will be offered on a first come first served basis
- Parents will be offered the choice of morning or afternoon sessions or any combination of morning and afternoon sessions depending upon availability of spaces
- We accept children who share their care & education with another early years setting, subject to current Covid19 guidance, and understand that in some circumstances this meets the needs of the family; however, we must stress that we do not believe that shared care is always in the best interest of the child and reserve the right to discuss this on a case by case basis

**Suggested Attendance at The Children's House**

In order to deliver the curriculum of the Early Years Foundation Stage together with the Montessori Early Years Curriculum, we suggest the following attendance as a minimum.

- 2-year-olds – minimum of 2 mornings per week – rising to 3 mornings in the term the child turns 3
- 3-year-olds – minimum of 4 mornings, plus afternoon(s) per week or the equivalent (minimum 16 hours)
- 4-year-olds – minimum of 4 mornings & 2 afternoons per week or the equivalent (minimum 21 hours)

The head teacher will be happy to explain this policy in more detail if required. It is important that this policy and its implications are understood before the Parents' Agreement is signed.

Child's Name: ..... Date of Birth: .....

**Parents' Agreement:**

- I have read and understood the Admissions Policy & the Admissions Policy for the Early Years Education Funding
- I understand that for the 15 funded hours, I will pay for additional services and consumables or I have the right to withdraw my child from additional services and/or supply my own consumables
- I understand that as the Funding from Hampshire County Council does not cover the cost of delivery of the high-quality care and education at The Children's House the fees for the additional hours may appear disproportionate
- I understand that I will be required to complete an attendance table similar to the example below for every term my child is eligible to claim Early Years Education Funding (EYEF)
- I understand that Hampshire County Council has the right to check a child's attendance to ensure that the funded hours are being delivered, as agreed by the parents before the start of each term
- I understand that this Agreement must be signed and dated by both parents, and returned to Emma Wetherley before our child starts at The Children's House so that Early Years Education Funding may be claimed for our child

*Please complete the attendance table below by selecting the preferred days and hours of attendance for your child.*

*In the event that we are unable to run the after-school clubs due to Covid19 guidance, we will offer stay and play at an additional cost of £5.30 per hour.*

Attendance Table										
	Drop-off times						Pick-up times			
	08.30	09.00	12.00				12.30	14.00	15.00	<b>After-school Clubs - 16.00</b>
<b>M</b>						<b>M</b>				Yoga or stay and play
<b>T</b>						<b>T</b>				Construction/arts & crafts or stay and play
<b>W</b>						<b>W</b>				Board Games Club or stay and play
<b>Th</b>						<b>Th</b>				Mini multi-sport or stay and play
<b>F</b>						<b>F</b>				Construction/arts & crafts or stay and play

Parent signature .....

Date .....

Parent signature .....

Date .....

Head teacher signature .....

Date .....