

## Early Years Entitlements (EYE) Policy 2023

### **Admission**

- Admission to the nursery is on a first come first served basis subject to availability.
- Admission to the nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.
- All children are to provide a valid proof of age – Birth Certificate **or** passport

### **Informing Parents regarding applications**

- Parents/guardians will need to accept the place in writing on the application form provided. A retainer of £20 will be charged and refunded off the first invoice. Failure to join the setting would void the refund. The booking fee will only be refunded to government funded sessions only. For any additional private sessions the booking fee is required and retained.

### **Attendance at the Nursery Class**

- Parents/guardians will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.
- Since places in the Nursery Unit are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else. If the local authority withdraw funding due to lack of attendance this will be invoiced to the main parent/carer for the child.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- The adult who accompanies the child will need to ensure that they register the child at the beginning of each session – and make their presence known to staff when they collect a child.
- Parents/guardians will be asked to provide two emergency contact numbers.
- Food is included 'consumable' charges

### **Early Years Entitlements**

Appletree Corner offer government funded childcare for 2 , 3 & 4 year olds.

By enrolling at Appletree corner I agree with the above statement and I will complete any required paperwork that is required for Lincolnshire County Council to process the application.

Appletree provide spaces for universally funded children.

- These sessions are available free of charge between 4pm-6pm Monday to Friday. They are not to be utilised with any other session and are subject to availability. Priority will be given to families who utilise additional hours and are not guaranteed for the duration of the year.

Other sessions are available where parents can also use their EYE funding for childcare. These universal and extended hours are available between 8-1pm, 1-6pm and 8-6pm. Monday-Friday. These sessions incur a consumable charge to cover the cost of the meals and additional services available during these sessions.

Breakfast club is also available from 07.30-08.00 at an additional cost

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### **EYE Hours**

**Standard** universal funding provide 15 x 38 weeks (570hrs). Extended sessions provide 30 x 38 weeks (1140hrs hours). This is a term time only offering. Appletree Corner do not offer term time only sessions.

At Appletree Corner, we deliver funding over 51 weeks. This is a **stretched offering**.

As we are open 51 weeks per year this equates to 11.2 (universal) or 22.35 (extended) hours for children joining in September.

Funding will be allocated to the first sessions of the week.

In the event of severe weather closures, hours may be used on free sessions where the setting can accommodate additional children. If the setting does not have the additional staff to support this the sessions will not be exchanged for monetary value.

### **Holidays**

Sessions cannot be swapped due to holidays or sickness for sessions. Appletree corner is closed between period of Christmas and New year and bank holidays. **No** fees will be charged for these periods.

As we are a full day care our costs are stretched based on a full booking throughout the year. If you wish to take your child out of the setting full fees will still apply.

For those children who attend on a bank holiday this may impact on the funded hours received due to Bank holiday closures. No consumables charges apply during a closure period.

### **Change of provider**

Where a child moves to another setting 1 months written notice is required. Should a child leave without the correct notice the funding will be withdrawn but the full private fees will be charged for the booking. This will be invoiced regardless of whether your child attends or not.

### **Consumable Charges**

Our consumable charges cover additional costings such as employing a full time cook, Tapestry and enhanced staffing. This is not exhaustive. Consumables fees are charged throughout the full booking. The charges are set to sustain the setting throughout the full year.

### **Consumables list of chargeable items (Not exhaustive)**

Tapestry  
Hot cooked food and snacks  
Full time cook to provide healthy meals and snacks  
Outings – local area  
Extra curricular activities – etc Ducklings, Owl visits, Life cycle kits.  
Christmas present & Santa visit  
Graduation & Graduation present  
Parties/ venue hire  
Celebration/ events craft – canvasses, pots, picture frames etc  
Special guest fees – Owl visit, Zoo lab etc

I agree to the terms of delivery at Appletree Corner.