

This is to be returned to the school in full and a copy will be returned to you.

Holy Trinity C of E Preschool Educare Centre

Admissions Profile, Charges and Contract with Parents/Carers

Warning:

It is an offence to knowingly give false information in relation to residence/employment status in order to evade payment of any charge or to reduce the amount of any charge. In your own interests, please take care that complete and correct replies are given.

I agree that my child _____

Date of Birth _____ will attend Holy Trinity C of E Preschool Educare on the days (if 3 days please record your preferences) and at the times specified below, starting from:

Please note that advanced (4 weeks) written notification is required for any changes to the above attendance days and times.

Parent and Parental Responsibility:

There are many rules and regulations that give rights to "Parents". Under the Education Act 1996, for the purposes of education, a "parent" in relation to a child or young person includes someone who is not a parent, but has parental responsibility for the child or has care of the child. A person who has parental responsibility for a child is defined by the Children Act 1989. This will always include the natural mother and both parents if they are or have been married.

If your child is subject to a court order affecting parental responsibility of your child, you must attach evidence of the order to the admission form. It is your responsibility to inform us immediately of any changes to the person with parental responsibility and provide any information or supporting material we reasonably require.

You accept that we are not responsible for any inconvenience or loss of monies if we have acted in accordance with the information provided to us.

Charges from September 2021

Charges are for 48 weeks of the year - see table below
Includes - breakfast, lunch, dinner, milk, nappies and wipes*.

8am - 6pm	3 months - 23 months	24 months - 36 months
3 days	£240.00 per week	£225.00 per week
5 days	£400.00 per week	£375.00 per week
Daily	£80.00	£75.00

*please note that we provide one brand of milk and one brand of dairy free milk - if you wish for your child to have a specific brand of milk, nappies or wipes we are happy to use them for your child if you provide them

Charges - those eligible for 2-year-old government funding - TERM TIME ONLY - 38 weeks of the year

24 months - 36 months	School Day - top up	Extended Day - top up
Times	8:45am – 3:30pm	8am - 6pm
Cost	£115.00 per week	£230.00 per week

There is a weekly discount of 15% for additional children from the same family. Discount taken on the lowest monthly fee of the children.

Free Part-time Early Education Places for Disadvantaged 2 Year Olds

From September 2013 children from families in receipt of any of the following benefits may be eligible for free part-time Early Education for up to 15 hours per week for 38 weeks per year:

- Income Support/Income-based Job Seekers' Allowance/Income-related Employment and Support Allowance.
- Support under Part VI of the immigration and Asylum Act 1999/The Guaranteed element of State Pension Credit.
- Child Tax Credit provided they 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.

The school can help you to check if you are eligible.

Date of your child's 2 nd Birthday	Will become eligible for a place from
1 st January – 31 st March	1 st April / Summer Term after your child turns 2.
1 st April – 31 st August	1 st September / Autumn Term after your child turns 2.
1 st September – 31 st December	1 st January / Spring Term after your child turns 2.

The 15 hours for pupils aged 24 – 36 months, can be taken as follows: (all AM or all PM sessions)

Option	Monday	Tuesday	Wednesday	Thursday	Friday
A	08:45 – 11:45	08:45 – 11:45	08:45 – 11:45	08:45 – 11:45	08:45 – 11:45
B	12:30 – 15:30	12:30 – 15:30	12:30 – 15:30	12:30 – 15:30	12:30 – 15:30

If your child requires more than 15 hours per week, you are able to 'top up' your child's time with extra hours at our published weekly rates – subject to availability (see Page 2 of this document)

Help with the costs of Childcare:

www.childcarechoices.gov.uk

www.hmrc.gov.uk/childbenefit

www.hmrc.gov.uk/taxcredits

"Tax Credits – extra money for you family" booklet

Booklets are available from the Family Information Service at Hackney Education. 020 8820 7590

Closed dates

For the academic year 2021/22 the preschool will be closed on the following dates:

Wednesday 1st September & Thursday 2nd September 2021 - Training Days

Thursday 23rd December 2021 - Tuesday 4th January 2022 - Includes the Bank Holidays for Christmas Day, Boxing Day and New Year's Day

Monday 11th April 2022 - Monday 18th April 2022 - Includes Good Friday & Easter Monday

Monday 2nd May 2022 – Early May Bank Holiday

Thursday 2nd & Friday 3rd June 2022 - Spring and Jubilee Bank Holidays

Monday 8th August 2022 - Friday 19th August 2022

Monday 29th August 2022 – August Bank Holiday

The provision will also be closed for 2 additional training days across the year which you will be given at least a month's notice of.

The dates above include all the bank holidays.

Payment Information

Please indicate below how your child's preschool place is being funded (Please tick as appropriate):

	Yes	No
Are you eligible for 2-year-old government funding		
Parent/Carer (self) - via Parent Pay, in advance		
Childcare Vouchers		
Childcare Grant Payment Service		
Tax Free Childcare		
Children and Young People's Services		
Children in Need (CIN)		

If other, please state:

All payments need to be made via Parent Pay, in advance. If you are wishing to use childcare credits or vouchers, please contact the school for further information.

By signing below, you agree to the terms and conditions (see Appendix 1, 2 and 3) of admission to Holy Trinity Preschool Educare Centre. You are also agreeing that the information provided in the [digital admission form](#) is true and accurate at the time of completion.

Parent Name: _____ Parent Signature: _____

Date: _____

School Name: _____ School Signature: _____

Date: _____

Appendix 1

Terms and Conditions for Admission

1. Within these Terms and Conditions:
 - "Admission form" means this document titled "Holy Trinity C of E Preschool Educare Admissions Profile and Contract with Parent/Carer".
 - "Authorised Person" means an individual over the age of 16 years old and specified in accordance with clause 10.
 - "Preschool Educare" means the nursery provision for pupils 36 months and under.
 - "Preschool Educare" is the care specified on Page 1 of this document.
 - "Policy and Procedure" means any policy and procedures of Holy Trinity CE Preschool Educare as amended from time to time and made available to you.
 - "Site" means the land which the Nursery is located.
 - "Us", "We" or "Our" includes the Headteacher.
 - "You" means a person (or persons) with parental responsibility (as specified on the Admissions Form) and notified to us in writing (where there is any change to the rights of any person who obtains or loses such parental responsibility).
 - "Your child" means the child as specified on Page 1 of this document.
2. We reserve the right to change hours, fees, terms and conditions without notice to you to facilitate the safe and effective running of the nursery. However whenever possible advanced notification would be provided.
3. You understand and accept that attendance at the Nursery does not guarantee your child admission to the school classes from Reception through to Year 6. It does give priority for the School Nursery; however the appropriate paperwork must be completed to apply for a place.
4. Changes - you are required to inform us immediately if any of the information on the admission form changes or you become aware it is incorrect or incomplete; this includes emergency contact details and telephone numbers.
5. You must provide Holy Trinity CE Preschool Educare with prior written notification of any changes to the admission arrangements agreed for your child. If notice relates to the reduction in sessions, one month's written notice is required. Fees are payable even if your child does not attend the nursery during this period.
6. Information:

The Preschool collects personal information on this Admission Form for the purpose of providing your child with the necessary care whilst your child is in the Preschool, and safeguarding children attending the Preschool. For reporting and statistical monitoring processed both at a local and national level; and if your child is identified as a child in need, has a Special Education Need or in our reasonable opinion involves child protection concerns. Your child and your personal information on this form (and accompanying documents) will only be used for the purpose in which it is provided. Unless otherwise advised your child and your personal information will not be disclosed to any other third parties without your consent unless, where authorised, required by law or to discharge obligation for the purposes specified above. In this document you give us permission to disclose information to the appropriate agency if the child has been identified as a child in need or has a Special Educational Need with regards to the Children Act 1989, Education Act 1996 and the Special Needs and Disability Act 2001.

Collection of Children

Children must be brought and collected by a responsible person no younger than 16 years of age. Two emergency contact numbers are required upon admission to the Preschool. These numbers will be checked at regular intervals. Parents/carers must inform the Preschool in advance if there are any changes to the names of the authorised collecting individuals. We acknowledge that this may not always be possible and would request that you contact the main school office as soon as possible with the name of the collecting individual. The Preschool will provide you with a security password to be exchanged with staff upon arrival for collection of the child. Where a child is /becomes subject to a court order, evidence of this will need to be provided as part of the admissions procedure.

Names of persons with permission to collect you child and to be contact in cases of emergency:

(See attached sheet – Appendix 1)

Absence

You must notify the Preschool by 9.00am if your child is unable to attend and let us know the reason for the absence. Failure to do so and persistent absence may result in your child's place being withdrawn and fees applied still.

You will be contacted by staff in the Preschool should your child become unwell with the expectation that the child is collected by an authorised person as soon as possible (within half an hour) in order to minimise any distress to the child. We will ensure that the child is made comfortable until an authorised adult arrives.

The Preschool will exclude any child suffering from;

- i. An infectious or contagious disease (details must be provided on admission) or
- ii. Any child from a household where there is a case of infectious diseases

Lateness and non-collection of children

We expect all children to be on time unless the Preschool has received prior notification of the proposed lateness (i.e. doctor's appointment). Preschool sessions close for children at three different times throughout the day, depending on each child's hours. This can be 12.00pm (midday) or 6.00pm. All children must be collected punctually. A late charge of £5.00 for every 5 minutes is applied after each of these times. Persistent late collection of 3 intervals over a week within a month may result in the withdrawal of your child's place. A verbal notification will be given in the first instance, followed by a written notification. A final written notification will be issued notifying you of the withdrawal of the childcare place. Any waiver of the withdrawal will be at the Headteacher's discretion. Any such waiver does not operate as a waiver of another breach by you. If you anticipate that you will be late to collect your child and you have exhausted all avenues to arrange an alternate person to collect your child, you should discuss the difficulty with a member of admin staff immediately. Please note this would be a rare and exceptional circumstance only. We are under a duty of care to safeguard your child and if your child is not collected on time and we have exhausted all emergency contacts then the Social Services Duty Team will be contacted.

Appendix 2

Regulations covering the admission of children to Holy Trinity Preschool Educare weekly/daily charges for places.

1. Children under 36 months of age only are admitted.
2. Holy Trinity Preschool Educare is open from 8:00am – 6:00pm Monday to Friday and for staff only between 7:30am - 8:00am Monday to Friday.
3. Children arriving after 10:00am for the morning session or 2:00pm for an afternoon session will not be admitted (although charges will still apply). Please note that the prices will be reviewed in March 2021.
4. Children are expected to be collected at their agreed time of collection. A late charge of £5.00 is applied for every 5 minutes parents/carers are late for their collection time. Persistent lateness may result in the withdrawal of the place.
5. Children must be brought and collected by a responsible person, no younger than 16 years of age. Emergency telephone contact numbers are required when the child is admitted. This number will be checked on regular intervals.
6. The reason for a child's absence must be reported immediately to the main school office on 0207 254 1010. Persistent non-attendance may result in the child's place being withdrawn.
7. The Preschool will exclude any child suffering from:
 - i. An infectious or contagious disease (details on admission) or
 - ii. Any child from a household where there is a case of infectious diseases
8. It is a condition of admission that parents give their consent for the admission of their child/ren to hospital for necessary treatment.
9. Spare clothing must be provided, clearly marked with the child's name on each piece of clothing. This is to be left (in a bag) in preschool with dirty/soiled clothing being sent home as and when applicable.
10. All sleeping comforters (i.e. blanket, soft toy etc) bottles, specific food items and specific toiletries items (i.e. Sudocrem) need to be provided, and named appropriately.
11. Alternate foods required (i.e. during weaning) need to be provided from home. Staff will work with families to ensure that as soon as possible children are able to access food at Preschool.
12. The charge for attendance at Holy Trinity CE Preschool Educare is applied for 48 weeks, per year. Absence due to holidays or sickness, outings* and unplanned closures such as extreme weather conditions (snow) will have normal charges applied.

* Outings: where there is a whole class outing for your child's class that you opt your child out of.

13. A deposit equivalent to four weeks fees must be paid on admission and one week's fee in advance. The deposit will be refunded when your child leaves if your account in advance. A minimum of 4 weeks' notice is required to terminate a child's place.
14. A "no arrears" policy is applied and failure to adhere to this may result in the immediate withdrawal of the place. A fee of £20.00 will be incurred on your account if fees are not paid on time.
15. It is the Parents/Carers responsibility to notify the Preschool (0207 254 1010) of all changes to address, contact numbers (including emergency), employment status and dietary and medical needs relating to the child.
16. Parent workshops and review meetings regarding your child will be held; these will include 2 formal parent meetings and an end of year progress report; along with the completion of the 27 month health check in consultation with our Health Worker. Parents/Carers are expected to attend all of these meetings.
17. Due to the admissions register for places, it may only be possible to offer a part time place for your child.
18. If you are privately paying for a place in our Preschool for your two year old and they turn 3 years of age but there is not a place in our 3 year old nursery the term after their 3rd birthday they may remain in the Preschool provision. In the event that this happens the Preschool fees will continue to apply however their 15 or 30 hours will be taken into account for charges from the term after their 3rd birthday. Please note that this funding only covers 15 or 30 hours a week over a 38 week period so the charges for the 48 weeks will be spread out over the weekly payments. See the table below for details.

	37+ months eligible for 15 hours	37+ months eligible for 30 hours
8am - 6pm	Weekly	Weekly
3 days	£135	£66
5 days	£285	£230

Appendix 2 - point 18 pricing structure does not apply to families who are eligible for 2-year-old government funding

Appendix 3

Medicine and Sun Lotion Consent:

For children in the preschool 'Calpol' or other recognised brands of infant paracetamol can be administered to your child for the purposes of teething related pain and symptoms. It is important that on arrival to preschool you inform staff of the last dose and they will then agree that time for the next dose to be administered. All instances of medication being given will be in the presence of two members of staff, with the time, date, name and dose administered.