



Pre-School – Terms and Conditions

Sessions - 8.45am to 11.45am and 12.15pm to 3.15pm Monday to Friday, term time.
Children aged 2-5yrs can attend all day, mornings or afternoons, or a mix of both.

REGISTERING AN INTEREST

When parents contact us initially regarding a place for their child to attend Rainbow Pre-School & Extended Services, we record all the relevant contact details on a Registering an Interest database, in order of the date the request was received. We do not operate a waiting list system, as we are unable to save places due to being a not-for-profit organisation.

ALLOCATION OF PLACES

Before the start of the academic year, parents/carers who have registered an interest will be contacted and asked to return session request forms, to confirm they wish their child to attend. Although we do our very best to accommodate parents and carers wishes, sessions will be offered on a strictly first come first served basis to those who have returned their documentation and are ready to use our services.

Priority will be given to children who have a sibling already in attendance at our pre-school, if there are sessions available, when they are ready to attend.

The same procedure will be carried out just before the end of each half term, with priority being given to existing parents, siblings of children already in attendance, followed by families listed on our Registered an Interest Database.

We try our very best to accommodate all parents and carers wishes, but our Pre-School receives a high volume of requests, and we cannot guarantee that you will be offered all of the sessions you require.

You must choose at least two sessions per week as a minimum, this enables children to quickly build an effective relationship with their key worker and settle successfully, supporting their ongoing learning and development.

You will receive an email notification to confirm which sessions have been allocated to your child and who your child's key worker will be. Once your sessions have been confirmed, they will be your sessions for the remainder of the academic year.

INDUCTION

Once a start date has been agreed a planned induction meeting prior to attendance commencing will be arranged. Parents will meet the Pre-School Manager who will discuss the details that have been entered on the registration form and to obtain as much additional information as possible about the child, before their first day at Rainbow. At the same time your child will engage in an age-appropriate activity with their key worker, which will allow them the opportunity to start to form a close bond.

VARIATIONS AND CHANGES

Changing Sessions – We are only able to make changes to sessions at the beginning of each half term, depending on availability. Once you receive notification from us to inform you what sessions remain available, please complete the necessary documentation, to

request the changes you would like. Available places will be offered on a first come first served basis.

Terminating your child's place - If you wish to terminate your child's place at Rainbow Pre-School & Extended Services, you may do so by informing us in writing, with details about why. We are unable to accommodate this change before the end of the half term, in which we receive the notice. If you are paying for your child's sessions, these remain payable for the remaining amount of time left in the half term.

Long Term Absence - Please notify us if your child is absent for a week or more. Where children are funded, we are obliged to inform Central Bedfordshire Council, when a child has not attended for a period of 2 weeks, without a reason. The Local Authorities will then decide whether to withdraw funding. For children who are not funded, fees are still payable, your place will not be held open for you unless we know why your child is not attending and what the likely return date will be.

FUNDING

We are registered to receive DofE Nursery Education Funding (NEF). **We do not cap the number of funded children we have in attendance.**

Children who become 2 years old by the 31st of August 2024

From September 2024 eligible working parents of 2-year-olds will be able to access 15 hours per week of childcare support, by obtaining a relevant code from HMRC. For eligibility criteria please see [Childcare Choices.Gov.uk](https://www.childcarechoices.gov.uk)

Families with children who are 2 years old receiving some additional form of government support may be eligible to claim 15 hours per week of childcare support, by obtaining a code from the Local Authorities. For eligibility criteria please see [Central Bedfordshire Council.gov.uk](https://www.centralbedfordshirecouncil.gov.uk)

Eligible working parents in receipt of 15 hours of funding may be eligible to claim 30 hours in the term after their child becomes three years old. For eligibility criteria please see [Childcare Choices.Gov.uk](https://www.childcarechoices.gov.uk)

Children who are 3 and 4 years old

All parents of 3- to 4-year-olds are entitled to receive 15 hours of childcare support. Eligible working parents who are in receipt of 15 hours of funding may be able to claim 30 hours per week. For eligibility criteria please see [Childcare Choices.Gov.uk](https://www.childcarechoices.gov.uk)

You will be required to complete a funding form each term, which will be provided to you by our Administration Team. There is a very small window of time between the forms being available and the date they must be returned to Central Bedfordshire Council. Therefore, it is essential for parents and carers to return accurately completed funding forms to our Administration Team, by the deadline date communicated.

Codes received by HMRC or Central Bedfordshire Council, must be renewed each 3 months, failure to provide an accurate code or a completed funding form each term, will mean that the responsibility of the payment of fees will fall to the parent/carer

Funding periods run from 1st September until 31st December, 1st January until 31st March and 1st April until 31st August. This would mean that if a funded 2-year-old child becomes 3 yrs in November, parents and carers would not be eligible to claim for 30 hours of funding until the 1st of January, which is the term after the child becomes 3 years.

Central Bedfordshire Council provides funding for 38 weeks per year; however, the academic year is 39 weeks. Rainbow Pre-School & Extended Services does not charge for this extra week and so all families in receipt of NEF will receive a week of their child's normal sessions free of charge.

PAYMENT OF FEES

Administration Fee - We charge a small initial administration fee for all new children of £40.00. As our overall aim is to help children to leave Rainbow ready for reception, we will provide you with a Rainbow book bag and polo top, for your child to wear when they attend, this will help them get used to wearing a uniform. You can order further polo tops by contacting enquiries@rainbow-preschool.co.uk

If your child is not eligible for funding from the DofE or you wish to book extra sessions over and above their entitlement, you will be charged. *Please see price list*

Bank Holidays or Teacher Training days remain chargeable, as do periods of sickness.

Pre-school fees are payable each term **in advance** of attendance. Parents will receive invoices which will detail the fees for the coming term. Payments can be made by cheque, childcare vouchers, tax free childcare or direct into our bank account. We are unable to accept cash payments.

Where the full balance of the terms invoice has not been received by the end of the term, an additional cost of £25.00 per month will be incurred and your child will not be allowed to resume attendance until the balance of your account has been settled. After a period of 2 months, if your account remains unpaid, your child's place will no longer be reserved, and legal action will be taken to recover the outstanding debt. **If parents are facing unexpected financial difficulties, they should contact the admin team as soon as they are aware that they may not be able to settle their account by the due date.**

If a child starts mid-term, then the fees will be calculated accordingly.

SNACKS, MEALS AND CONSUMABLES

Consumables - Included in your fees are nappies and skin sensitive baby wipes. We will also provide sun cream during the summer months which will be a brand for sensitive skin, at least SPF30 and have a UVA rating of 5 stars.

Snacks

A healthy mid-morning and mid-afternoon snack is provided free of charge. Children are offered either milk or water to drink. Children that stay all day can bring a packed lunch or a hot meal can be ordered on a weekly basis, which there is a charge for. We use the same caterer's that are contracted to provide St Andrews Lower School lunches and the charge per meal is decided by them. Lunches are ordered each Friday for the following week. Once the order has been placed it is not possible to offer a refund for lunches not needed, due to absenteeism.

Rainbow Pre-school and Extended Services are committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, and members to share this commitment.

Play, learn, and grow together.