

ADMISSIONS POLICY AND PROCEDURE for EARLY YEARS EDUCATION FUNDING

What is the Free Early Years Education Provision?

- Free early learning and care funded by Hampshire County Council
- Available to all three and four year olds (for 6 terms following the child's third Birthday)
- Up to 15 hours a week (maximum 10 hours per day and 15 hours over a minimum of 2 days) under the universal offer or up to 30 hours a week for the extended entitlement
- The free entitlement can be split across different providers, at a maximum of two 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 Education Funding (universal offer)
- Additional hours
- 34 weeks per year and additional optional 35th week during Christmas holiday period
- 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
- Hours available in continuous blocks
- Collaborative working with another provider where a child attends two settings (*subject to Covid-19 guidance*)
Healthy morning and afternoon daily snack consisting of oatcakes, cheese, fruit and vegetables & water (the school has the right to charge a fee for additional services & consumables. Where parents are unable or unwilling to pay for consumables, they have the right to supply their own. The school reserves the right to waive or reduce the fee at the sole discretion of the senior management team)
- Additional services & consumables not included in the Early Years Foundation Stage (EYFS) music & drama classes, sports teaching, yoga, outings and educational visitors, cultural celebrations, end of term parties (where parents are unable or unwilling to pay for additional services and/or consumables, they have the right to withdraw their child from additional services & consumables. The school has the right to waive or reduce fees for additional services so that all children can be included in all activities irrespective of their ability to pay)

The Implications of the Free Entitlement:

- 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
- Additional hours will be charged at the current hourly rate (see website)
- Parents will be offered the choice of morning or afternoon hours or any combination of morning and afternoon hours depending upon availability of spaces
- All hours will be offered on a first-come first-served 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 Free Entitlement
- 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 Grantham Farm Montessori School the fees for the additional services, consumables and 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 Funding (EYF)
- 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 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 Covid-19 guidance, we will offer stay and play at an additional cost of £6.00 per hour.

Attendance Table (This timetable may be subject to change)										
	Drop-off times						Pick-up times			
	08.30	09.00	12.00				12.30	14.00	15.00	After-school Clubs - 16.00
M						M				Stay and play
T						T				Construction/arts & crafts or stay and play
W						W				Board Games Club or stay and play
Th						Th				Mini multi-sport or stay and play
F						F				Construction/arts & crafts or stay and play

Parent signature Date

Parent signature Date

Head Teacher signature Date