



## Pre-School – Terms and Conditions

Sessions - 9am to 12pm 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 children, 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 that sessions that 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 obtain as much additional information as possible about the child, before their first date 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 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.**

### **30 hours childcare for eligible working families**

#### **In England**

Available for children aged 9 months to 4 years

### **15 hours childcare for all families in England**

For children aged 3 to 4 years

### **For children aged 2 years receiving additional forms of support**

15 hours early learning for families in England

For eligibility criteria please see [Childcare Choices.Gov.uk](https://www.childcarechoices.gov.uk) or [Central Bedfordshire Council.gov.uk](https://www.centralbedfordshire.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 1<sup>st</sup> September until 31<sup>st</sup> December, 1<sup>st</sup> January until 31<sup>st</sup> March and 1<sup>st</sup> April until 31<sup>st</sup> 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 1<sup>st</sup> 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,

which will help them get used to wearing a uniform. You can order further polo tops by contacting [enquiries@rainbow-preschool.co.uk](mailto: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.

If your child is booked in for both morning and afternoon sessions, there is a period of 15 minutes in between the sessions, where we look after and supervise children to eat either their packed lunch that they have bought with them, or the hot lunch which is provided by our caterers. If you are already using all of the funded hours that you are eligible to claim, we charge £1.00 per day for this session. Alternatively, the 15 minutes per day can be added to the termly funding form, provided you do not exceed the total number of hours of funding that you are eligible to claim. We are unable to offer a refund as with pre-school fees, if your child is absent due to sickness or other reasons.

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 [enquiries@rainbow-preschool.co.uk](mailto:enquiries@rainbow-preschool.co.uk) 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** - We will 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. We **do not** provide nappies and baby wipes, please ensure you send in a sufficient supply daily, to cater to your child's needs.

#### **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 Primary School 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 used due to absenteeism.

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

***Play, learn, and grow together.***