



# Lockington CE VC Primary School

Headteacher: Mrs Julie Cattle

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## LITTLE LIGHTS NURSERY POLICY

All children are entitled to 15 hours free early years provision from the term after their third birthday until they are eligible to start school, which is the school year that they turn 5. Children who meet the criteria may be entitled to 30 hour funding. We will have termly intakes, September, January and April.

The admission limit for Lockington Little Lights is 6 children in morning and 6 children in afternoon sessions.

Nursery session times are:

Morning session:	9.00 am – 12.00 pm
Lunchtime:	12.00 pm – 12.30 pm
Afternoon session:	12.30 pm – 3.30 pm

Both morning and afternoon sessions are 3 hours. There will be an additional charge for school lunchtime cover, which will be £2.00 per day, which will be reviewed on an annual basis. Children can stay for a hot school meal at lunchtime for £2.60 (current price).

Our aim is to offer you as much choice as possible to support the needs of your family but with some obvious constraints of the time of day and spaces available. It is necessary to consult with you carefully to ensure that we are offering the highest standard of nursery education at all times. Please note that whilst every effort is made to accommodate each parents' preferences for sessions, we may have to contact you to discuss other options if you are not offered the sessions you would prefer.

It is a legal requirement that we see your child's birth certificate before they start Lockington Little Lights. You will be asked to produce this document at the office, if we have not already seen it at the open day event.

You will be required to sign a Contract for our nursery showing the hours your child will be attending. The contract also asks you to indicate any sessions that your child may be having at another nursery setting. We do require 4 weeks' notice if you wish to make any changes to the contract.

An invoice will be issued each month for any extra paid for sessions that your child has taken. This requires immediate payment via our 'School Money' system. The Governing Body of Lockington CE VC Primary School states that if payments become more than one month overdue, we reserve the right to cancel your child's lunch cover/or any extra paid for sessions in the Nursery. We would always advise you to come and speak to Mrs Cattle or Mrs Reid should you have any difficulty meeting payment dates. Any outstanding debts will be passed on to East Riding of Yorkshire Council for collection if necessary.

If you do not use your full 15 hours at the Nursery you may of course use the remainder of your entitlement at an alternative provider. However, please bear in mind that if you do not sign up for the full 15 hours then these extra hours may be offered to somebody else and you may not be able to access them at a later date. You must complete and sign a Parental Agreement and Declaration form to indicate which of your child's hours are 'Universal' (15 funded hours), and which hours are 'extended' (any further hours up to 30) at Lockington CE VC Primary School. You will also have to declare all other hours taken with a different provider on the declaration form.

If your child is absent from Lockington Little Lights due to illness or any other circumstances, we ask that you please ring the office to inform us of their absence and the reason. If your child is going to be absent due to a family holiday, you will need to obtain an 'Absence Due to Exceptional Circumstances Form' from the office. Once completed, please return this as soon as possible for our office records.

Please ensure that you provide adequate changes of clothing and any necessary waterproofs, wellies, sandshoes etc (information will be given by the class teacher). May we ask that clothing is easy for your child to undo when using the toilet and that as much clothing as possible has your child's name sewn/written in. It is recommended that you do not send your child in new clothes/footwear as paints, crayons, mud, chalk and water feature greatly in the Early Years learning and, as a result of this, clothes and shoes can become messy and or wet on a daily basis. We cannot be responsible for any damage to clothing or footwear.

If your child is to be collected by someone other than parents/carers who are known to nursery staff, please let the school know in advance. If you are unable to do this for any reason, you must call the school office and they will make nursery staff aware. The person collecting your child will be asked to give an agreed password when they arrive. Please ensure that anyone collecting your child from the nursery is over the age of 16 as we cannot release a child to a minor.

Nursery places are offered in the following priority:

- a) Looked after children in the care of the local authority or with identified special educational needs.
- b) Children resident in the catchment area (date of birth order)
- c) Siblings already attending the school
- d) Children not resident in the catchment area (date of birth order)

If the nursery is full, a waiting list will be created where necessary and if/when places become available, children will be allocated from this list in the above priority order. New applications are added to the waiting list according to their date of birth.

As soon as the preferred nursery sessions are allocated, we will then be able to offer additional sessions at a charge of £17.50 per 3-hour session.

#### Lunchtime

We will offer you the option of paying for your child to stay at nursery over the lunchtime session and ask that you provide a packed lunch. The charge will be £2.00, which is to cover the cost of extra staff to provide supervision for these sessions. If your child would like to have a school lunch then these can be provided for £2.60 per meal (payable online via School Money)

Please note that if your child is absent from the nursery due to illness or holiday, the invoice still requires full payment. This secures your child's paid nursery/lunchtime sessions.

We are unfortunately unable to refund any missed sessions or lunchtimes unless the school is closed due to unforeseen circumstances. However, please do not hesitate to contact Mrs Cattle or Mrs Reid should you encounter any difficulties, or have any further questions regarding the nursery.