

ADMISSIONS POLICY AND PROCEDURE for EARLY EDUCATION FUNDING

What is the Free Entitlement?

- free early learning and care funded by Hampshire County Council
- all three and four year olds (for 6 terms following the child's third Birthday)
- 15 hours a week (maximum 10 hrs per day and 15 hrs over a minimum of 2 days)
- flexible take up by parents, but no more than 10 hours a day
- between 07.00 and 19.00 hrs
- 38 weeks a year
- during the Hampshire term times only

What The Children's House offers:

- 15 hours per week Early Education Funding
- Additional hours
- 33/34 weeks per year
- Flexible drop-off and pick-up times between 08.30am. and 3.00pm. After school clubs until 4.00pm.
- flexible take up by parents depending upon available spaces
- option of 3 drop off times and 3 pick up times on condition that spaces are available

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, all additional hours will be charged at a rate to cover the shortfall of the funded hours and therefore will 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 do accept children who share their care/education with another early years setting 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
- 3 year olds - minimum of 4 mornings per week or the equivalent (minimum 16 hours)
- 4 year olds - minimum of 4 mornings per week or the equivalent (minimum 16 hours)

Emma Wetherley is 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 understand the Admissions Policy for the Early Years Free Entitlement
- I understand that for any hours above the 15 funded hours or out of the free entitlement period I will be required to pay additional fees.
- 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 that the fees for the additional hours will be 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.

This Attendance Table is an Example ONLY

Attendance Table for children eligible to claim EYF										
	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				
T						T				
W						W				
Th						Th				
F						F				

Parent signature

Date

Head teacher signature

Date