



Fledglings Lodge, Ferring C of E School, Sea Lane, Ferring, West Sussex BN12 5DU
Tel: (01903) 245907 Email: officeadmin@ferringfuntime.org.uk Web: www.ferringfuntime.org.uk
Registered Charity Number 1023780

Ferring Funtime Community Pre-school

Application to Join Documents

This booklet contains;

9.1 – Waiting List and Admissions Policy

9.16 – Fees & Funding Policy

Childcare Choices Information

07.1a Privacy Notice

09 CHILDCARE PRACTICE PROCEDURES

09.1 WAITING LIST AND ADMISSIONS

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The waiting list is arranged in birth order and in addition may take into account the following:
 - the age of the child with priority being given to children eligible for the free entitlement
 - length of time on the waiting list
 - the vicinity of the home to the setting
 - siblings already attending the setting
 - the capacity of the setting to meet the individual needs of the child
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time,
- Where it is financially viable to do so, a place is kept vacant for an emergency admission.
- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome.
- The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- The needs and individual circumstances of children joining the setting are monitored on 09.1c Childcare registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- Section 05 Equality procedures is shared and widely promoted to all.
- Places are provided in accordance with 09.1d Childcare terms and conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.

Admissions

- Once a childcare place has been offered the relevant paperwork is completed by the setting manager or deputy before the child starts and filed on the child's personal file. Forms completed include:
 - 07.1a Privacy notice - explains what personal data we collect, why we collect it, how we use it, the control parent/carers have over their personal data and the procedures we have in place to protect it.
 - 09.1d Childcare terms and conditions - govern the basis by which we provide childcare.
 - 09.1c Childcare registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.

Children with SEND

- The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.
- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Parents are advised on how to access the setting's policies and procedures.

09 CHILDCARE PRACTICE POLICY

09.16 FEES & FUNDING

To ensure the smooth running of Ferring Funtime Community Pre-school, fees must be invoiced and paid promptly.

As a registered charity we believe that as many children as possible should be offered the chance to attend the pre-school. An inability to pay fees on time due to genuine financial hardship will be viewed sympathetically.

Free Entitlement

As a part of the governments Free Entitlement Scheme, WSCC provide various levels of funding as follows;

Age	Funding Type	Qualifying Hours/Weeks	Description
2 Yrs.	2-Year-Old Funding	15 hrs per week for 38 weeks of the year.	Some families are entitled to this, applications must be made to through; https://www.childcarechoices.gov.uk/
3-4 Yrs.	Free Entitlement	15 hrs per week for 38 weeks of the year.	All children of this age are entitled to this funding from the beginning of the term following their 3 rd birthday.
3-4 Yrs.	Free Entitlement - Extended Hours	Additional 15 hours per week for 38 weeks of the year.	Some working parents qualify for this funding and must apply quarterly through; https://www.childcarechoices.gov.uk/

Any sessions over and above these funded hours must be paid in full by you, in advance.

For a straightforward explanation of all government childcare support please visit; www.childcarechoices.gov.uk.

To apply for funding, you must complete a WSCC Free Entitlement Parent Declaration Form, (which we will give you at the appropriate time) and show us evidence of your child's birth date, either a birth certificate or passport. The free entitlement payments are claimed by and made directly to the pre-school. Parent declaration forms must be completed at the beginning of term. WSCC will only fund the hours stated in the claim for the current term. Any additional hours outside of the terms claim will be charged at our current hourly rate. When a new term commences, a new claim can be submitted.

DETERMINING ELIGIBILITY FOR THE FREE ENTITLEMENT	
A child born between:	Will be eligible for the Free Entitlement from:
1 st April and 31 st August	The start of the Autumn Term (1 st September) following their 3 rd birthday until statutory school age.
1 st September and 31 st December	The start of the Spring Term (1 st January) following their 3 rd birthday until statutory school age.
1 st January and 31 st March	The start of the Summer Term (1 st April) following their 3 rd birthday until statutory school age.

Registration Fee

Parents will be asked to pay a registration fee of £30.00 when they are offered a place for their child.

Snack Charges

Parents will be asked to pay 0.25p per morning and/or afternoon session for snack, this charge is voluntary and can not be claimed under Free Entitlement. If parents are unable or unwilling to pay toward the costs of providing a snack we welcome parents to discuss this prior to their child's start date and are fully entitled to supply their own healthy alternatives.

Fees

Pre-school fees are currently £5.00 per hour for 3+ year olds and £5.50 per hour for 2-year-olds.

Any reduction in the number of sessions requires six weeks' notice and the sessions will continue to be charged until the six weeks' notice expires.

Morning Session 08.50 -11.50 (3 hours)	Lunch Session 11.50 -12.50 (1 hour)	Afternoon Session 12.50 – 15.20 (2.5 hours)
---	--	--

Payments

Fees are payable **monthly in advance**, if for any reason, you are unable to pay on a monthly basis, please contact the office administrator to discuss a suitable payment plan. Please ensure that the payment plan is agreed as soon as the invoice is received. Invoices are raised two weeks prior to due date.

All sick days and absent days including holiday taken in term time must be paid for and cannot be exchanged for other days.

The pre-school is unable to waive fees for absence due to holidays and sickness. If you wish to remove your child from pre-school, we require a full half-terms notice in writing.

If parents are 15 minutes late or more without giving us prior notice in picking up their child from pre-school, a late pick up fee will be payable. You will be charged for a full hour at the current hourly rate for every 15 minutes thereafter.

You can make payments by bank transfer or vouchers. We may consider payments by cheque or cash with prior agreement.

In the event of pre-school closing due to bad weather, money and sessions will not be refunded.

Adjustments

Invoices will be issued for any increase to the number of sessions attended and are to be paid immediately. Payments should be handed to the office administrator or manager.

Fee Reminders

A reminder will be issued if payment or a query has not been received by the due date. We will issue two formal reminder letters, the second of which will incorporate a £20.00 late payment fee. A third reminder letter will be issued from our Solicitors and then the matter will be pursued through the Small Claims Court.

Please refer to our Payments Arrears policy for further details.

Please note that unless alternative arrangements have been discussed and agreed, failure to pay by the due date on the reminder, will result in the withdrawal of any extra non-funded sessions, and if necessary legal action may be taken to recover monies owed.

Schedule of Fees

Registration Fee:	£30.00
2 yrs Hourly Rate:	£5.50
3+ yrs Hourly Rate:	£5.00
Voluntary Snack Charge:	£0.25

Other Charges

Early arrival/late collection fee is the current hourly rate per every additional 15 minutes.

Late Payment fee of £20, plus daily interest of 3% above the Bank of England base rate charged on the outstanding amount.

Childcare Choices

Supporting families
with childcare costs



07.1a PRIVACY NOTICE

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for funded childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details, and family details.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours funded childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have

- to process your claim for up to 30 hours funded childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours funded childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our/or others rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Some data is stored in paper format within our setting and is locked from public access. All other data is stored electronically to our computer system which is backed up online to our password protected onedrive account.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

Please ensure you have read the contents of this booklet before completing, signing and returning your application to join.

If you have any questions, please do not hesitate to contact us on 01903 245907 or officeadmin@ferringfuntime.org.uk

