

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development, empowering them to reach their full potential



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09 Early years practice procedures

09.1 Waiting list and admissions

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

At Sticky Fingers Pre-School we recognise that children attending regularly, has a positive impact on their learning, progress, social skills and therefore help to give children a good foundation for the start of their learning journey. We will encourage good attendance by offering a stimulating, secure and caring environment for all children.

We aim to offer affordable childcare for children aged between two years and five years old. Sticky Fingers Pre-school is a non-profitable organisation allowing all income to be used to provide a stimulating environment that supports the development of each child through their ages and stages of development.

We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursuing non- payment of fees.

Waiting list

- We arrange our waiting list in birth order. This form is shared between our Sticky Fingers Pre-School settings to be able to offer a space as soon as possible. The information will be deleted once the child is enrolled or no longer requires a place with us.
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- In addition to this we may consider:
 - If there are any siblings already attending the setting
 - The capacity of the setting to meet the individual needs of the child.
-
- If the setting of your choice is full and we have space available at another of our sites, parents will be given the option to attend the other setting until a space becomes available and will then be transferred over.
- We keep a place vacant, if financially viable to accommodate an emergency admission.
- We offer funded places in accordance with Southampton City Council funding agreement.
- We ensure staff/child ratios are followed; For two-year-old children the ratio is 1 adult to 5 children. For three and four-year-old children the ratio is 1 adult to 8 children.
- We ensure that all parents are made aware of our **05 Promoting Inclusion, equality and valuing diversity policy booklet**.
- We do not discriminate against a child or their family, we welcome fathers, mothers, carers, others

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relations, including childminders and people from all cultural, ethnic, religious and social groups with or without disabilities.

- We do not discriminate against a child with a disability and will work with the family to try our best to accommodate the child.
- Where possible we will make suitable arrangements to support a child's parent/carer who may have a disability, so they are able to participate in our family events.
- We develop an action plan to ensure that people with disabilities can participate successfully in the services offered by the setting and in the curriculum offered.
- We take action against any discriminatory behaviour by staff, committee, visitors or parents. The displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.
- We will advise a parent/carer if their child is not coping with a full session and we may suggest a shorter session time. This does not affect any additional sessions you may require for your child if required at a later date.

Admissions

Once a childcare and early education place has been offered the relevant paperwork is completed with the parents/carers by the child's key person, if possible, before the child starts and filed on the child's personal file. Forms completed include:

- Pupil registration form - contains personal information about the child and family that must be completed in full prior to the child commencing.
- Home school agreement - explains what we will provide as a setting for the child and their family and what we expect from the family and child.
- Fee's agreement, where necessary
- Privacy notice - A hand out is given which explains what personal data we collect, why we collect it, how we use it, the control parents/carers have over their personal data and the procedures we have in place to protect it.
- A hand out regarding the EYFS and tapestry explain what each are about
- A hand out for the website and a Pre-school calendar with dates for the forwarding year

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

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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. Therefore we limit spaces for children with more complex needs to 2 children per session.

- At the time of registration, the lead practitioner must check to see if a child's family is in receipt of Disability Living Allowance, if so, the lead practitioner 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's lead practitioner or SENDCO will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.

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.

Fees and Funding

Sticky Fingers are registered to receive DfES Nursery Education Grant funding for 2, 3 and 4 year olds. We are a non-profitable organisation allowing all income to be used to provide a stimulating environment that supports the development of each child through their ages and stages of development. We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursuing non-payment of fees.

Government funded places

From 1 January, 1 April or 1 September following your child's 2nd/3rd birthday.

For eligible working families in England Currently available for children aged 2 / 3-4 years

- Up to 15 hours of early education over 38 weeks of the year for 2 year olds.
- Up to 30 hours of early education over 38 weeks of the year for 3-4 year olds.
- Can be used flexibly with one or more childcare providers.
- Some providers will allow you to 'stretch' the hours over 52 weeks, using fewer hours per week

For ALL families in England Children aged 3-4 years

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- 15 hours of childcare or early education for 38 weeks (up to 570 hours per year), that you can use flexibly with one or more providers.
- Some providers will allow you to 'stretch' the hours over 52 weeks, using fewer hours per week

For families in England, receiving some additional forms of government support Children aged 2 years

- 15 hours of childcare or early education for 38 weeks (up to 570 hours per year), that you can use flexibly with one or more providers.
- Some providers will allow you to 'stretch' the hours over 52 weeks, using fewer hours per week

Tax free childcare

- For working families, including the self-employed, in the UK
- Earning under £100k and an average of £167 per week (equal to 16 hours at the National Minimum or Living Wage) each over three months
- Who aren't receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)
- For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year

Tax credits for childcare

- For working families, in the UK
- With children under 16 (or under 17 if disabled)
- 70% of childcare costs, up to a cap
- If you cannot make a new claim for Tax Credits, you may be able to apply for Universal Credit instead.

Universal credit for childcare

- For working families claiming Universal Credit, in England, Scotland, Northern Ireland and Wales
- With children under 17*
- Up to 85% of eligible childcare costs
- Who aren't receiving Tax-Free Childcare

Support while you study

- Weekly payments from Care to Learn if you're at school or sixth-form college
- Help through your college if you're in further education
- A weekly grant if you're in full-time higher education

For more information on all funding criterias, please visit the Childcare choices website:
<https://www.childcarechoices.gov.uk/>

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There will be times when due to the number of children we already have on our books that we may be able to take your child for some but not all their 15 hours.

When your child becomes eligible for funding, you are required to complete a funding form to enable the setting to be able to claim this. This form will contain all the required information about yourselves and your child to apply for the right funding. This form is stored securely and shared with Southampton City Council's Funding team and destroyed after 6 years with the finance information. Funding forms will need to be signed each term to confirm the information held is correct.

Eligible working families

- If your child is entitled, you will receive a code which needs to be given to the pre-school and added to your child's funding declaration. You can apply for the code from <https://www.gov.uk/apply-free-childcare-if-youre-working>.
- This code will need to be shared with pre-school and added to your child's funding form.
- All codes must be shared before the end of the term to get the funding the following term. Failure to provide a code on time will result in parents being charged for their child's sessions.
- Each individual child is given a different eligibility code.
- Parents are required to re-validate their entitlement every three months through the required HMRC website. Failure to re-validate will mean a loss in the entitlement of 15/30 hours.
- Parents may use multiple providers throughout the year with their entitled hours however they may only use two different providers in one day.
- For parents wishing to claim stretch hours in an additional setting, you may be required to pay for additional hours which may not be covered by your funded hours.

It is the parents responsibility to claim and ensure re-confirmation of their eligibility every 3 months. The pre-school is unable to do this for you. If this is not claimed before the cut off point as stated above and/or you do not re-confirm prior to the end date, you may be required to pay for sessions that are not covered by eligible funding.

Fees

- Children over the age of 2 who are not yet government funded or paying for additional hours will be charged at the settings hourly rate. **All children attending over the lunch period are required to bring a packed lunch** for the child.
- Fees can be paid in advance via cash, cheque, made payable to 'Sticky Fingers Pre-School' or via BACS into our account. Where BACS payments are made, we ask parents to provide us with evidence of this to enable us to update our records in between the receipt of bank statements.
- Payment plans can be set up to suit individual needs.
- If payments fall behind by 2 weeks then the Pre-school may stop all paid for sessions

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immediately.

- If a cheque is returned to the setting the charge will be passed onto that parent/carer and the setting will no longer accept cheques from this parent/carer.
- All money transactions must take place with a manager in the pre-school office and receive a receipt.
- The Pre-school should be informed as soon as possible if your child is unable to attend following the **09.02 Absence policy**, however you will still be charged for this session as we still have to keep the space available for your child.
- Each half term the setting will print off statements for families to know their fees, payments made and payments due. These can be requested at any time.
- There will be an additional fee added onto your account for persistent lateness to collect your child.
- Fees will be reviewed at the Committee's discretion annually.
- All fee-paying families are required to complete a fees agreement form which will state sessions to be paid for and how often payments will be made. This will be updated as sessions are added or decreased or the fees increase.

Non-Payment of Fees

If a family has used the services provided by the pre-school without payment or their payment is dishonoured the pre-school will follow the following staged procedure:

- Issue an 'Overdue Account' letter asking for payment in full within seven days. If payment is received within seven days no further action will be taken.
- If payment is not received a 'Second Warning' letter will be issued asking for immediate payment, in full in seven days. If payment is received within seven days no further action will be taken.
- If after seven days full payment or a payment plan, agreed by the pre-school's management, has not been received a 'Final Warning' letter will be issued. At this stage your child(ren) or future children will have sessions cut or will be unable to attend the setting until full payment has been received. If payment is received within seven days no further action will be taken.
- If payment is not received within seven days the pre-school will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the pre-school is required to attend at County Court, costs will be applied at a rate of £20 per hour.

Early Years Pupil Premium (EYPP)

The purpose of EYPP funding is to ensure those children who are inexperienced make

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accelerated progress to close the gap between their progress and that of their less disadvantaged peers.

Early Years Pupil Premium is available to specific children within some set criteria who are already in receipt of the three and four-year-old funding entitlement. It is an additional supplement and is used to enhance the opportunities and experiences for the individual child.

How we will use the EYPP funding

In line with the intended use of the EYPP, Sticky Fingers Pre-School will use the amount to enhance practice and provision through a variety of channels. Spending may include:

- Arrangements to invest in CPD for staff who work directly with the children who have been approved funding in areas that will support the development and learning.
- In house training to enhance quality staff interactions with children.
- Educational resources
- Enhanced provision in an identified area (based on the child) – ie The quality of provision for early language and literacy
- Help towards the allocated child's payments of fees.
- Our setting will ensure that the EYPP reaches the groups of children for whom it is intended and that it makes a significant impact on their developmental outcomes.
- We strive to offer the best possible outcomes for every child and the additional funding will facilitate this. We aim to address any underlying inequalities between the children who are eligible for EYPP and the rest of the children in the setting.

Monitoring Outcomes

- Monitoring the impact of the EYPP is especially important to ensure that it is being used to enhance provision and improve outcomes for children.
- We record each child and their allowance, how the money has or is going to be spent and what we expect the outcomes to be from this.
- We review our list and expectations alongside observations of the children to see if we have been able to support them.

Legal References

Special Educational Needs and Disability Act 2001

Special Educational Needs and Disability Code of Practice (DfE and DHSC 2014)

Equality Act 2010

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Childcare Act 2006

Further guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf