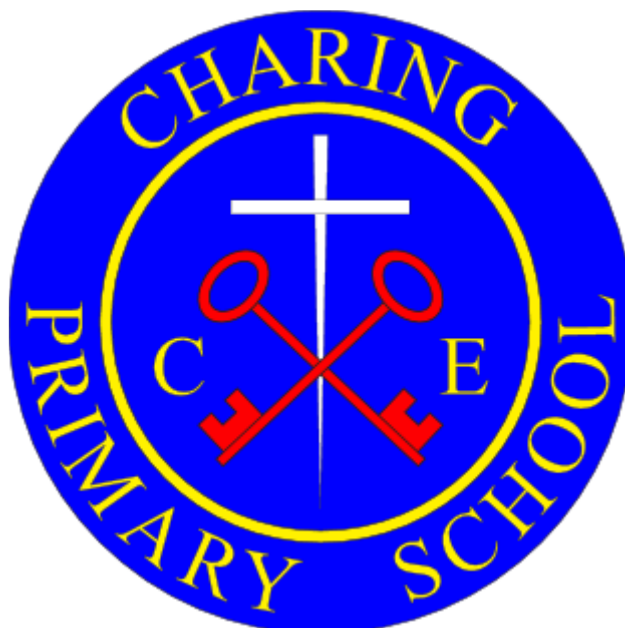


...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary,
they will walk and not be faint.' Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



Charing Church of England Primary School

Preschool Policy

Document Information	Date/source of Policy	Responsibility
Date of Adoption	September 2022	FGB
Date of review	January 2023	FGB
Date of next review	June 2023	FGB
Date of next review	January 2024	FGB
Date of next review	December 2025	FGB
Source of policy	Governance	

“Our School is an inclusive family, where each individual is respected and nurtured. Through our Christian values we develop friendship within our school community and beyond, developing compassion, confidence and resilience in all. Our curriculum fosters aspiration, creativity, curiosity and determination enabling all to flourish.”

Compassion Friendship Forgiveness Resilience Hope

Ducklings' class Policy 2025-2026

Ducklings preschool accept FEE (Free Early Education) which can be accessed within our session times. Entitlement to FEE (Free Early Education) does not offer a guarantee of any one provider or a particular pattern of delivery. FEE (Free Early Education) can be accessed within our session times: 9am-12pm, 12pm-3pm or 9am-3pm. We accept FF2, The Working Parents entitlement, 2, 3 and 4 year old funding, universal and extended entitlement.

Universal 15 hours FEE (Free Early Education) provision is available from the term following a child's third birthday up until they reach the compulsory school age, for every child, irrespective of background or family circumstances. We also provide provision for eligible 2 year olds (FF2) and the Working Parent Entitlement and the criteria based extended entitlement for eligible 2, 3 and 4 year olds. Regulations prescribe that child become eligible for free early years provision on the dates set out below:

A child born in the period	Will become eligible for a free place
1 st April to 31 st August	1 st September following child's 2 nd or 3 rd Birthday (Autumn school term)
1 st September to 31 st December	1 st January following child's 2 nd or 3 rd Birthday (Spring school term)
1 st January to 31 st March	1 st April following child's 2 nd or 3 rd Birthday (Summer school term)

Equalities Implications

- ❖ Broadening our inclusive family ethos to include all pre-school aged children from 2 years old and above, provides an opportunity to ensure all children - regardless of their social, economic or cultural background, have access to early schooling which helps them develop personality, behaviour, attitude and character.
- ❖ We believe all children should have an opportunity to develop an early positive association with schooling which will enhance their long-term wellbeing and promote secure foundations for future learning and life.
- ❖ Childcare sessions 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, services, meals or consumables.
- ❖ The provision of quality preschool places for 2,3 and 4-year-olds will help parents and carers return to work, education and training.
- ❖ Our pre-school aims to support families in reducing the impact of poverty.

Policy Aims

- Ensure our charges are fair and reasonably priced
- Review all charges regularly
- All parents/carers will be given notice of increased charges in the term prior to its effective date

- The primary objective of any monetary increase is to sustain the *economic stability of the* preschool
- We will be aware of the charges made by other local nursery providers
- The governments free early education which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- The government's free early education which covers 30 hours per week, for those parents that meet the criteria, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- Where there is availability we aim to offer a flexible approach for all parents
- Ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision Childcare charges. The invoice will be itemised to provide clear and transparent information concerning the charge as agreed in the parent contract. It will allow parents/carers to see that free early education is received completely free of charge and understand the additional fees that have been applied. Detailed receipts will be issued for all BACS payments.
- Childcare provision will be available from 9:00am to 3:00pm, five days per week.
- Parents are not obliged to purchase additional hours or pay lunchtime charges in order to secure free provision.
- The charging policy covers children accessing day care additional to the Free Early Education.
- No charge will be made for the Free Early Education place of 15 hours per week, but parents/carers can purchase additional childcare provision where available.
- No charge will be made for the Free Early Education place of 30 hours per week for those children whose parents are entitled, but parents/carers can purchase additional childcare provision where available.

Application for a Preschool Place

It is recommended that places at Charing Preschool are applied for at least 6 months prior to the date of required commencement. As part of the registration process, you will be asked to complete a Preschool Admissions Form. The parent/carer will also need to provide documentation such as child's birth certificate or passport to evidence their child's date of birth. This is to confirm that they have reached the eligible age for the free entitlement. We will **NOT** retain a copy of this document.

The school's Admission Policy will be issued as part of the registration process for the preschool, if required. Alternatively, it is available on [Admissions – Charing CE Primary School \(charingschool.org.uk\)](http://charingschool.org.uk)

Free Early Education is offered to families 38 weeks of the year. The Free Early Education can be claimed up to a maximum of 30 hours or 15 hours subject to eligibility and our opening times are:

Monday	9:00am – 3:00pm
Tuesday	9:00am – 3:00pm
Wednesday	9:00am – 3:00pm
Thursday	9:00am – 3:00pm
Friday	9:00am – 3:00pm

Free Early Education is offered within the following national parameters:

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6:00am or after 8:00pm
- Free Early Education is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It cannot be used to cover the cost of meals, consumables, additional hours or additional services.

We aim to identify all children that may attract additional funding such as EYPP, DAF and SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. You may wish to discuss this further with our SENCO.

Please refer to the SEND/Inclusion Policy on our school website concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND: <https://www.charingschool.org.uk/special-educational-needs-sen/>

Oversubscription Criteria

Where the number of applications exceeds the number of places available in the setting the head teacher will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

1. Any child whose Statement of Special Educational Needs names Charing Preschool will be admitted.
2. Children in Care or who ceased to be in Care because they were adopted, made the subject of a residence order or made the subject of a special guardianship order.
3. Children for whom an exceptional medical or social need is demonstrated.
4. Children who live in Charing village with a sibling on roll of the preschool or primary school at the time of application.
5. Children who live outside of Charing with a sibling on roll of the preschool or primary school at application.
6. Other children living inside the village of Charing.
7. Children who live outside of designated area of the Parish of Charing.

Proximity to the school with those living closest to the school having priority calculated by the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data.

Waiting list

If a place is not available parents may place the child on a waiting list should a place become available during the school year. The place will be offered in the order shown in the oversubscription criteria not the time the child has been on the waiting list. Parents are requested to inform the school if they no longer wish their child be on the waiting list.

Pricing Structure

For any additional hours over and above the 15/30 hours per week Free Early Education, payment in advance is required prior to the month commencing sessions.

Free Early Education will not be subject to a top up fee from parents where the setting's hourly rate is greater than the rate we receive from the local authority. Our sessions are structured as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	9am-12pm	9am-12pm	9am-12pm	9am-12pm	9am-12pm
Afternoon	12pm-3pm	12pm-3pm	12pm-3pm	12pm-3pm	12pm-3pm
All day	9am-3pm	9am-3pm	9am-3pm	9am-3pm	9am-3pm

Session	Charge per session = 2-year-olds	Charge per session = 3- and 4-year-olds
Morning or afternoon	£19.50	£18
All day	£39	£36

For absences, planned or unplanned (including sickness and holidays) full fees are payable to retain a child's fee paying place at the nursery. Any planned absences should be discussed with the Preschool Manager and the Assistant Headteacher.

Persistent lateness of collecting children will incur a charge of £5 for every 15 minutes.

Any request to change your child(rens) pattern of attendance will require at least a half term's notice in writing to the Preschool Manager. Notice periods do not apply to children claiming Free Early Education.

A Parental Declaration Form must be returned each term by the mandatory date as indicated on the form. If the agreement is broken, the fees paid are non-refundable.

Failure to pay your fees on time and in accordance with our pricing structure may result in the loss of your child's place and the balance on your account being passed over to our Trust to recover the outstanding fees. We would like to encourage anyone concerned about or struggling to pay their fees, to speak to either the Preschool Manager or the Assistant Headteacher as soon as possible. This does not apply to children claiming Free Early Education.

Payment is by BACS or online via a Tax-Free Childcare Provider Account. If payment has not been received within 3 weeks of the date of the invoice, then the child's fee paying place at the nursery will be at risk and no additional chargeable sessions or services can be booked until the outstanding debt is settled.

Children who are staying for lunch will be bringing a packed lunch with them to preschool. In line with the whole school, the preschool promotes healthy eating and ask parents to provide a nutritious lunch for their child(ren). Due to allergens, parents must provide a nut free lunch. Children are asked to bring a water bottle with them to preschool, no juice or squash, however this can be included within their lunch box as an additional refreshment for lunch time.

There is the option for preschool children to have a cooked hot meal provided by Caterlink for a cost. For more information on this please contact the preschool manager.

For children attending a morning session only, there is the option for them to stay for lunch at the additional cost of £3.50, 12pm-12:30pm.

Wrap around care provision

Children in Ducklings class can attend the school's wrap around care provision.

Care	Time	Cost
Breakfast club provision	7.45am to 9am	£6.50 per session
After school club provision	3pm to 5.45pm	£15 per session

Non-Payment Fees

- Regular reminders of non-payment of fees will be issued, verbally and in writing. If payment has not been received within 3 weeks of the date of the invoice, then the child's fee paying place at nursery will be at risk.
- Payment of unpaid fees will normally be pursued through Aquila, The Diocese of Canterbury Multi-Academy Trust and then onto the small claims court if payment remains outstanding.

Voluntary Contributions

Voluntary contributions are requested to cover the costs of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if insufficient contributions are received.

Collection of children

Parents will indicate on joining forms who will be the regular adults picking their child(ren) up; named adults collecting children may be asked to show ID initially. The preschool need to be made aware in advance of any adult picking up a child, who is not named on the joining forms. They will be required to show ID and give a password prior to collection of child(ren) from the setting.

Setting Closure

No charge will be made when the pre-school is closed because of bank holidays, extreme weather conditions or staff development days (also known as INSET days).

Complaints

We aim to respond to all dissatisfactions with compassion, respect and as quickly as possible. In the first instance, we always encourage our families to speak to either the Pre-school Manager or Assistant Headteacher at their earliest convenience. If you remain dissatisfied, our complaints policy is available via our website [Policies – Charing CE Primary School \(charingschool.org.uk\)](#). Where a parent/carer is not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in the Kent Provider Agreement. A complaint can be submitted directly to the Headteacher. If you are still not happy with the response, then you can also write to the Chair of Governors or Kent Children and Families Information Services.

Application for place in Reception at Charing C of E Primary School

Attendance at Charing Preschool will not be considered as part of the application at Charing C of E Primary School.

Review & Monitoring

Next review date – September 2026

By – Head teacher, Preschool Manager and Governing Body