

Application Pack



Please contact the Manager Libby

manager@stauntonpreschool.co.uk

01981 500682

We Believe

- every child has unique requirements
- every child should be enabled to fulfill their individual potential
- every child has the right to be heard
- in an inclusive community

We Promise

- a warm and friendly environment where families feel welcome
- an environment where children feel safe and secure
- free flow play with access to outdoors
- children have fun whilst learning

We Promote

- creativity
- resilience
- understanding and tolerance
- self-sufficiency
- sustainability

Term Dates 2025/26

AUTUMN TERM 2025

Term Starts

Wednesday 3rd September

Half Term

Monday 27th October – Friday 31st October

Last day of Term

Friday 19th December

SPRING TERM 2026

Term Starts

Tuesday 6th January

Half Term

Monday 16th February – Friday 20th February

Last day of Term

Friday 27th March

SUMMER TERM 2026

Term Starts

Monday 13th April

May Bank Holiday

Monday 4th May

Half Term

Monday 22nd May – Friday 29th May

Last day of Term

Friday 17th July

09.01(b) Application to Join

Personal Details

First Name(s)

Surname of Child

Date of Birth

Full Address

Parent/Carer Name (1)

Relationship to Child

Full Address (if different)

Email

Telephone

Parent/Carer Name (2)

Relationship to Child

Full Address (if different)

Email

Telephone

Session Request

Preferred start date

*Please tick the sessions you would like your child to attend*Morning [9.00-12.00pm] Monday Tuesday Wednesday Thursday FridayAfternoon [12.00-3.00pm] Monday Tuesday Wednesday Thursday FridayShort Day [9.00 – 3.00pm] Monday Tuesday Wednesday Thursday FridaySchool day [8.30-3.30pm] Monday Tuesday Wednesday Thursday FridayLong day [8.00-4.30pm] Monday Tuesday Wednesday Thursday FridayFull day [8.00-5.30pm] Tuesday Wednesday Thursday

Signed parent/carer (1):

Date:

Signed parent/carer (2):

Date:

Our committee

As a charity and committee-led Pre-School, we rely on the support and involvement of our committee to help guide and shape the direction of our setting. The committee plays a vital role in making important decisions, supporting staff, and ensuring we continue to provide a safe, nurturing, and high-quality early years environment for all our children. We are always keen to welcome new members who are passionate about early years education and want to get more involved in their child's Pre-School journey.

As part of joining the committee, you will be required to complete an enhanced DBS check and an EY2 form as part of Ofsted's suitability process. This ensures we maintain the highest standards of safeguarding and governance. Your time and input can make a real difference to our pre-school community.

I would like to find out more about joining the committee Y/N**I am interested in joining the committee Y/N**



At Pre-School we use an app called Family which as well as allowing us to communicate with you, allows you to communicate with us. We also love to see pictures of what you have been up to at home and in return we will send observations of your child at Pre-School. Sometimes children do different things at home that they do not do at Pre-School, and vice versa, so your participation is really valuable. It helps us to plan your child's next steps and support their learning and development.

You should receive an email from Family asking you to create your account. If this has not happened within two weeks of your child starting, please let Libby know.

Settling in

Every child is different so please talk to us about your child's needs. We offer two free settling in sessions. We encourage parents to stay and play for the first session and then go to make a cup of tea or coffee in the kitchen whilst we introduce ourselves and try and engage your child in play. The second session we ask that you stay for a brief period and then go off site for an hour before returning. You are welcome to stay and play with your child when you come to pick up. You may feel that your child needs more settling in (particularly if they are younger) or that your child does not need any settling in sessions because they are used to staying with grandparents/attending a different Pre-School so please let us know what you think your child needs.

We do offer a 'getting to know you' visit where your child's Key Worker will come and play with your child in your home. These visits are particularly helpful if your child is struggling to settle into Pre-School; we find that children often think it is okay to come and play at 'our house' once we have been to play in theirs.

Key Worker

Although we will have a member in staff in mind to be your child's Key Worker, we allow a couple of weeks to settle in before confirming who this will be. This is because children can naturally form a bond with a different member of staff. Your Key Worker should introduce themselves to you but please see Libby with any questions.

What do I need to send my child with?

All children will need:

- A named water bottle
- At least two full changes of clothes, including socks

Some children will need:

- Nappies and wipes
- Nappy rash treatment cream
- Comforters
- Milk bottles with formula or breast milk
- Healthy packed lunch

Snacks

Pre-School provides a morning and afternoon healthy snack for all children at a cost of 20p per snack.

If preferred, you can provide your own snacks - but please make sure that they are fruit/vegetable based. We do not allow crisps, chocolate, cakes or sweet biscuits. Please let us know if you wish to provide your own snacks and we can provide you with the list of snacks that our children will be having.

If you have any concerns about your child's food intake, please talk to us.

Children attending Breakfast Club are given the choice of a healthy and age-appropriate breakfast e.g. wholemeal toast with butter jam/marmite/honey or a variety of whole grain cereals. Milk and water are available to drink. This is included in the hourly rate.

At Kids Club all children staying beyond 4.30pm are provided with a snack, such as fruit toast or crumpets. This is included in the hourly rate.

Healthy Lunch Boxes

Here are a few reminders to keep in mind when assembling your child's food for the day.

1. Try not to send foods that your child has not previously tried. Try new foods at home so that you know your child likes them. We find that children sometimes eat foods at Pre-School that they refuse to eat at home. Please speak to your child's Key Worker if you would like your child to try unfamiliar food in their lunch box.
2. Try to make lunch a mix of foods that are yummy, healthy, and familiar. Ideas can be found at <https://www.yummytoddlerfood.com/toddler-lunch-ideas-for-daycare/>
3. We are a **nut free** Pre-School - please no peanut butter and always check ingredients on cereal bars. This is to help keep everyone safe.
4. Any uneaten food is put back in lunch boxes so that you can see how much they have eaten. If you have any concerns, please let us know.
5. Do not worry too much if your child's appetite varies from one day to the next. This is totally normal.
6. Always cut and serve specific foods in sizes that your toddler can handle, ie. grapes should always be cut in half lengthways.
7. Do not stress if your child eats more, less or differently at Pre-School than they do at home. Different environments have different outcomes.
8. Our fridge is not big enough for everyone's lunch boxes - please use ice packs in warm weather.

We are unable to reheat food at Pre-School, but we do offer hot lunches. These are provided by AIP and currently cost £2. For a current menu and to order, please contact - admin@stauntonpreschool.co.uk

07.01(a) Privacy Notice

1. Introduction Staunton-on-Wye Pre-School is committed to protecting your personal data in accordance with data protection laws and using it in line with your expectations. This Privacy Notice explains:

- What personal data we collect
- Why we collect it
- How we use it
- Your rights regarding your personal data
- The procedures we follow to protect your data

When we refer to "we," "us," or "our," we mean Staunton-on-Wye Pre-School.

2. Data Controller Contact Information Libby Gillett, Staunton-on-Wye Pre-School, Staunton-on-Wye, Herefordshire, HR4 7LT

Data Protection Officer: Libby Gillett

3. What Personal Data We Collect We collect personal data about you and your child to provide quality childcare and early education tailored to your child's individual needs. This includes:

- **Child's Information:** Name, date of birth, address, health, development, special educational needs (if applicable), and details regarding parental responsibility or court orders.
- **Parent/Carer Information:** Name, home and work addresses, phone numbers, email address, emergency contact details, and family details.
- **Additional Information:**
 - National Insurance number or unique taxpayer reference (if applicable for claiming funding).
 - Financial information for payment processing.
 - Social worker details, Child Protection Plans, and Health Care Plans (if applicable).

We may collect this information directly from you via Registration Forms, identity documents, correspondence, or through communication with health and social care professionals.

4. Why We Collect and Process Personal Data We collect and process your data under lawful bases to:

- Support your child's wellbeing and development
- Manage any special educational, health, or medical needs
- Monitor and assess your child's progress
- Maintain contact with you about your child's welfare
- Respond to emergencies
- Process claims for funded early education and care
- Communicate changes or updates to our services
- Provide our e-newsletter (with your consent)

With your explicit consent, we may also:

- Collect ethnicity and religion data for monitoring purposes
- Record and share your child's activities in their learning journal (including photos/videos)
- Share your child's records with their future school

If we wish to use your child's image for training, publicity, or marketing purposes, we will seek separate written consent. You may withdraw consent at any time by providing written notice to the setting.

5. Safeguarding and Legal Obligations We have a legal duty to share information without your consent if we believe:

- A child is at risk of harm
- It is required by law (e.g. through a court order or law enforcement)

6. Who We Share Your Data With We share data only when necessary, including:

- **Regulatory Authorities:** Ofsted during inspections or investigations
- **Payment Processors:** For processing childcare and education fee payments
- **Local Authority:** For funding claims (e.g. 30 hours free childcare)
- **Government Eligibility Checkers:** For funding verification
- **Insurance Providers:** If required for claims or coverage
- **Medical and Social Services:** When necessary to protect a child's welfare
- **Receiving Schools:** To support a smooth transition when a child moves on

We do not share your data for marketing purposes or with third parties for their independent use. Where we engage external data processors (e.g. nursery management software providers), they are required to follow strict confidentiality and security protocols.

7. Data Security Measures We implement appropriate technical and organisational measures to safeguard your data against loss, misuse, or unauthorised access. This includes:

- Secure storage in locked filing cabinets (for physical records)
- Encryption and password protection (for digital data)
- Limiting access to authorised personnel only

8. Data Storage Locations Personal data is stored securely:

- On servers located within the UK or the European Economic Area (EEA)
- In paper format within locked cabinets

Where third-party providers store data outside the EEA, we ensure that equivalent data protection measures are in place.

9. Data Retention Periods We retain personal data only for as long as necessary to fulfill our legal and operational obligations:

- **Child and parent records:** Retained for six years after the child leaves the setting, or until the next Ofsted inspection, whichever is sooner, but no less than three years. For children with Special Educational Needs (SEN), records must be kept until the child reaches 25 years of age.
- **Medication and accident records:** Retained for six years after the child leaves the setting, or until the next Ofsted inspection, whichever is sooner, but no less than three years.
- **Learning journeys:** Available upon request when the child leaves, archived three years after the child leaves the setting, or until the next Ofsted inspection, whichever is sooner.
- **Safeguarding records:** Retained until the child reaches 25 years of age, for Looked After Children (LAC) records will be retained until the child reaches 75 years of age.

10. Your Rights Regarding Personal Data You have the following rights under data protection laws:

- **Access:** Request a copy of the personal data we hold about you and your child.
- **Rectification:** Request corrections to any inaccurate or incomplete data.
- **Erasure:** Request deletion of your data where it is no longer necessary.
- **Restriction:** Request to limit the way we process your data.
- **Data Portability:** Request transfer of your data to another service provider.

To exercise any of these rights, please contact the manager via email, phone, or in person.

11. How to Raise Concerns or Complaints If you have questions or concerns about how we handle your data, please contact the manager. If your concern remains unresolved, you may contact the Chair of Pre-School's committee for further assistance.

If you are still dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF
Website: <https://ico.org.uk/>

12. Changes to This Privacy Notice We review this privacy notice regularly. Any updates will be communicated to you to ensure you remain informed about how we process your data.

Last Reviewed January 2025

This Policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.

11.01 Payment of Fees

Policy Statement

Our setting is committed to providing a fair and open admissions system. It is our intention to ensure that parents are aware in advance of the fees they will be required to pay, and, when and how they will be expected to pay them, to ensure the continuing financial viability of Pre-School. Pre-School is a committee-led setting and all matters relating to admission and the payment of fees will be dealt with by the committee.

Fees

The fee scale is as follows:-

Hourly Rate: £7.70 per hour or part thereof

It is important that parents drop off and pick up their child promptly at the start and end of their agreed hours. This enables appropriate staffing to be arranged for booked sessions and ensures the safety of everyone at Pre-School. Therefore, we have implemented an early drop off and late pick up fee.

Early drop-off/late pick-up fee: £7.70 per 15 minutes

Morning snack: 20p

Afternoon snack: 20p

Fee Structure

Early Education Fund (EEF)

The term after **ALL** children living in England turn 3 years of age, they are entitled to 15 hours of funded early education for 38 weeks of the year (up to 570 hours per year).

For eligible working families in England, up to 30 hours funding is currently available for children from the term after they turn 9 months of age for 38 weeks of the year:

To find out if you are eligible, please go to

<https://www.childcarechoices.gov.uk/>

To complete the application, you need to provide your name, address and national insurance number, as well as whether you expect to meet the income requirements/whether you are in receipt of any benefits.

If you live with a partner, you will need to provide their information too. This will enable HMRC to decide whether your child is eligible.

If you are eligible, **you will be given an 11-digit code** that Pre-School will need, in order to be able to claim the funding.

You will need to reconfirm your eligibility every three months and will receive a reminder text message or email before the deadline from HMRC.

For families in England that receive some additional forms of government support, or if your child

- has been looked after by the local authority for at least one day
- has been adopted from care
- has left care through special guardianship
- is subject to a child arrangement order

you may be entitled to 15 hours of funded education for 38 weeks of the year (up to 570 hours per year) from the term after your child turns 2.

To find out if you are eligible, please go to

<https://www.herefordshire.gov.uk/family-support/early-education-funding-parents/3>

If you are eligible, **you will be given an EY voucher code** that Pre-School will need in order to be able to claim the funding.

EEF can be used between 9.00am and 3.00pm. All sessions over the 15/30 hour entitlement will be charged at £7.70 per hour.

Please note that funding commences the term after your child turns the stated age.

Birthday falls between	Term funding starts
1 April - 31 August	September
1 September - 31 December	January
1 January - 31 March	April

Due to differing term lengths there could be a shortfall of funding and Pre-School reserves the right to charge parents for any unfunded sessions.

Early Years Pupil Premium (EYPP)

Early Years Pupil Premium is additional funding for early years settings to improve the education they provide for disadvantaged children.

Your child may be eligible for the EYPP if you get any of the following benefits:

- Income Support
- Income-based Jobseeker's 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 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' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Your child may also receive EYPP if they:

- have been looked after by the local authority for at least one day
- have been adopted from care
- have left care through special guardianship
- 1. are subject to a child arrangement order

If you think you may be eligible or have any queries, please do not hesitate to ask a member of staff.

Tax Free Childcare

Tax-free childcare is a government scheme to help working families with their childcare costs and can be used to pay any fees not covered by EEF.

Parents can open an online childcare account to pay their registered childcare providers directly. For every £8 a parent pays into their account, the government will add £2 **up to £2,000 per child per year**.

To apply, you (and a partner) should:

- be 16 years old or over
- be employed or self-employed
- earn at least **£139** a week and **not more than £100,000 per year per parent** (only one parent must be working in a lone-parent family)
- **Not be** receiving Tax Credits, Universal Credit or childcare vouchers

You need to apply online <https://www.childcarechoices.gov.uk/>

You will need to reconfirm your eligibility every three months and will receive a reminder text message or email before the deadline from HMRC.

Universal Credit for Childcare

If you are working, Universal Credit can help with the costs of childcare – not dependant on the number of hours you work.

You may be able to claim up to 85% of your childcare costs if you are eligible for Universal Credit and meet some additional conditions. The amounts you can receive in childcare costs are:

- a maximum of £646.35 per month for one child
- and a maximum of £1,108.04 per month for two or more children

Childcare support is currently paid in arrears. This means that you will usually pay the costs yourself, and Universal Credit will then pay you some of that money back.

You **cannot** claim Universal Credit at the same time as:

- Tax credits
- Tax-Free Childcare

Funding in Wales

If you live in Wales, we are registered and can claim funding for 3-4 year olds but their system is slightly different. Please go to <https://www.gov.wales/get-30-hours-childcare-3-and-4-year-olds> for further information.

Other childcare vouchers may also be accepted. Please talk to a member of staff if you have any queries.

An illustration of how the Pre-School billing system operates is shown below.

	Breakfast Club 8.00-9.00am	Kids Club 3.30-4.30pm	Kids Club 3.30-5.30pm
EEF	N/A	N/A	N/A
Non Funded	£7.70	£7.70	£15.40

	Morning Session 9.00-12.00pm	Afternoon Session 12.00-3.00pm	Short Day 9.00-3.00pm	School Day 8.30-3.30pm	Long Day 8.00-4.30pm	Full Day 8.00-5.30pm
EEF Voucher	£0.00	£0.00	£0.00	£7.70	£19.25	£26.95
Non Funded	£23.10	£23.10	£46.20	£53.90	£65.45	£73.15 (not available Monday or Friday)
Snack	£0.20	£0.20	£0.40	£0.40	£0.40	£0.40
Hot Lunch	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00

Payment of Fees

The method of payment of fees is as follows:

Invoices will usually be issued monthly and cover up to the last day in the month

Any extra sessions will be invoiced at the end of the month and sent out with the next month's invoice

Invoices include:

The number of sessions charged, including Breakfast and Kids Club

The number of EEF hours claimed

Pre-School reserves the right to charge an early drop-off/late pick-up fee for time outside your agreed session times.

Fees should be paid within two weeks of invoices being issued.

Fees may be paid weekly or monthly.

Payment by instalments can be arranged if required but should, if possible, be requested in advance.

Payments can be made by BACS or via an employer's childcare voucher scheme. Regular payment by standing order may be arranged and Pre-School's bank details are available at the bottom of the invoice. Receipts are issued if requested.

Fees are charged for all regular sessions, as well as any additional sessions attended. Fees will not usually be waived for non-attendance (e.g. for illness or family holidays) except for in exceptional circumstances (e.g. prolonged absence, i.e. sabbatical, or long-term illness). Under these circumstances, the committee reserves the right to charge a retainer fee.

For school children attending Breakfast and Kids Club sessions only, if a child does not attend a session due to an event at school e.g. Film Club, fees will only be credited at the end of the month providing 48 hours notice is given.

Once sessions are confirmed after starting Pre-school, parents may be given a letter stating the cost per term if required.

If an invoice remains unpaid seven days following the payment due date, a reminder will be sent. If payment is still not received by the end of the half term, a further reminder will be sent out asking requesting payment within seven days.

If there is no payment in response to this, the chairperson or treasurer will contact the parent directly to ask for immediate payment.

If immediate payment is not made, a structured repayment plan must be agreed between the chair and the parent and a copy signed by both parties.

If a child has outstanding fees with no written payment plan agreed at the end of any term, they will not be permitted to return to Pre-School the following term except for hours covered by EEF.

Non-payment may be referred to the small claims court for recovery.

In extreme circumstances where a child's safety maybe compromised, the Pre-School committee may consider using ring-fenced money to allow the child to attend Pre-School for additional hours.

When leaving the setting, half a term notice is required.

Fees will be reviewed by the Pre-School committee as deemed appropriate by the committee.

This Policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.