



St Francis of Assisi Parish Hall, Greencourt Road, Petts Wood BR5 1QW

Bright Beginnings Pre-School (Petts Wood) Admissions Policy

Bright Beginnings Pre-School (Petts Wood) operates an inclusion and equality policy and ensures that all children have access to pre-school places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Waiting List

We operate a free waiting list, and parents are encouraged to book early for places. At the time a booking is confirmed, a registration fee of **£40*** is necessary to secure the place. This fee includes a pre-school sweatshirt and bookbag, to be given to a child on their first day attending.

**If you access funded only places at Bright Beginnings, no registration fee is chargeable however, uniform and bookbags are offered to purchase as optional extras.*

Our admissions policy is on a first-come, first-served basis, with the following exceptions:

- current part-timers who wish to increase or change sessions are given priority over children on the waiting list
- Siblings of children currently attending have next priority

Prior to a child attending **Bright Beginnings Pre-School (Petts Wood)**, parents must:

- make the child's original birth certificate available to view by the Manager or Owner and provide a copy for our files,
- when applicable, sign a copy of the Parent Contract stating the hours your child attends. This is an agreement to allow us to claim the government funded place,
- sign the terms and conditions form and complete all required registration forms. These provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providing government funded places – 2-year-old funding and universal 15 hours for 3 & 4 year olds

All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place, we will discuss your needs and accommodate the hours required, subject to availability. If changes to hours are needed, we will endeavour to make these changes, whilst being mindful of availability and funding deadlines given to us.

Notice to Leave

You are not obliged to give notice for the funded hours, however, we respectfully ask that you give as much notice as possible.

All funded or paid for sessions must be booked in advance and any changes or cancellation (notice to leave) must be made in writing.

For non-funded hours we require:

- Regular booked sessions require 4 weeks' notice
- Ad Hoc sessions require 1 weeks' notice

All settings registered to accept government funding must have a free offer for 2, 3 and 4-year olds. We try and make our offer as flexible as possible.

	2-year-old funding	Universal 15 hours	
Free Offer 38 weeks a year	Monday to Friday 9:00am – 12:00 pm (15hrs)	Monday to Friday 9:00am – 12:00 pm (15hrs) *Monday & Tuesday 9.00am - 1pm or 2pm options can be on either day (9hrs) Wednesday - Friday 9.00am – 12.00pm *Choose two days (6hrs)	These hours are fully funded (free) and are available to all eligible children.
Intake	Term after child turns two	Term after child turns three until compulsory school age	

* Session days and times are subject to availability.

Children whose 3 rd birthday falls between: 1st April and 31st August	Universal Entitlement available from <u>Autumn term</u> after child's 3 rd Birthday
Children whose 3 rd birthday falls between: 1st September and 31st December	Universal Entitlement available from <u>Spring term</u> after child's 3 rd Birthday
Children whose 3 rd birthday falls between: 1st January and 31st March	Universal Entitlement available from <u>Summer term</u> after child's 3 rd Birthday