

## 1.5 Management and Administration

Newton Flotman Pre-School is a registered charity and is managed by a management committee. The committee operates to the Early Years Network Constitution.

### 1.5.1 Confidentiality Policy

Information received by the setting is often confidential and in order to maintain parent's confidence in our professional approach to this information our setting ensures:-

- All parents can see the details kept about their child and themselves at any time.
- Parents will not be given access to information kept on other children and their families.
- Feedback given to parents on their children's progress will be given directly to the parents unless they state a third party can be involved e.g. childminder.
- Information about a child's medical needs or status ie. HIV or concerns about Child Protection issues will be kept in a separate file and will only be available to authorised personnel.
- Staff, students and visitors to the setting will be made aware of the importance of confidentiality of information and their responsibility within the setting.
- Information about individual members of staff will not be given out to anyone without permission of that person except in the case of Safeguarding.
- Newton Flotman Pre-school is registered with Data Protection.

### 1.5.2 Emergency Closure Procedures

In the case of emergency evacuation we transfer children and staff to Newton Flotman Primary School. The parents/carers will be contacted by a member of staff and informed about the closure and whereabouts of the child/children. The staff and children will remain at the primary school until the children are all collected by a parent/carer.

In addition to the first aid kit, care plans & medication, mobile phone, daily register and contact details, the pre-school had an evacuation bag containing essentials which would be required if we were unable to return to our setting in the case of a full evacuation. This includes: plastic gloves, tissues, foil blankets, bottled water etc.

**There are times when Newton Flotman Pre-school may need to close for a variety of reason. It is essential that we have contingency plans in place to ensure that any closure operates smoothly and effectively with little or no disruption to parents, practitioners and children.**

We have detailed our guidance below to use in the event of an emergency closure. Emergency closure procedures may be put into practice in the event of any of the following:

- Fire damage
- Flood
- Snow and ice
- Natural disasters
- High level of sickness with practitioners or children
- Pandemic or outbreak of notifiable disease
- Loss of heating, water or electricity
- Gas leak
- A bereavement
- Damage to buildings, such as vandalism

The pre-school leader has overall responsibility to make a decision to close Newton Flotman Pre-school. Parents will not be charged for closures. Any payment already made will be reimbursed. The manager is responsible for contacting ofstead as necessary. Pre-school have an incident log where closure of the setting is documented.

### **1.5.3 Ratios of Adults to Children**

The ratios required for Pre-School to operate are:

- Between 2 years and 3 years of age                      1 : 4
- Age 3 to 5 years of age                                      1 : 8

In practise the Pre-School always tries to operate above these ratios.

### **1.5.4 Fees**

The fees ensure a place at Pre-School for half a term. The fees are reviewed annually by the Committee at the Annual General Meeting.

There is no registration fee.

Fees are paid at the start of each term, and no refunds are given if a child leaves or is absent during the half term. In the case of a long term absence, the matter will be reviewed at the end of each half term.

Parents are advised of the fees due at the start of each half term.

If fees remain unpaid by the end of the half term, the child/children will not be permitted to start the next half term until the arrears have been paid.

Outings, treats, parties etc. are organised by the Committee and Staff and generally paid for by monies raised at fund raising events. Any additional costs will be notified separately.

It is not the policy of the Pre-School to subsidise or sponsor places.

There is a minimum of half a term's notice if you need to withdraw your child from the Pre-School.

We accept 2year old funding which can be applied for by calling 03448008020 or visiting [www.nofrolg.gov.uk/take2](http://www.nofrolg.gov.uk/take2)

All children are funded for 15 hours from the term after their 3<sup>rd</sup> birthday.

### **1.5.5 Community Liaison & Transition policy**

The Pre-School sends a representative to the Village Hall Committee meetings, and also take part in other village organisations including village fetes.

Visits are made to and by the Primary School on regular occasions throughout the year. The staff liase closely with the school to ensure continuity for the children.

We try to ensure a smooth transition for pupils between pre-school and school. We implement a range of strategies and activities to ensure a smooth and happy transition.

#### **Aims:**

- To provide a smooth transfer from home to pre-school or pre-school to school.
- To ensure that the children's emotional well being is a priority.
- To ensure good communication between staff, parents and pupils.

#### **Home to Pre-school.**

We have an open morning in the summer term for all parents in the village and surrounding area. Parents/carers can register their children immediately or at a time convenient to them.

Children are given the opportunity to visit the setting in order to 'stay and play' with their paretns/carers. This gives staff and parents the opportunity to liaise and discuss the child's individual needs.

Staff will visit the children in their own home if the parent/carer wishes.

### **Pre-School to School.**

During the year the pre-school will visit the school. This is a planned visit to the reception class or to the school hall, this familiarises the children with the school environment. The reception class teacher also visits the children in pre-school. This give the teacher the opportunity to see the children in the pre-school environment.

The pre-school prepares the children for school with various activities including changing for PE and offering a book to take home and look at and return each week.

Pre-school has a book of the school, this includes classrooms, activities and adults that the children can look at.

Pre-school prepares a transition report that is shared with the school with parental permission.

## **1.5.6 Student Placement Policy**

Newton Flotman Pre-School recognises that qualifications and training make an important contribution to the quality of care and education provided by early years settings. As part of our commitment to equality we offer placements to students undertaking early years qualifications.

We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

We require students to meet the “suitable person” requirements of Ofsted.

We require schools placing students under the age of 17 years to vouch for their good character.

We supervise students under the age of 17 at all times and do not allow them to have unsupervised access to the children.

Students are not counted in our staffing ratios.

We take out employers’ liability insurance and public liability insurance, which covers both trainees and voluntary helpers.

We require students to keep our confidentiality policy.

We co-operate with student’s tutors in order to help them fulfil them requirements of their course of study.

We provide students, at their first session, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.

We communicate a positive message to students about the value of qualifications and training.

We make the needs of the children paramount by not admitting students in numbers that hinder the work of the setting.

We ensure that students placed with us are engaged in bona fide early years trainings, which provides the necessary background and understanding of children's development and activities. The care of the children is paramount.

## 1.5.7 Charging Policy

### Funding and fees

All three and four year old children can claim a funded early education place for a maximum of 15 hours per week with no minimum session length.

The Preschool is rated as 'Outstanding' by OFSTED and is therefore also an approved provider to offer the Early Education funding entitlement for 2 year olds and the extended 30 hours offer, these are subject to eligibility checks.

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours.

A child born between	Will be eligible for a funded place from
1 <sup>st</sup> April and 31 <sup>st</sup> August	The start of the Autumn term following their 3 <sup>rd</sup> birthday until statutory school age.
1 <sup>st</sup> September and 31 <sup>st</sup> December	The start of the spring term following their third birthday until statutory school age.
1 <sup>st</sup> January and 31 <sup>st</sup> March	The start of the summer term following their third birthday until statutory school age.

For the purpose of determining eligibility for a funded place, the following dates will apply:

Spring Term	1 <sup>st</sup> January to 31 <sup>st</sup> March
Summer Term	1 <sup>st</sup> April to 31 <sup>st</sup> August
Autumn Term	1 <sup>st</sup> September to 31 <sup>st</sup> December

Funding for children attending 5 sessions a week is payable for 38 weeks, a maximum of 570 hours, and is dependent on the provision of a signed claim form, by the due date. The Pre-school opens for 38 weeks of the year in line with the Norfolk County school term dates. Pre School is closed on bank holidays and on both general and local election days.

### **Extended Funded Offer**

Parents who meet certain criteria will be eligible to claim up to 30 hours of free childcare from 1st September 2017.

The Preschool will offer eligible parents extended hours towards the fulfilment of the 30 hour entitlement. Current opening hours total 26.5 hours per week, and this is therefore the maximum that can be provided at the present time.

Weekly opening hours could be increased to provide the full 30 hour entitlement should there be demand from enough parents to make this viable. We also welcome parents to use partnership working in order to achieve their full funding entitlement.

In order to claim the extended entitlement for their child parents must obtain an eligibility code from HMRC, before the start of the claim period that they wish their child to receive the extended offer of 30 hours per week. Parents that receive a code after the start date will not be able to access the additional 15 hours until the following claim period.

Families must set up an online account to receive a code. To do this, the web link is – <https://childcare-support.tax.service.gov.uk/par/app/applynow>.

When funding can be offered / claimed –

Born on or between	Universal Offer (15 hours ) from	Eligibility Code obtained for the Extended Offer	Extended Offer (30 hours) from:
1st Apr and 31st Aug	1st Sept	Before 1st Sept	1st Sept
		On or after 1st Sept	1st Jan
1st Sept and 31st Dec	1st Jan	Before 1st Jan	1st Jan
		On or after 1st Jan	1st Apr
1st Jan and 31st Mar	1st April	Before 1st Apr	1st Apr
		On or after 1st Apr	1st Sept

## Tax free Childcare Scheme

The Preschool is also registered with HM Government for their tax free childcare scheme. Parents can open an account with HMRC to pay their childcare costs. For every pound paid into this account the government will repay basic rate tax.. Fees can then be paid to the Preschool from this account. Details can be found on the government website.

## Additional hours

Additional hours will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. Any fees payable are charged at £4.00 per hour.

Charges for trips will be agreed in advance with families.

There is no charge for snacks or consumables and we do not provide meals.

A deposit is not charged.

There is no registration fee.

All families will be issued an invoice termly unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Detailed receipts will be issued for all cash and cheque payments.