



5. ADMISSIONS, FEES AND FUNDING POLICY

WELCOME STATEMENT

In our Pre-school we welcome and value all children and their parents, whatever their race, ethnic origin, beliefs, background, class, family status, religion or disability. Our aim is to provide a safe and happy environment where all children and adults are treated with equal respect and where cultural or religious beliefs, and home circumstances will be taken into account.

ADMISSIONS

Entry into our Pre-school (Caterpillar group) is normally in September for children who will be aged 3 between September and February, the remaining children starting around the age of 2½. Places are offered in the following order of priority, providing applications have been received by the deadline:

1. Those who have supported special or medical reasons*.
2. Children of members of Cheam Baptist Church.
3. Those who have a brother or sister at the Pre-school at the time of allocation.
4. The remaining places in age order with priority given to the older children, whilst ensuring a balance of Pre-school and Nursery children is maintained.

* parents must supply relevant written professional evidence to support their case.

NURSERY (BUTTERFLY GROUP)

The Nursery group for the following year meets in the mornings (9.00 a.m. to 12.00 noon) Monday to Friday with full day options (9.00 a.m. to 3.00 p.m.) on Mondays, Tuesdays and Wednesdays. Priority will be given to children currently on roll.

SESSION TIMES

Our sessions run in term time from 9.00 a.m. to 12 noon (Monday to Friday) and 12.30 to 3.00 p.m. (Monday to Thursday) with most of the places for the younger children being in the afternoon. 3 year olds may start afternoon sessions with a lunch club at 12.00 noon subject to availability. Whole day options (9.00 a.m. to 3.00 p.m.) are available for the older children on Mondays, Tuesdays and Wednesdays (limited spaces).

FREE ENTITLEMENT FUNDING AND FEES

We are registered with the London Borough of Sutton to provide up to 15 hours' Free Entitlement Funding for eligible 2, 3 and 4 year olds (Universal funding) over 38 weeks (see term dates). Parents must complete a Parents' Declaration Form and provide proof of their child's date of birth in order to check their eligibility. If they are not eligible, fees must be paid at the current rate. Funding may be split between 2 providers if so desired. If a holiday of more than 2 consecutive weeks is taken during term time, the London Borough of Sutton will withdraw funding, and fees must be paid for the notice period. For full terms and conditions see www.sutton.gov.uk/freechildcare.

Children eligible for 30 hours' funding (Extended hours) must provide proof of eligibility each term and agree to pay fees at the current rate should they become ineligible at any stage. The usual notice period must be given if hours are to be reduced, or payment in lieu of notice. We currently offer a maximum of 24 hours' funding taken over 38 weeks (see term dates); the remaining hours may be taken with up to 2 additional providers, but no more than 2 providers in total on any one day, in accordance with the London Borough of Sutton's funding policy. We aim to provide 6 places for children eligible for 30 hours' funding, with priority being given to children currently on roll in age order.