**St George Preschool’s Admissions Policy**

**to offer the Free Early Education Entitlement to** **2-year-olds from working families / Eligible 2-year-olds / 3 & 4-year-olds – Universal hours 3 & 4-year-olds – Extended hours (from working families)**

Phone number: 01179554271 - Email: [stgeorgepreschoolcio@gmail.com](mailto:stgeorgepreschoolcio@gmail.com)

Website: <http://www.stgeorgepreschool.co.uk>

Thank you for choosing St George Preschool as your preferred childcare provider. Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

**All About Our Preschool**

**Days / Hours**

Monday to Friday 08:00 to 14:45

**Session Times**

Breakfast Club 08:00 to 08:45

All day session 08:45 to 14:45

**Operational Method**

We will offer free hours on the following basis:

Term Time Only (TTO) - 38 Weeks per year

**All about Free Hours**

We are registered with Bristol City Council to offer free hours to 2 year olds from working families / Eligible 2 year olds / 3 & 4 year olds – universal hours / 3 & 4 year olds – extended hours

**2-year-olds from working families**

Expanded free hours are available to children from the term after their 2nd birthday.

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| **2nd Birthday** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Eligible from… | Apr | Apr | Apr | Sep | Sep | Sep | Sep | Sep | Jan | Jan | Jan | Jan |

Parents must apply via by visiting [www.childcarechoices.gov.uk](about:blank) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…). Between Sept 2024 and August 2025, only half of the child’s expanded hours are available. We will be able to offer 15 expanded free hours per week. From Sept 2025, this will be the full 30 expanded free hours per week.

**Eligible 2-year-olds**

Universal free hours are available to some 2-year-olds whose parents are on no or low incomes. Parents must apply online for a place with Bristol City Council [www.bristol.gov.uk/freeplacefortwos](about:blank) and be checked for eligibility before a free place can be offered.

Eligible 2-year-old free hours are available to eligible children from the term after their 2nd birthday.

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| **Eligible 2 Year old 2nd Birthday** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Eligible from… | Apr | Apr | Apr | Sep | Sep | Sep | Sep | Sep | Jan | Jan | Jan | Jan |

We will be able to offer 15 universal free hours per week. Parents will **not** be able to use both Eligible 2-year-old universal hours and expanded hours at the same time.

**3 and 4-year-olds – Universal hours**

Universal free hours are available to all children who are 3 or 4 (if they are living in England). Free hours are available to all children from the term after their 3rd birthday.

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| **3rd Birthday** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Eligible from… | Apr | Apr | Apr | Sep | Sep | Sep | Sep | Sep | Jan | Jan | Jan | Jan |

We will be able to offer 15 universal free hours per week.

**3 and 4-year-olds – Extended hours (from working families)**

Extended free hours are available to children who are 3 or 4 children from the term after their 3rd birthday.

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| **3rd Birthday** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Eligible from… | Apr | Apr | Apr | Sep | Sep | Sep | Sep | Sep | Jan | Jan | Jan | Jan |

Parents must apply via by visiting [www.childcarechoices.gov.uk](about:blank) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).

We will be able to offer 15 extended free hours per week.

Parents of 3 and 4-year-olds can use both universal and extended free hours in combination (i.e. 30 free hours per week)

**Eligibility Codes** (for working families)

* Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. It is the parent/carer’s responsibility to keep their child’s eligibility code valid at all times.
* Verification checks will be made on Bristol City Council’s Provider Portal, using the following data:
  1. Your 11-digit eligibility code
  2. Your National Insurance Number(s)
  3. Your child’s date of birth
  4. Your written consent(s) from your signed EYR1 Parental Declaration Form to verify eligibility.

Once the code is verified, you will be contacted to discuss sessions.

* Grace Periods – If you do not reconfirm the eligibility code and the code becomes invalid, the ‘grace period’ starts. The grace period is a short period of time where a child can still access their extended / free hours. Once the grace period has expired:
* 2-year-olds from working families will have to pay for all childcare provision privately but may be eligible to apply for an Eligible 2-year-old place if they meet the criteria (see above for the weblink).
* 3 and 4-year-olds from working families will only be able to access their universal free hours and must pay for any additional childcare provision.

If this happens, we will discuss what to do about the sessions you have lost. Codes which are already in their grace period must be reconfirmed before claims can be made for expanded or extended free hours.

* Bank Holidays are not funded by Bristol City Council. If your free hours fall on a bank holiday, the free session will not be rescheduled.

**All about Admissions**

**Admissions Methods**

Admissions are made on the following basis:

1. First come first served basis

A waiting list is operated and priorities for places will be:

1.Children already attending the setting and requiring additional hours

2. Siblings of children already attending.

3. Children of the Management Committee/Trustees

4. Social Service referrals.

5. At the discretion of the Preschool Manager

**All about Payments**

**Tax Free Childcare** (for paid childcare and consumables)

We are registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via [www.childcarechoices.gov.uk](about:blank). Tax-Free Childcare is the system that is gradually replacing the old childcare voucher scheme - paying for childcare though the employer.

**Invoicing**

We invoice on a termly basis. You will receive your invoice via tapestry which will detail your ‘free’ and ‘charged’ (if applicable) hours / breakfast club (if applicable) / hot lunches (if applicable).

**Payment of Paid Childcare**

Our regular hourly rate is £6.50 per hour. This is for non-free hours.

**Payment for Meals**

Hot lunches are available at the cost of £2.90 a day (payable termly in advance). Alternatively, you can provide your child with a healthy packed lunch.

**Sibling Discount**

We do not offer a sibling discount.

**Late Collections**

We charge £5.00 for the first 5 minutes then £2.00 per minute for every minute thereafter that a child is collected late. This will be added to your invoice.

**Notice Periods**

Parents are asked to make a termly commitment. This means that once parents sign the EYR1 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start following term (Sept, Jan, April). The only group who can give a shorter notice period are Eligible 2-year-olds who only need to give 1 months’ notice. Please approach me directly to discuss this. For additional hours or extra charges my notice period of one term will still apply.

**All about GDPR and Appeals**

**The General Data Protection Regulation (GDPR) Policy**

As a data controller, I must comply with the Data Protection Law. Hyperlinks to Bristol City Council’s own Data Protection Policy and Privacy Notice will be shared via the EYR1 Parental Declaration form.

**Appeals Process**

If you have any complaints about any aspect of my delivery of free hours, please contact Bristol City Council to discuss your questions and concerns. Please email the Family Information Service, [askcyps@bristol.gov.uk](about:blank) or call 0117 357 4192.

Providers Signature: SLCarstairs

Date: 18/1/2024

Review Date: January 2025