



ADMISSIONS, FUNDING AND PAYMENT POLICY

Peter Pan Playgroup are registered to accept children from the age of 2 years. We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations, carers and childminders are all welcome.
- The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- The needs and individual circumstances of children joining the setting are monitored on the registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- The Equality Policy is shared and widely promoted to all.
- Places are provided in accordance with the Terms and Conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.
- We monitor the gender and ethnicity backgrounds of our children joining the Playgroup to ensure that is a fair representation of the local community.

Admissions

- We only guarantee places that start in September. Children wishing to start after this date will go on the waiting list. Extra sessions can be added later in the year, subject to availability.
- The waiting list is arranged in birth order and in addition may take into account the following:
 - length of time on the waiting list
 - the age of the child with priority being given to children eligible for the Early Years Funded Entitlement
 - siblings already attending the setting
 - the capacity of the setting to meet the individual needs of the child

Deposit

We require a £40 deposit to register with Peter Pan Playgroup and be placed on the waiting list. The deposit will be refunded once your child starts at Peter Pan in the first terms' fees. The deposit is non-refundable if your child does not start at the setting. Children with 2 year funding do not need to pay a deposit.

Notice Of Withdrawal

We request 4 weeks' notice in writing if you wish to withdraw your child, inclusive of holidays and closures. If you wish to leave without giving notice you may be charged 4 weeks' fees in lieu of notice. If you are in receipt of the Early Years Funded Entitlement and you wish to change settings within West Sussex, the funding will follow your child to the new setting after the notice period has been served. In exceptional circumstances where this isn't in the interest of the child the notice period will be waived.

Pattern of Attendance and Fees

Listed below are the session times and fees for the Playgroup. All hours, apart from the Early Drop off/Late Pick up, can be included in the Early Years Funded Entitlement Claim when your child is eligible, unless it comes to an increment of quarter of an hour. Please note children under three can only attend the morning session and lunch club.

Early drop off	Morning Session	Lunch Club		Late Pick Up
All children	All children	All children		Over 3s only
09:00	STAGGERED OPENING HOURS			
£3.00	09:00 – 12:00 OR	12:00 – 13:00 OR		15:00 – 15:15 OR
08:45	09:15 – 12:15	12:15 – 13:15		15:15 – 15:30
£6.00	£20.00	£8		£3.00
Afternoon Session				
Over 3s only				
12:00 – 15:00 OR 12:15 – 15:15				
£20.00				
Not included in the EYFE	3 hours EYFE	1 hour EYFE	2 hours EYFE	Not included in the EYFE

Early Years Funded Entitlement

There is a maximum of 15 hours per week over 38 weeks for the 2 Year Old and Universal 3-4 Year Early Years Funded Entitlement and a maximum of 30 hours over 38 weeks for Extended Early Years Funded Entitlement.

Pattern of Delivery

15 hours - 2 Year Old EYFE	15/30 hours - 3-4 Year EYFE
Maximum of 4 hours per day over any 5 days up to the maximum 15 hours	Maximum 6 hours per day over any 5 days up to the maximum hours eligible

If you are entitled to the 2 year funding you will need to apply to West Sussex County Council (the link is below) and provide the reference number when registering with Peter Pan Playgroup. The 2 year funding for low income families can be claimed at any point in the term after the start date quoted by WSCC, the 2 year funding for working families can only be claimed at the start of the term.

Once your child becomes eligible for the 3-4 year Early Years Funded Entitlement (see below) you will receive a Parent Declaration form to complete to enable Peter Pan Playgroup to receive the funding.

Upon receipt of the completed Parent Declaration you will no longer be charged for 15/30 hours (depending on eligibility) of time at the setting.

Children who are eligible at either age 2 or 3 years old	
A child born on or after	Will become eligible at the start of the term
1 st April – 31 st August	Autumn term (September)
1 September – 31 st December	Spring term (January)
1 st January – 31 st March	Summer term (after Easter)

For further information and to apply for the 2 year funding or the Extended 3-4 year funding for working families please go to <https://www.childcarechoices.gov.uk/>

To be able to claim the Early Years Funded Entitlement hours, your child needs to be in attendance at Peter Pan Playgroup on the headcount date which is usually the first Thursday of term in September, January and April. The Early Years Funded Entitlement cannot be claimed if your child starts after the headcount date. This also applies to any increase in the hours attended. You will need to either wait until the following term or pay for those sessions. If you make any amendments to the hours claimed a new parent declaration form will need to be completed. The funding can only be claimed in half hourly increments, you will be required to pay for any claims for less than half an hour.

2 Year Old Funding for families who receive additional forms of government Support

Children from the age of 2 are entitled to 15 hours free childcare if you get any of the following benefits:

- Income Support;
- Guaranteed element of State Pension Credit;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Universal Credit and have an annual net earned income equivalent to and not exceeding £15,400;
- Child Tax Credit, provided that you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (or any subsequent replacement);
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit).

2-year-olds can also get free childcare if they:

- they are a Child Looked After (where the Local Authority acts as the corporate parent);
- the child is adopted;
- the child has a Special Guardianship Order;
- the child has special educational needs or a disability (SEND). These children are eligible if the child either:
 - receives Disability Living Allowance;
 - has a current Education, Health and Care Plan (EHCP) or;
- they are a child of a family with no recourse to public funds (NRPF) subject to a maximum annual household income threshold of £26,500 for families with one child, and £30,600 for families with two or more children

3 & 4 year Old Funding

All 3 and 4 year old children are entitled to 15 hours free over 38 weeks or 570 hours over the entire year. You do not need to apply for this funding, a Parent Declaration Form will be given to you to complete to enable Peter Pan to claim the Entitlement from WSCC.

2 Year, 3 & 4 Year Funding for Working Parents

Some children may be entitled to 15 hours a week for 2 year olds or 30 hours a week for 3-4 year olds Early Years Funded Entitlement. This will increase the 3-4 Year Old Early Years Funded Entitlement to 30 hours per week over 38 weeks or 1140 hours.

To be eligible you, and any partner, must each expect to earn (on average) at least £167 per week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible. You will not be eligible for the 30 hours childcare if you, or your partner, each individually expect to earn £100,000 adjusted net income or more.

To access either the 2 Year or 3-4 Year extended hours Early Years Funded Entitlement, you must obtain a code before the start of the term you wish to claim for. This code must be renewed every three months. If your circumstances change and you are no longer eligible for the Extended Early Years Funded Entitlement you will enter into a Grace period which means that your child can continue the extended hours until the end of term.

Fees

If your child attends the Playgroup outside of their allocated 15 or 30 hours per week over 38 weeks, they are not entitled to funding or they use their Early Years Funded Entitlement hours elsewhere, then an invoice will be raised for the balance to be paid. The payment needs to be made by the stated date or you may risk losing your child's space at the Playgroup. Fees remain payable on all sessions booked whether your child attends the Playgroup including missed sessions due to holidays or sickness.

Fees will be payable if the parent/carer fails to return their Early Years Funded Entitlement Parent Declaration with a copy of their child's passport or birth certificate and the Playgroup is, therefore, unable to claim the funding.

Additional help with fees

Tax-Free Childcare

- For working families, including the self-employed, in the UK
- Earning under £100k and at least £142 per week (equal to 16 hours at the National Minimum or Living Wage) each
- Who aren't receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)

For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year

You can also claim up to 85% of eligible childcare costs if you receive Universal Credit.

You can claim back up to 85% of your eligible childcare costs for children under 17. You could get up to £646 a month for one child, or £1,108 for two or more.

This is the website where you can find out if you are eligible for any of these benefits, you can also apply using the website. <https://www.childcarechoices.gov.uk/>

Meals/Consumables

There are no other charges whilst attending Peter Pan Playgroup but if your child is attending the lunch club you will need to provide a suitable healthy packed lunch and please ensure NO NUTS and GRAPES ARE CUT due to children with allergies and choking hazards.

Your child does not need to be out of nappies to start at Peter Pan Playgroup, but we ask you to provide your own nappies, wipes and nappy sacks. We would ask that you also provide a change of clothes if your child is toilet training. In line with our Toileting and Nappy Changing Policy you will be asked to take home all dirty nappies as we are unable to dispose of them at the setting.

In sunny weather please make sure your child has sun cream applied prior to attending the Pre-school. If your child is staying for the afternoon, we are happy for you to supply a named sun cream in their bag and we will help them to apply this.

Early Years Pupil Premium (EYPP) Funding

The Early years pupil premium (EYPP) funding is additional funding for early years settings to improve the education of disadvantaged 3 and 4 year olds who are in receipt of the Early Years Funded Entitlement. To be eligible to receive this additional funding for your child's setting you need to be in receipt of one or more of the following;

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get

You may also get early years pupil premium if your child is currently being looked after by a local authority in England or Wales or if your child has left care in England or Wales through:

- adoption
- special guardianship order
- a child arrangements order

In line with the intended use of the EYPP, Peter Pan Playgroup will use the amount to enhance practice and provision through a variety of channels. Spending may include:

- Staff training
- Educational Resources
- Enhanced provision in an identified area, based on the child.

Our setting will ensure that the EYPP reaches the groups of children for whom it is intended and that it makes a significant impact on their developmental outcomes. The EYPP will be used to provide additional resources and staff development to enable us to meet the needs of the child/children it is intended for. We strive to offer the best possible outcomes for every child and the additional funding will facilitate this. We aim to address any underlying inequalities between the children who are eligible for EYPP and the rest of the children in the setting.

At Peter Pan Playgroup, we pride ourselves on the relationships that we form with our parents. We want parents to be involved in the decisions that affect their children, and for this reason we will endeavour to consult parents about any expenditure that uses the EYPP funding entitlement. Each child is assigned a key person who understands the individual needs of the child. It is with their help that we will identify barriers and provide ideas that will help the children who receive EYPP benefit from this extra funding.

Disability Access Fund (DAF)

The Disability Access Fund (DAF) is funding for early years providers to support children with disabilities or special educational needs. It supports providers to make reasonable adjustments to their settings.

is available to the setting if your child meets the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); AND
- the child receives Early Years Funded Entitlement for 3 and 4 year old funding

This is a one off payment per year. Your child does not need to take up the full Early Years Funded Entitlement hours for the setting to receive this payment. Please indicate on the Parent Declaration form if you are in receipt of DLA.