



Orchard Room Application Form - please complete all the fields on this form.			
Child's name			Boy / Girl
Child's Date of Birth		Home Address	
Child's Ethnic Origin			
Child's Country of Birth			
		Postcode	
Child's Nationality		Child's Home Language	
Religion		Other Languages Spoken	
Parent / Carer 1 Name			Mr / Mrs / Ms / Miss
Email Address <small>Please print clearly</small>			Lone Parent Yes / No
Phone Number			
Occupation		National Insurance No.	
Parent/Carer Ethnic Origin		Parent / Carer Nationality	
Parent / Carer 2 Name			Mr / Mrs / Ms / Miss
Parent / Carer 2 Address <small>if different from child</small>			
Phone Number			
Occupation		National Insurance No.	
Parent/Carer Ethnic Origin		Parent / Carer Nationality	
Does your child have additional needs or health issues?	Please give details		
Does your child receive support from the Child Development Centre, Speech and Language Therapy or other service?	Please give details		
Is your child "looked after" or supported by an Early Help Plan or Social Services?	Please give details		
Is your child accessing Disability Living Allowance (DLA)?	Yes / No		
Does your child have (or in the process of gaining) an Education, Health and Care Plan (EHCP)?	Yes / No		
Has your child attended any other childcare settings? E.g. childminder, relatives or another nursery setting.	Please give details		
Preferred Start Date			

Fee Paying Orchard Room Places – for 3 months to 3 years old

Please indicate your preferred childcare requirements by ticking the appropriate boxes below. Children must attend a minimum of three morning or afternoon session. The Orchard Room will be closed each year for 10 closure days, 5 inset days and all statutory public holidays; you will not be charged for these days.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00am – 1.00pm £30.00 includes breakfast and lunch					
8.00am – 4.30pm £50.70 includes breakfast lunch and tea					
8.00am – 6.00pm £58.80 includes breakfast lunch and tea					
1.00pm – 4.30pm £20.80 includes tea					
1.00pm – 6.00pm £29.00 includes tea					
Full week 8.00am – 6.00pm £294.00					

2 Year Funded Children

Some 2 year olds will be entitled to free funded childcare of 15 hours per week during term time, starting the term after their second birthday. You will need to provide your valid funding code before we can process your application. For more information and to check your eligibility please go to: www.westsussex.gov.uk/freechildcare

Have you applied for or been accepted for 2 Year Funding?	Yes / No
2 Year Funding Reference Number	
If eligible please choose one of the following attendance patterns (term time only):	
Mornings Monday to Friday from 8.45am to 11.45am	
Afternoons Monday to Friday from 12.45pm to 3.45pm	

I have parental rights for the child named in this application.

Signature:

Print Name: Date:

Admissions Policy

There are 94 fte places in the Nursery School for children aged 3-5 years, which are allocated during the Summer Term of the year prior to entry and then throughout the year should be places still be available.

Parents/Carers seeking a Nursery School place can apply when their child is any age, but please be aware length of time of the application list does not give a child priority. Age of admission will depend on the number of places available.

Two members of the Leadership Team will allocate places referring to the following criteria (listed in order of priority):

- children who are Looked After and/or those with an Education and Healthcare Plan;
- children with specific educational, medical and/or social needs;
- children who are currently or have recently been in receipt of a Child in Need or Child Protection plan
- children attending the Orchard Room provision;
- children who live in specific postcode areas (based on a list compiled from the Index of Multiple Deprivation);
- children with siblings currently attending the Nursery School or the Orchard Room provision;
- children with siblings who have formerly attended the Nursery School;
- children who have their birthday between 1st April-31st August;
- children who have their birthday between 1st September-31st December;
- children who have their birthday between 1st January-31st March.

All 3 and 4 year old children can access Universal Free Entitlement funding of 15 hours nursery education per week during term time, starting the term after their third birthday.

Some 3 and 4 year old children can access Extended Free Entitlement funding equivalent to 30 hours nursery education per week during term time, starting the term after their third birthday, if they meet Government criteria. It is the responsibility of the child's parents/carers to find out whether they are eligible for the extended entitlement. For more information and to check your eligibility please go to:

www.childcarechoices.gov.uk

If parents/carers working circumstances change, they should inform Nursery School immediately as this may affect their child's free entitlement. After completing an application form, the Local Authority will check families' eligibility for the additional hours on a termly basis.

If parents/carers become unemployed after the funding application is approved they will have a short period to find alternative employment before funding for these additional hours stops. If employment is not found, your child will move to a universal entitlement 15 hour place.

Patterns of attendance:

Universal Free Entitlement nursery education of 15 hours per week term time only can be accessed as:

- 9.00am – 12.00pm Monday to Friday
- 1.00pm - 4.00pm Monday to Friday
- 9.00am-12.00pm 1.00pm - 4.00pm Monday, Tuesday and 9.00am – 12.00pm Wednesday.
Parents / Carers can collect their child for the lunch hour between 12.00pm – 1.00pm or pay for the food and care element of the lunch hour between 12.00 – 1.00pm
- 1.00pm - 4.00pm Wednesday and 9.00am-12.00pm 1.00pm - 4.00pm Thursday, Friday.
Parents / Carers can collect their child for the lunch hour between 12.00pm – 1.00pm or pay for the food and care element of the lunch hour between 12.00 – 1.00pm

Extended Free Entitlement nursery education of 30 hours per week term time only can be accessed as:

- 9.00am – 12.00pm and 1.00pm - 4.00pm Monday to Friday.
Parents / Carers will collect their child for the lunch hour between 12.00pm – 1.00pm.
- 9.00am – 12.00pm and 1.00pm - 4.00pm Monday to Friday.
Parents / Carers will pay for the food and care element of the lunch hour between 12.00 – 1.00pm

Admissions for the Special Support Centre

The Special Support Centre allocates places to support children who have complex Special Educational Needs. For the criteria and admissions procedures for the Special Support Centre please refer to the Special Support Centre Policy.

Admissions for the Day Care Provision

The Day Care provision at Bognor Regis Nursery School is a self-financing initiative which aims to provide accessible, affordable childcare to the local community.

The following places are available:

- Twenty eight full time equivalent places for children aged 0 – 3 years;
- Sixteen full time equivalent places for children aged 3 – 5 years.

Day Care in the Orchard Room

Children are generally asked to attend a minimum of 3 sessions per week, to aid settling, attachment and to gain the most from their time at Nursery. However, due to parental financial restraints and availability of places this requirement may be reduced to a minimum of 2 core sessions at the discretion of the Lead Practitioner.

Session times for the fee-paying under-threes are:

- 8.00 a.m. - 1.00 p.m.
- 1.00 p.m. - 4.30 p.m.
- 1.00 p.m. - 6.00 p.m.

Session times for children accessing the 2 Year Funded spaces during term time are:

- Monday to Friday 8.45am – 11.45am
- OR
- Monday to Friday 12.45pm – 3.45pm

The Leadership Team allocates places referring to the following criteria in order of priority:

- children who are Looked After and Children with an Education and Healthcare Plan;
- children with specific educational, medical and / or social needs;
- children who live in specific postcode areas (based on a list compiled from the Index of Multiple Deprivation);
- children with siblings currently attending the Nursery School or the Orchard Room provision;
- children with siblings who have formerly attended the Nursery School or Orchard Room;
- The distance from the family home 'as the crow flies' to the Nursery School.

Whilst every attempt will be made to ensure consistency and continuity for all children we cannot guarantee that children attending the 0-3 provision in the Orchard Room will receive a place in the Nursery School.

Daycare for Nursery School children

Subject to availability, parents and carers are able to increase their child's Nursery education by the addition of extended services which are available all year round, there is a charge for additional sessions. The extended services of the Nursery School are closed each year for 10 closure days, 5 inset days and all statutory public holidays; you will not be charged for these days.

Extra sessions offered:

Breakfast	08.00 a.m. - 09.00 a.m.
Morning Session	09.00 a.m. - 12.00 noon
Lunch Session	12.00 noon - 1.00 p.m.
Afternoon session	1.00 p.m. - 4.00 p.m.
After School Session	4.00 p.m. - 6.00 p.m.

Requests for extra sessions must be made in writing to the Admin Team, either on the initial application form or on an Extra Session Request Form (available from the office). Every effort will be made to accommodate the needs of the parent and their child, spaces permitting, priority being given to children already on roll in the Nursery School and children of working parents. Children will only be able to access extra sessions once the contract has been signed and handed in with a deposit of two week's fees. The Nursery School reserves the right to withdraw extra sessions from a child if payments are not being met (please read the Fees and Charging Policy for further information on this).

A waiting list is in operation for all sessions should they be full.

Casual and Emergency Admissions

We recognise that occasionally a parent may need additional, unplanned and 'one off' childcare sessions. In these situations, we are sometimes able to offer short term childcare for children already on roll in the setting, subject to availability. Extra sessions taken will be charged at the normal rate and an additional £3 administration fee will also be levied. Requests should be made verbally to the Admin Team in the first instance, and be followed up with the submission of an Extended Services Form. The office will confirm that an extra session has been booked by issuing an invoice to confirm payment is due. The parent will then be liable for meeting this cost even if they subsequently decide not to take up the session.

Right to Appeal

Parents and carers have the right to appeal against any admissions practice which they perceive to be contrary to the content of this policy. Complaints should be made in writing to the Headteacher (see Complaints Policy)

Updated: April 2019

Review date: April 2023



Fees and Charging Policy

The following Terms and conditions are effective from 1st September 2020

Aims:

Bognor Regis Nursery School aims to provide affordable high quality childcare which is integrated with education. The Day care element of the provision aims to provide a Charging Policy which meets the needs of parents, while ensuring that the service remains financially viable.

Childcare Fees 0–3 year olds:

Session time	Includes	Cost £
8.00am – 1.00pm	Breakfast and Lunch	30.00
8.00am – 4.30pm	Breakfast, Lunch and Tea	50.70
8.00am – 6.00pm	Breakfast, Lunch and Tea	58.80
1.00pm – 4.30pm	Tea	20.80
1.00pm – 6.00pm	Tea	29.00
Full Week 8.00am – 6.00pm	All meals	294.00

Childcare Fees 3-5 year olds:

Session time	Includes	Cost £
8.00am – 9.00am	Breakfast	6.60
9.00am – 12.00pm		15.30
12.00pm – 1.00pm	Lunch	7.90
1.00pm – 4.00pm		15.30
4.00pm – 6.00pm	Tea	10.50
8.00am – 6.00pm	Breakfast, Lunch and Tea	55.40

Daycare Agreement

The Nursery and family will sign an agreement for their child to attend a set number of sessions a week. Funded children will attend term time only. Fee paying children may attend all year round. The Orchard Room and extended services of the Nursery School are closed each year for 10 closure days, 5 inset days and all statutory public holidays; you will not be charged for these days.

To accept and secure a fee-paying place the family will be asked for a non-refundable administration fee of £15 and a deposit equivalent to two week's fees. Once the child ceases to attend the provision, the deposit will be deducted from the final bill. Should you decide to decline your child's place prior to them starting, the deposit is non-refundable.

Parents will be charged for sessions or meals even if a child does not attend, for example, due to illness or holidays. We require one month's notice in writing (email will suffice) to reduce or stop your childcare sessions completely. Your deposit will be held until final settlement is made.

Fees

Fees and meal costs are payable monthly in advance. An invoice will be sent out by email on 19th of each month where possible, and are due on the first day of the next calendar month. Currently we accept payment by cash, cheque, childcare vouchers, tax free childcare, credit/debit cards and internet banking.

Late Collection Fee:

It is essential that minimum staffing ratios are maintained at all times. If a child is collected late, then staff may have to stay on beyond the end of their shift to ensure the correct ratios of staff. When this occurs, we will pass this cost on to the parents at **£5.00 up to first 10 minutes and then £2.00 each subsequent five minute period.**

Financial Difficulties:

It is understood that some parents/carers may experience financial difficulties and we would like to work together to minimise disruption to the child's care and education. Parents/carers experiencing financial difficulties should discuss this with the Business Manager, as early as possible, in order to reach an arrangement regarding payment of fees.

Late Payment Charges and Procedure:

Late payments generate a lot of additional administration and so we will need to charge you £15.00 for each week that your payment is overdue. Parents can avoid this charge by ensuring that they pay nursery fees by the first day of each month

If the fees or meal costs are not paid on the first day of the month:

- parents and carers will receive a reminder via email 2-3 days after payment is due;
- if there is no response, a reminder letter will be sent asking for immediate payment of fees or to contact the Business Manager if there are financial difficulties;
- if the fees or meal costs are outstanding one week following the initial email/letter, the Business Manager will write to parents informing them that the extended services provision (paid sessions) will be withdrawn on a specified date unless payment is made in full by this date: parents/carers will be offered the opportunity to meet with the Business Manager or the Lead Practitioner to discuss and agree an arrangement for paying the outstanding amount;
- if there is no response from parents/carers by the specified date, the child's nursery place will be terminated and any outstanding debt will be passed on to West Sussex Legal Department for recovery. This is a most undesirable outcome and we will always work with parents/carers to reach a mutually acceptable financial agreement which can be phased if necessary.

Nappies and Wipes:

Parents are requested to supply nappies and wipes for their children if they still need them. If you do not provide them you will incur an additional charge on your invoice.

Absences

If a child is absent due to illness or holidays, you will be expected to pay for these sessions. It is at the School Leaders discretion to reimburse fees or offer concessions for unexpected, prolonged absence, e.g. hospitalization. However, for absences up to 5 days all sessions must still be paid for. If your child is absent for more than ten days, you have not contacted us and we have been unable to contact you, we will assume you no longer require the place. You will be charged for any outstanding fees.

Policy Review

The Fee Policy will be reviewed in July each year, however we reserve the right to amend fees at any time should it be necessary. At least one month's notice of intent to change fees will be provided to families.

New Menu commences 4th November 2019
Cereal, Toast and Milk served every day for Breakfast

Week 1 - w/c 04/11 25/11 16/12 06/01 27/01 17/02 09/03 30/03				
	Lunch	Pudding	Tea	Pudding
Monday	Beef Pasta Bolognese, Bean, Potato & Lentil Hotpot (vg) Jacket Potato with Cheese (V) Peas & Salad	Honeydew melon slices Fruit salad	Beans on Toast	Sorbet
Tuesday	Chicken Korma & Rice, Cheese & Sweetcorn Pasta (V), Jacket Potato with Beans (V), Green Beans & Salad	Yoghurt & granola Fruit salad	Crumpets with Cream Cheese and Ham, with Tomatoes and Cucumber Sticks	Flapjack
Wednesday	Roast Ham in Gravy, Quorn Sausage in Gravy (V), Roast Potatoes, Jacket Potato with Cheese, Seasonal Vegetables	Cranberry Shortbread Fruit Salad	Spaghetti on Toast	Yoghurt
Thursday	Cheese & Tomato Pasta (V), Butternut Squash & Chickpea Curry, Rice (vg) Jacket Potato with Tuna Mayo, Mixed Vegetables & Salad	Yoghurt & Fruit slices Fruit salad	Warm Quiche with Salad Sticks	Orange and Melon
Friday	Fish & Chips, Quorn Burger in a Bun & Chips (V), Jacket Potato with Cheese (V) Peas & Salad	Mandarin marble cake Fruit salad	Chicken Goujons and Dips with Pepper and Celery Sticks	Mini Muffins
Week 2 - w/c 11/11 02/12 23/12 13/01 03/02 24/02 16/03 06/04				
	Lunch	Pudding	Tea	Pudding
Monday	Macaroni Cheese (V), Salmon Paella, Jacket Potato with Beans (V), Green Beans & Salad	Yoghurt and Granola Fruit Salad	Cheese and Ham Wraps with Tomatoes and Cucumber Sticks	Jam Tart
Tuesday	Sausages, Mash & Gravy, Veggie Pasta Bolognese (V), Jacket Potato with Tuna Mayo, Peas & Salad	Farmhouse fruit slice & custard Fruit salad	Beans on Toast	Variety of Dried Fruit and Popcorn
Wednesday	Roast Chicken in Gravy, Quorn Balls in Gravy(V), Roast Potatoes, Jacket Potato with Cheese (V), Seasonal vegetables	Muesli Flapjack Fruit salad	Pizza with Pepper Sticks	Gingerbread Men
Thursday	Cheese & Tomato Pizza (V), Savoury Mince Beef & Mash, Jacket Potato with Tuna Mayo, Mixed Vegetables & Salad	Yoghurt & Fruit slices Fruit salad	Fish Fingers/Fishcakes with Peas and Bread and Butter	Yoghurt
Friday	Fish & Chips, Omelette & Chips (V), Jacket Potato with Cheese (V), Baked beans & Salad	Cranberry Shortbread Fruit Salad	Tomato/Vegetable Soup with Crusty Bread and Butter	Orange, Apple & Banana
Week 3 - w/c 18/11 09/12 30/12 20/01 10/02 02/03 23/03 13/04				
	Lunch	Pudding	Tea	Pudding
Monday	Chicken Tikka & Rice, Quorn Sausage & Bean Hotpot with Diced Potatoes (V), Jacket Potato with Cheese (V), Green Peas & Salad	Mandarin marble cake Fruit salad	Bagels with Cream Cheese & Ham, with Tomatoes and Cucumber Sticks	Strawberry Whip
Tuesday	Macaroni Cheese (V), Cauliflower, Lentil & Sweet Potato Masala & Rice (vg), Jacket Potato with Tuna Mayo, Mixed vegetables, Salad	Yoghurt & Fruit slices Fruit salad	Beans on Toast	Yoghurt
Wednesday	Roast Beef in Gravy, Quorn Sausage in Gravy (V), Roast Potatoes, Jacket Potato with Cheese (V), Seasonal Vegetables	Farmhouse fruit slice & custard Fruit salad	Turkey and Coleslaw Pittas with Tomatoes and Cucumber Sticks	Orange and Melon
Thursday	Cheese & Tomato Pizza, Ham & Sweetcorn Pasta, Jacket Potato with Tuna Mayo, Green Beans & Salad	Muesli Flapjack Fruit salad	Tuna Wraps with Dips and Salad Sticks	Mixture of Berries and Grapes
Friday	Fish & Chips, Quorn Burger in a Bun & Chips (V), Jacket Potato with Cheese, Garden Peas & Salad	Yoghurt and Granola Fruit Salad	Cheese and Tomato Pasta with Garlic Bread	Mini Chocolate Corn Flake Bites



Early Childhood Service

Discover... free childcare for 2 year olds

Do I have to claim FE for 2 Year Olds?

No – but as it gives both you and your child free time, why not? That's 15 hours a week of playing, painting, reading, cooking, climbing, singing, dancing, dressing up, running around, building, gardening...whatever they like doing. But most of all, your child is learning with other children.

Do I have to use all 15 hours per week?

No - you don't have to use the full 15 hours. The minimum claim is 2.5 hours per week and you can gradually increase this if and when you choose to.



Does it cost me anything?

No, the 15 hours are completely free to you.

Can I take extra hours?

Yes, if your chosen setting has extra time available. This will be charged at an additional rate which should be made clear to you by the setting.

What about a deposit?

You will not need to pay a deposit for the free time. If you are accessing additional hours or services from the setting you may be required to pay a deposit.

Do I need to tell HMRC?

Yes, you must inform HMRC if your childcare costs stop or your average weekly costs go down by £10 or more, as soon as possible after taking up the funded place. Please go to www.gov.uk/changes-affect-tax-credits for further information.

If my circumstances change, will FE for 2 Year Olds stop?

No, once your child has been offered the free 15 hours, you can use them even if your circumstances change.



What happens if the setting I choose doesn't have the times I need?

Your chosen setting should tell you when they are able to offer you the free hours. If these times do not suit you, you can either wait until a more suitable place becomes available, look at alternative settings or split the 15 hours between two settings.

My chosen setting doesn't have a place at the moment, what happens next?

The setting you choose may not be able to take your child straight away. Your child may be put on a waiting list until a place becomes available. You could also look elsewhere for an available place.

The term has already started, does my child need to wait until next term to start?

Your child can claim FE for 2 Year Olds at any point in the term, depending on when the setting has a place available. You can only claim from the start date on the front of this letter.

Can my child attend the setting in the holidays?

You will need to speak to your chosen setting to see if they offer this. Some settings 'stretch' the 15 hours per week so that you can use the free hours all year round. For example, you may be able to use 11 hours per week over 51 weeks per year instead of 15 hours per week for 38 weeks per year.

I would like to know more - who can I contact?

Further information on FE, including how the funding can be claimed and the type of childcare provision you can access, is available on our website www.westsussex.gov.uk/freechildcare. You can also telephone the Family Information Service on 01243 777807 between 8.00am and 6.00pm Monday to Friday. Alternatively, pick up a leaflet from a childcare setting or your local Children and Family Centre.