



Lockington CE VC Primary School

Headteacher: Mrs Julie Cattle

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LITTLE LIGHTS NURSERY POLICY

All children are entitled to fifteen 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 five years old. Children who meet the criteria may be entitled to thirty hours funding. We will have termly intakes, September, January and April.

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

Nursery session times are:

Morning session:	9.00 am – 12.00 pm
Lunchtime session:	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. You can use thirty minutes of your funding per day to cover this if you wish to. Children can stay for a hot school meal at lunchtime for £2.65 (current price).

Our aim is to offer you as much choice as possible to support the needs of your family but with some 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.

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 four weeks' notice if you wish to make any changes to the contract and these changes can only be implemented for funded hours for the following full term and not during the current term.

Payments can be made immediately via our 'School Money' system for any additional sessions that your child has taken. 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 the Headteacher or Finance Officer 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 fifteen hours at the Nursery you may 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 there are any changes to these hours at any provider then it is the parents/carers responsibility to notify all providers.

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 inform the office so this information can be added to your child's records and staff can be notified.

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. There is no dress code or uniform required for the Nursery but parents are welcome to order school jumpers from our supplier if they wish to. The Friends of Lockington School also sell 'Recycled Uniform' which may be of interest to parents/carers.

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 £2.65 per meal (payable online via School Money).

Please note that if your child is absent from the nursery due to illness or holiday, the balance of your account 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 Headteacher or Finance Officer should you encounter any difficulties, or have any further questions regarding the nursery.